



## SUSTAINABLE ENERGY PROJECT SUPPORT (SEPS) Regional call in LAC and S/SE Asia 2018

### SEPS Knowledge Exchange – Application Form

With its 'SEPS Knowledge Exchange' scheme, WISIONS facilitates the mobilisation of knowledge and expertise among energy practitioners and other stakeholders in the field of sustainable energy technologies in the 'Global South', with a focus on decentralised energy solutions. Consequently, applications for SEPS Knowledge Exchange support should be directly linked to sustainable energy solutions applying renewable energy technologies.

The proposed SEPS Knowledge Exchange should allow for interaction between practitioners with significant experience in the implementation of decentralised renewable energy solutions in the target region(s). The SEPS Knowledge Exchange may include the participation of experts and organisations from other global regions, although the focus should be on developing and maximising knowledge and expertise in countries in the target region(s).

#### Regional Focus

This call for proposals is aimed at both focus regions of WISIONS – Latin America and the Caribbean, and South/South East Asia. The countries considered for this call are those within the Caribbean, South and Central America, South Asia and South East Asia according to the UN definition:

<http://unstats.un.org/unsd/methods/m49/m49regin.htm>

#### Application Procedure

The SEPS knowledge exchange proposal must demonstrate a sound and coherent approach that is in accordance with the specific needs and expertise of the organisations involved. Applicants are, therefore, required to submit the following:

- a completed SEPS Knowledge Exchange application form\*
- a separate budget plan in EUROS
- a timeline and working plan

\* Please DO NOT alter the original pdf document or add additional pages. If you have any problems completing the form, please contact [info@wisions.net](mailto:info@wisions.net)

#### Which activities are eligible as SEPS Knowledge Exchange Activities?

SEPS Knowledge Exchanges facilitate peer-to-peer interactions among practitioners, as well as between practitioners and other relevant stakeholders. The target groups for SEPS Knowledge Exchanges are energy practitioners and organisations, together with other stakeholders, in the Global South (south-south exchange).

SEPS Knowledge Exchange activities should relate to one or more of the following focus areas:

- **Capacity-building:** strengthening technical, managerial, communication or other skills of practitioners.
- **South-South mutual learning:** facilitating mutual learning among organisations active in the Global South.
- **Practice-to-policy exchange:** addressing potentials & barriers to specific energy technologies or delivery models to raise awareness and generate policy recommendations.
- **Advocacy and awareness-raising activities:** defining strategies for the effective advocacy of critical topics; creating awareness for specific technologies and/or challenges relating to sustainable energy; implementing and supporting concepts for motivating the local population.
- **Others:** WISIONS is open to creative ideas on how to expand the knowledge base and to strengthen capacities of practitioners as well as of other stakeholders.



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The SEPS Knowledge Exchange proposals should **meet the following criteria**:

- Focus on knowledge creation, conservation, dissemination and/or capacity-building
- Active involvement of at least one organisation with proven commitment in the field of access to sustainable energy
- Experience in and commitment to one of the proposed regions
- Clear focus on South-South exchange
- Clear definition of the knowledge need(s) and gap(s) addressed
- Clear definition of the expected outputs and outcomes
- Relevance to the general aims of universal access to energy and sustainable development.

**The following are excluded from SEPS Knowledge Exchange support:**

- Installation of technical concepts and delivery models (i.e. projects that aim at implementing, testing and monitoring the operation of technical devices)
- Academic research projects
- Feasibility studies
- Long-term training courses
- 'North-South' consultancy and research approaches
- Clean stove dissemination activities

**Aspects to consider:**

The **selected lead coordinating partner organisation** will have to conclude a grant contract with the Wuppertal Institute and **must be authorised to issue invoices** for funds to be transferred.

**Please note: The following form is optimised for Adobe Acrobat Reader ([free download](#)). If you have problems completing it, please contact the WISIONS team ([info@visions.net](mailto:info@visions.net)).**



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## SEPS Knowledge Exchange – Application Form

### CONTACT DETAILS OF COORDINATING ORGANISATION (just one institution\*):

LEAD ORGANISATION*
CONTACT PERSON (FIRST NAME, LAST NAME)
ADDRESS
CITY & POSTCODE
COUNTRY
TELEPHONE
E-MAIL
HOMEPAGE (IF APPLICABLE)

\*Other organisations participating in the knowledge exchange should be named in section 3

### WORKING TITLE OF THE KNOWLEDGE EXCHANGE:

TITLE
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### KNOWLEDGE EXCHANGE FOCUS

Please select at least one of the following:

- |  |  |
|--|--|
| <input type="checkbox"/> Capacity-building                     | <input type="checkbox"/> Advocacy and awareness raising activity |
| <input type="checkbox"/> South-South mutual learning           | <input type="checkbox"/> Others (Please specify)_____            |
| <input type="checkbox"/> Practice-to-policy knowledge exchange |  |

Please complete the following sections, bearing in mind the maximum number of words per section.

## 1. OBJECTIVES

Please provide 1-5 clear objectives for the knowledge exchange.

LIMIT OF 500 CHARACTERS

## 2. CONCEPT

Please give a short description of the proposed knowledge exchange.

LIMIT OF 3000 CHARACTERS

**Aspects to consider:** format of knowledge exchange (e.g. workshop, seminar, engagement with end users, technical or management training, networking), location(s), activities/steps, partners involved, methodology, overall duration.

### 3. NEEDS TO ADDRESS

Please describe which and whose knowledge needs/gaps will be addressed by the proposed knowledge exchange.

LIMIT OF 1000 CHARACTERS

**Aspects to consider:** types of needs to be addressed: e.g. knowledge transfer, technical gaps, contextual practice, sharing best practice, problem solving, awareness raising etc.

### 4. TARGET GROUPS AND PARTICIPANTS

Please describe who is the target group of the knowledge exchange, who the participants will be, how they will be chosen and how they will benefit from the knowledge exchange.

LIMIT OF 2000 CHARACTERS

**Aspects to consider:** organisations, target groups and individuals that will benefit from the activities.

## 5. LINKAGES AND COOPERATION

Please describe the nature of the existing linkages to partner organisations, and/or addressed target group(s). If you do not have existing linkages to partners and target groups how will these be established/initiated?

LIMIT OF 1000 CHARACTERS

## 6. OUTPUTS

Please list and describe the concrete outputs the knowledge exchange will generate.

LIMIT OF 1000 CHARACTERS

**Aspects to consider:** outputs could include for instance booklets, manuals, handbooks or similar written materials; sets of training materials; videos; info graphics; online multimedia tools etc.

## 7. IMPACTS

Please list and describe the outcomes the knowledge exchange will generate and also provide a brief explanation of the impacts the activities are expected to have in relation to the partner organisation(s), the knowledge need and the wider society in the mid to long-term.

LIMIT OF 1000 CHARACTERS

**Aspects to consider:** What is the added value? How will the project contribute to the SDGs? Which SDGs are addressed by the knowledge exchange?

## 8. DISSEMINATION

Please outline whether and how you plan to disseminate the outputs and lessons learned from the knowledge exchange in order to reach organisations/individuals beyond the participants of the knowledge exchange activity. Who will be the target group and what is the envisaged reach of the dissemination strategy?

LIMIT OF 1500 CHARACTERS

## 9. WORK PLAN

Please list and describe the planned activities in detail. Include information on milestones, as well as roles and responsibilities within the organisations involved and/or individuals, and highlight how the team will ensure timely engagement with stakeholders. Please submit, together with this application form, a **detailed timeline and work plan** in table form in a separate document. The document should allow for easy tracking of the progress of the planned activities.

LIMIT OF 1500 CHARACTERS
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## 10. FINANCIAL SUPPORT

Please provide the following key financial information.

Please submit a separate supporting **detailed budget plan (in Euros)** together with this application form.

TOTAL KNOWLEDGE EXCHANGE BUDGET (in EUR):
BUDGET REQUESTED FROM WISIONS (in EUR):

→ *The SEPS KNOWLEDGE EXCHANGE grant fund is given in Euros. Therefore, we must ask for your budget calculations to be in Euros. Please take average currency fluctuations into consideration, as it is not possible to adjust the grants later. In case of additional funding sources and/or use of own resources, please indicate for which activities the budget from WISIONS will be used, presenting the WISIONS and different funding sources in **separate columns and in Euros (EUR) within the detailed budget plan.***



## 11. PARTICIPATING ORGANISATION(S)

Please give details of a maximum of 4 organisation(s) and/or the person(s) who will be the knowledge exchange partner(s). If more than 4 organisations are participating, please use plain paper to provide the extra information required.

How many organisations will be involved?

NUMBER

How many persons are expected to participate in the knowledge exchange activities?

NUMBER

Time period/date (in 2017) of the planned knowledge exchange activities

## CONTACT DETAILS AND SHORT DESCRIPTION OF CAPACITY AND EXPERIENCE OF KNOWLEDGE EXCHANGE PARTNER(S)

Please provide a short description of the partner organisation(s), highlighting capacity, experience, professional competence and commitment to the proposed region of the exchange and the partners involved.

<b>NAME OF ORGANISATION 1 (LEAD &amp; CONTRACTING PARTNER)</b>
CONTACT PERSON
ADDRESS
POSTCODE & CITY
COUNTRY
E-MAIL
WEBSITE
<b>ORGANISATION 1 (LIMIT OF 800 CHARACTERS)</b>

<b>NAME OF ORGANISATION 2</b>
CONTACT PERSON
ADDRESS
POSTCODE & CITY
COUNTRY
E-MAIL
WEBSITE
<b>ORGANISATION 2 (LIMIT OF 800 CHARACTERS)</b>

<b>NAME OF ORGANISATION 3</b>
CONTACT PERSON
ADDRESS
POSTCODE & CITY
COUNTRY
E-MAIL
WEBSITE
<b>ORGANISATION 3 (LIMIT OF 800 CHARACTERS)</b>

<b>NAME OF ORGANISATION 4</b>
CONTACT PERSON
ADDRESS
POSTCODE & CITY

COUNTRY
E-MAIL
WEBSITE
<b>ORGANISATION 4</b> (LIMIT OF 800 CHARACTERS)

→ If more than 4 organisations are participating, please use plain paper to provide the extra information required.

## 12. DATA

### 12.1 DATA ACCEPTED AND DATA SECURITY

**Only documents in the following formats** will be accepted: printed paper documents, fax, electronic text documents and photos or drawings as supplementary material. CDs, video tapes and DVDs will not be accepted. Please do not submit any original documents. All documentation will be destroyed after the application process has been completed.

**WISIONS** cannot accept any liability or responsibility for any documents submitted, or for the loss of such documents. All data will be treated confidentially and will only be used for assessing the eligibility of your project for SEPS support.

### 12.2 AFFIRMATION

The applicant hereby states that the information provided is true and that false information can lead to expulsion from the application procedure. The applicant agrees that the information provided may be used for publication and/or further use by **WISIONS**.

The applicant is aware that if selected as a partner organisation for financial support under the SEPS Knowledge Exchange scheme, the applicant will have to conclude a grant contract with the Wuppertal Institute and will have to be authorised to issue invoices in order for funds to be transferred.

### 12.3 ADDRESS

To submit your application, please send this form, **together with your supporting detailed budget plan (in Euros)**, via e-mail to [info@visions.net](mailto:info@visions.net), or as a printed document to:

#### **WISIONS**

Wuppertal Institute for Climate, Environment and Energy  
 Doeppersberg 19  
 42103 Wuppertal  
 Germany