Global Gateway

Africa Regional Centres of Excellence

Africa Regional Centres of Excellence Programme (ArcX) - Climate Change Resilience

ECMWF ProContract Submission Portal

Online Questionnaire

Call for Proposals
Formation of a Network of Regional Centres of Excellence on Climate Change Resilience in Sub-Saharan Africa

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1. ProContract – Grants General Section

1.1 Confirmation of understanding of documentation

Description

You are to confirm you have read, and understood the content of our Call for Proposals/Call package:

- ArcX Call for Proposals *Formation of a Network of Regional Centres of Excellence on Climate Change Resilience in Sub-Saharan Africa*
- Grant Agreement Template
- Call for Proposals deadline and timeline
- Guidelines for Applicants
- Application Form, comprising Annex I - Technical Description, Annex II - Estimated Budget and Annex III - Administrative Information, Annex IV – Letter of Commitment;
- Supporting Documents, comprising Legal Entity Form (Public Entity; Private Entity; Individual), ArcX Restrictive Measures Form and Declaration Form for Economic and Financial Capacity

Supplier help

The following documents are attached to this question: ArcX Call for Proposals; Grant Agreement Template; Guidelines for Applicants; Application Form (Annex I - Technical Description; Annex II - Estimated Budget; Annex III - Administrative Information; Annex IV – Letter of Commitment). For ease of reference, the Grant Agreement Template is also attached to Question 1.4. Please note that the Application Form is also attached to the relevant questions (see below).

The Supporting Documents are attached to the relevant questions, where they can be downloaded, completed, and uploaded:

- **Question 1.3:** Legal Entity Form (Public Entity, Private Entity, or Individual)
- **Question 1.6:** ArcX Restrictive Measures Form
- **Question 1.18:** Declaration Form for Economic and Financial Capacity

The Application Form is divided into four annexes, which are also attached to the relevant questions, where they can be downloaded, completed, and uploaded:

- **Question 2.1:** Annex I – Technical Description
- **Question 2.2:** Annex II – Estimated Budget
- **Question 2.3:** Annex III – Administrative Information
- **Question 2.4:** Annex IV – Letter of Commitment

1.2 Confirmation of mandate to represent all Participants

Description

As the Proposal Coordinator, if applicable, do you confirm that you have been duly mandated by all the other Participants involved in the Proposal (i.e. proposed Beneficiaries, Associated Partners and, if identified in the Proposal, Subcontractors) to act on their behalf in all matters pertaining to this Proposal including, but not limited to, to submit responses to this questionnaire and to upload the required forms and documents on their behalf?

Supplier help

By confirming that you are authorised to act on behalf of all the Participants involved in the Proposal (i.e. proposed Beneficiaries, Associated Partners and, if identified in the Proposal, Subcontractors) you acknowledge that all responses and submitted documents are provided on their behalf with their knowledge and consent, and that this representation is binding to them for the purposes of the grant procedure.

1.3 Applicants' Legal Entity Form

Description

Please complete and submit the Legal Entity Form relevant to your organisation type (Public Entity; Private Entity; Individual). Please also complete and submit the Form for each of the proposed Beneficiaries, Associated Partners, and Subcontractors involved in the Proposal.

Supplier help

Please note that the Coordinator must ensure that they, if applicable together with all the other Participants involved in the Proposal (i.e. proposed Beneficiaries, Associated Partners and, if identified in the Proposal, Subcontractors) complete their respective Legal Entity Form. To this end, the Coordinator must download the relevant form (attached), share it with all the Participants involved in the Proposal, collect the completed and duly signed forms from each entity, and upload them through the Submission Portal. The Coordinator must also complete, duly sign, and upload the Legal Entity Form for their own organisation.

Applicants should consult the Guidelines for Applicants to determine which Legal Entity Form applies to their type of entity. A separate Legal Entity Form is available for each category of applicant (Public Entity, Private Entity, or Individual), and applicants must complete and submit the form corresponding to their legal status. Applicants must also attach the relevant supporting documentation required for the applicable type of entity to demonstrate their legal status.

Failure to provide a duly signed Legal Entity Form and/or the required supporting documentation may affect the successful completion of the admissibility checks and may result in delays in the selection process of the Proposal.

1.4 Confirmation of obligations, terms and conditions of the Grant Agreement Template

Description

As the Proposal Coordinator, do you confirm that your organisation and, if applicable, all other Participants involved in the Proposal (i.e. proposed Beneficiaries, Associated Partners and, if identified in the Proposal, Subcontractors), are in agreement to the obligations, terms and conditions that are set out in the Grant Agreement Template (see document attached) that will be entered into with ECMWF in case of award of a Grant with respect to your Proposal?

Supplier help

Please note that all the Participants in the Proposal (i.e. proposed Beneficiaries, Associated Partners and, if identified in the Proposal, Subcontractors) shall comply fully with all obligations, terms and conditions of the Grant Agreement to be entered into with ECMWF in case of award of a Grant with respect to your Proposal. **No reservations or exceptions shall be accepted.**

1.5 Early Detection and Exclusion System

Description

As the Proposal Coordinator, do you confirm that neither your organisation, nor any person with powers of representation, decision-making, or control within your organisation or any other Participant involved in the Proposal (i.e. proposed Beneficiaries, Associated Partners and, if identified in the Proposal, Subcontractors) is listed in the Early Detection and Exclusion System (EDES) database? If not, please provide details.

Supplier help

If the situation described above does NOT apply to you or to any of the Participants involved in the Proposal, please answer “Yes” to confirm. If the answer is “No”, please provide an explanation in the comment box.

EDES is a database of all bodies and individuals excluded from EU funding for various reasons: insolvent entities, final court judgements for fraud, corruption, decisions of a competent authority for grave professional misconduct, conflict of interest.

1.6 ArcX Restrictive Measures Form

Description

ECMWF, as the entrusted entity for the implementation of the Contribution Agreement between the European Commission and ECMWF number 700002511 in respect of "Strengthening Early Warning in Africa (SEWA) and African Centres of Excellence on Climate Change Resilience (ArcX) – ECMWF" which entered into force on 16 December 2024, and any amendments and addendums thereof must ensure that any of the Participants involved in the Proposal is not included in the list of EU Restrictive Measures.

Consequently, the Proposal Coordinator must ensure that none of the Beneficiaries, Associated Partners, Subcontractors, and any person who may receive, directly or indirectly, funds under the Project are included in the lists of EU Restrictive Measures. This requirement is specifically detailed in Clauses 5.6, 9.3.2, 18.3.3, 18.3.4, 18.3.5 and 21.2.1 of the Grant Agreement Template.
ECMWF therefore requires that the attached form is completed and returned by all the Participants involved in the Proposal (i.e. Beneficiaries, Associated Partners and, if identified in the Proposal, Subcontractors), who are submitting Proposals in response to ECMWF grants opportunities.

Further information about the EU Restrictive Measures can be found here. The lists of persons, groups, entities subject to the EU Restrictive Measures are maintained by the Service for Foreign Policy Instruments and published on the following website: www.sanctionsmap.eu.

Supplier help

Please note that the Coordinator must ensure that they, together with all Beneficiaries, Associated Partners, and Subcontractors involved in the Proposal, complete the ArcX Restrictive Measures Form. This is a **single form** to be completed by all Participants; it is **not** a separate form for each Participant.

Additional information and guidance with regards to ArcX Restrictive Measures is provided in the introductory section of the document.

1.7 EU Conditionality Measures

Description

As the Proposal Coordinator, do you confirm that neither your organisation nor, if applicable, any other Participant involved in the Proposal (i.e. proposed Beneficiaries, Associated Partners and, if identified in the Proposal, Subcontractors) - that will participate in and receive funding under this ECMWF Call for Proposals - is subject to the EU Conditionality Measures? If not, please provide details.

Supplier help

If the situation described above does NOT apply to you or to any of the Participants involved in the Proposal, please answer “Yes” to confirm. If the answer is “No”, please provide an explanation in the comment box.

Conditionality Measures are additional protections for the EU budget introduced in 2021 to address breaches of the rule of law principles affecting or risk affecting EU financial interests.

Conditionality Measures may be put in place in the context of the general regime of conditionality for the protection of the EU budget established by Regulation (EU, Euratom) 2020/2092 of the European Parliament and of the Council of 16 December 2020 on a general regime of conditionality for the protection of the Union budget.

This conditionality regime allows the EU to take measures – for example suspension of payments, suspension of implementation, termination or prohibitions on entering into new legal commitments with concerned entities – to protect the EU budget.

ECMWF, as the entrusted entity for the implementation of the Contribution Agreement between the European Commission and ECMWF number 700002511 in respect of "Strengthening Early Warning in Africa (SEWA) and African Centres of Excellence on Climate Change Resilience (ArcX) – ECMWF" which entered into force on 16 December 2024, and any amendments and addendums thereof must ensure the applicable Conditionality Measures are duly applied.

Further requirements with respect to Conditionality Measures are detailed in Clauses 5.6, 6.3, 18.4, 21.2.1, 29.1.1, 29.2.6, 30.2.1, 30.2.2.5, 31.3.1 and 31.3.2.5 of the Grant Agreement Template.

1.8 Organisation solvency

Description

As the Proposal Coordinator, do you confirm that neither your organisation nor, if applicable, any other Participant involved in the Proposal (i.e. proposed Beneficiaries, Associated Partners and, if identified in the Proposal, Subcontractors) is bankrupt, being wound up, under court administration, party to an arrangement with creditors, has suspended business activities, is subject to proceedings concerning any of the foregoing, or is in any analogous situation arising from a similar procedure under applicable national laws or regulations? If not, please provide details.

Supplier help

If the situation described above does NOT apply to you or to any of the Participants involved in the Proposal, please answer “Yes” to confirm. If the answer is “No”, please provide an explanation in the comment box.

1.9 Professional conduct

Description

As the Proposal Coordinator, do you confirm that neither your organisation, nor any person with powers of representation, decision-making, or control within your organisation or, if applicable, any other Participant involved in the Proposal (i.e. proposed Beneficiaries, Associated Partners and, if identified in the Proposal, Subcontractors) has been convicted of an offence concerning professional conduct by a final judgment of a competent authority in any jurisdiction, including EU Member States, ECMWF Member States, or third countries? If not, please provide details.

Supplier help

If the situation described above does NOT apply to you or to any of the Participants involved in the Proposal, please answer “Yes” to confirm. If the answer is “No”, please provide an explanation in the comment box.

1.10 Conflict of interests

Description

Coordinators are required to inform ECMWF of any circumstances that could reasonably be perceived as a conflict of interests. This includes, but is not limited to, situations in which a current or former ECMWF official, or any individual engaged under a contract with ECMWF, has any professional, financial interest in, or personal ties to, the Coordinator’s organisation (or to the organisation of any other proposed Beneficiary, Associated Partner or Subcontractor) or maintains any form of connection that may give rise to such a perception. Please disclose any such circumstances in the comment box or confirm "none" if none is applicable.

Supplier help

Conflict of Interests means a situation where the impartial and objective implementation of the project is compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other direct or indirect personal interest.

1.11 Compliance with obligations - payment of social security contributions and taxes

Description

As the Proposal Coordinator, do you confirm that your organisation and, if applicable, all other Participants involved in the Proposal (i.e. proposed Beneficiaries, Associated Partners and, if identified in the Proposal, Subcontractors) comply with all their obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions (1) of the country in which they are established, (2) with those of the host country of the ECMWF and (3) with those of the country where the Project will be executed? If not, please provide details.

1.12 Compliance with obligations - administrative penalties for misrepresenting information

Description

As the Proposal Coordinator, do you confirm that neither your organisation, nor any person with powers of representation, decision-making, or control within your organisation or, if applicable, any other Participant involved in the Proposal (i.e. proposed Beneficiaries, Associated Partners and, if identified in the Proposal, Subcontractors) has previously been subject to an administrative penalty for misrepresenting information required by ECMWF as a condition for participation in a grant award

or procurement procedure, for failing to provide such information, or has been declared to be in serious breach of its or their contractual or grant obligations under contracts or grants funded by the European Union budget? If not, please provide details.

Supplier help

If the situation described above does NOT apply to you or to any of the Participants involved in the Proposal, please answer “Yes” to confirm. If the answer is “No”, please provide an explanation in the comment box.

1.13 Compliance with obligations - fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity

Description

As the Proposal Coordinator, do you confirm that neither your organisation nor, if applicable, any person with powers of representation, decision-making, or control within your organisation or any other Participant involved in the Proposal (i.e. proposed Beneficiaries, Associated Partners and, if identified in the Proposal, Subcontractors) has been the subject of a judgement which has the force of res judicata and concerns fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such illegal activity is detrimental to the European Union's financial interests? If not, please provide details.

Supplier help

If the situation described above does NOT apply to you or to any of the Participants involved in the Proposal, please answer “Yes” to confirm. If the answer is “No”, please provide an explanation in the comment box.

1.14 Compliance with obligations - Human Rights

Description

As the Proposal Coordinator, do you confirm that your organisation and, if applicable, all other Participants involved in the Proposal (i.e. proposed Beneficiaries, Associated Partners and, if identified in the Proposal, Subcontractors) respect human rights principles and have measures in place to prevent and address human rights violations in the implementation of their activities? If not, please provide details.

1.15 Compliance with obligations - Core Labour Standards

Description

As the Proposal Coordinator, do you confirm that your organisation and, if applicable, all other Participants involved in the Proposal (i.e. proposed Beneficiaries, Associated Partners and, if identified in the Proposal, Subcontractors) comply with applicable labour legislation and internationally agreed core labour standards? If not, please provide details.

1.16 Compliance with obligations - Environmental Legislation

Description

As the Proposal Coordinator, do you confirm that your organisation and, if applicable, all other Participants involved in the Proposal (i.e. proposed Beneficiaries, Associated Partners and, if identified in the Proposal, Subcontractors) comply with applicable environmental legislation, including

multilateral environmental agreements, and take appropriate measures to prevent adverse environmental impacts arising from their activities? If not, please provide details.

1.17 Provision of contracts or implementation of grants

Description

As the Proposal Coordinator, do you confirm that neither your organisation nor, if applicable, all other Participants involved in the Proposal (i.e. proposed Beneficiaries, Associated Partners and, if identified in the Proposal, Subcontractors) has been involved in the provision of any contract for goods and services or the implementation of any grant in the last 3 years, where the contract or grant has been terminated or payment has been withheld because of unsatisfactory performance? If not, please provide details.

Supplier help

If the situation described above does NOT apply to you or to any of the Participants involved in the Proposal, please answer "Yes" to confirm. If the answer is "No", please provide an explanation in the comment box.

1.18 Declaration Form for Economic and Financial Capacity

Description

As part of their due diligence checks when running a grant procedure, ECMWF undertakes a review of the financial standing of the Coordinator and Beneficiaries. To this end, the Coordinator and, if applicable other Beneficiaries are requested to complete section 2 of this spreadsheet (see form attached). This information is taken on face value, with a subsequent verification check only undertaken with the Coordinator and Beneficiaries whose Proposal has been recommended for funding. Section 3 does not need to be completed at this stage and is included for information purposes only.

Supplier help

Please note that the Coordinator must ensure that they, if applicable, together with all Beneficiaries involved in the Proposal, complete each the respective Declaration Form for Economic and Financial Capacity. To this end, the Coordinator must: download the relevant form (attached), share it with all Beneficiaries involved in the Proposal, collect the completed forms from each entity, and upload them via the online tool. The Coordinator must also complete and upload the Declaration Form for Economic and Financial Capacity for their own organisation.

Additional information and guidance with regards to the Declaration Form for Economic and Financial Capacity is provided in the introduction section of the document.

1.19 Confirmation of non-misrepresentation of information provided in response to this Call for Proposals

Description

As the Proposal Coordinator, do you confirm that you have not misrepresented any of the information you have entered and questions you have answered in response to this Call for Proposals and that all your answers are true and accurate to the best of your ability and understanding?

Please note that you are also confirming on behalf of all the other Participants involved in the Proposal (i.e. proposed Beneficiaries, Associated Partners and, if identified in the Proposal, Subcontractors). If not, please provide details.

2. ProContract – Grants Evaluation Section

2.1 Annex I - Technical Description

Description

As the Proposal Coordinator, you are required to download the Annex I – Technical Description template attached to this question, complete it with your project details, and upload the filled-in version in the designated field before the submission deadline.

2.2 Annex II - Estimated Budget

Description

As the Proposal Coordinator, you are required to download the Annex II – Estimated Budget template attached to this question, complete it with your project details, and upload the filled-in version in the designated field before the submission deadline.

2.3 Annex III - Administrative Information

Description

As the Proposal Coordinator, you are required to download the Annex III – Administrative Information template attached to this question, complete it with your project details, and upload the filled-in version in the designated field before the submission deadline.

2.4 Annex IV – Letter of Commitment

Description

As the Proposal Coordinator, you are required to download the Annex IV – Letter of Commitment template attached to this question, complete it, have it signed by your legal representative, and upload the filled-in version in the designated field before the submission deadline.

3. ProContract – Tier Assignment

3.1 Additional Documentation (optional)

Description

In *Appendix 2 – Applicant Checklist for the Tier Assignment* of *Annex I – Technical Description*, the prospective RCoE-C2R is invited to provide additional documentation, where available, to demonstrate their existing policies and capacities. Any such non-mandatory documentation may be uploaded here.