



The Team Europe Partnerships Portal: Outreach toolkit

Introduction

This toolkit provides multipliers with useful materials to communicate about the Team Europe Partnerships Portal (TEPP).

It includes detailed information and guidance on the use of the TEPP to help you guide and encourage the Portal's end users – including Donors, Providers and Beneficiaries – to make use of the Portal and its wide-ranging benefits.

What is the TEPP?

The TEPP is an online platform to support partner countries in finding innovative, effective and efficient tools that can help achieve the Sustainable Development Goals (SDGs). The platform creates a bridge between members of Team Europe and partner countries as part of the Global Gateway strategy, supporting the emergence of partnerships through its matchmaking functionalities.

The Portal can be accessed via this link: team-europe-partners.network.europa.eu

The digital toolkit includes:

- Frequently asked questions (FAQs)
- Factsheets and infographics
- Visuals
- Stories and testimonials

This toolkit may be useful for a wide range of users. In particular, we encourage you to use it if you are a representative of a:

- EU Member State, particularly Member State embassies and offices in the field
- Partner country
- EU Delegation
- European Commission service
- European Commission Representation to a Member State
- Relevant EU network or association
- Relevant EU public and private entity, including non-profit and private foundations.

By making use of the items in this toolkit and sharing them with your networks via your own channels you can act as an effective multiplier for the TEPP to help make it more visible and understandable among end users.

By attracting members of the Portal's key target groups to visit and register on the portal, you will help build up a database of providers', donors' and beneficiaries' application forms, ensuring in turn that each target group can find relevant matchmaking opportunities and make the most of the Portal's features.

Ultimately, this will help foster successful partnerships, in line with the Global Gateway strategy and Team Europe approach.

Frequently asked questions (FAQs)

This section provides a selection of FAQs explaining all the key information about the TEPP, including its objectives, features, functionalities and target groups.

You may find it helpful to refer to these questions when answering queries from potential users of the portal. It may also be useful to familiarise yourself with the responses in order to get a better understanding of how the portal works and effectively communicate its features and functionalities to potential users.

These questions are also available on the [FAQ](#) page of the Portal. You might also find it useful to consult our full [user guide](#).

1. What is the purpose of the TEPP?

The Team Europe Partnerships Portal (TEPP) is a platform to support partner countries in finding innovative, effective and efficient solutions that can help achieve the Sustainable Development Goals (SDGs) and address inequality. In essence, it is a transparent and user-friendly database to promote partnerships between the Team Europe members and partner countries.

The TEPP's matchmaking tool brings together those looking for high-quality expertise and services with suitable Team Europe Providers and Donors.

2. What kind of information can be found on the TEPP?

The TEPP is providing key information about Team Europe Providers' goods and services, including technical assistance, as well as investment and funding opportunities offered by Team Europe Donors, and Partner Countries' - Beneficiaries' - needs.

Sectors of intervention include, but are not limited to, environment, biodiversity and forests, sustainable energy, sustainable agriculture and nutrition, science, technology, innovation and digital, entrepreneurship, sustainable growth and jobs, sustainable finance, sustainable business environment and investment climate, migration, irregular migration, forced displacement, human rights, rule of law, good governance, peace and security, human development, women, gender, youth and education.

You can also find Donors, Providers and Beneficiaries success stories of their projects being implemented as Team Europe joint actions and featured stories of matchmaking that happened via the TEPP.



3. Who can register to join the TEPP?

The TEPP is open for registration by Team Europe Donors and Providers (public¹ and private² entities from EU Member States), and Partner Country Beneficiaries (public entities from EU partner countries).

Natural persons³ and non-governmental organisations cannot become registered users of the TEPP.

Only entities incorporated or otherwise established in an EU Member State as well as any public entity established in a partner country may apply for admission to the TEPP.

4. Can I use all the TEPP features without registering?

Non-registered TEPP users can consult information available on the TEPP homepage, however, users need to register on the TEPP to be able to use all its available features (e.g. matchmaking).

5. How do I register my organisation?

Registered users must create a profile for their organisation on the TEPP (“My organisation > Create organisation”). If the organisation has previously been registered by another colleague, they can request to join this existing organisation. The responsible colleague then needs to accept the new user under “My organisation > Users > In review”.

In order for matchmaking activities to be successful, it is essential that organisations provide contact details (email address and phone number) on their profile.

6. What kind of roles I can have as registered TEPP user?

Registered TEPP users can have different roles – Donors, Providers, or Beneficiaries – and the functions and capabilities assigned to them vary.

The TEPP Donor participates in the matchmaking process to present interest in cooperation, refer to available funding sources or alternatively look for other Team Europe Donors or Providers to partner with, including information on its needs for investment opportunities in a dedicated form (“Funding opportunities”).

Team Europe Donors are public and private entities from EU Member States – including private foundations and philanthropic organisations, finance institutions and implementing agencies, but not including natural persons or NGOs – as well as the European Investment Bank (EIB) and the European Bank for Reconstruction and Development (EBRD).

¹ Public bodies are created under public law to address specific issues of general interest. They have the following features: i) a legal personality distinct of that of the state; ii) the capacity to sign contracts in its own name; and iii) the ability to legally sue and be sued in its own name. In practice, Regions-Provinces of Member States, Regions-Provinces of Third Countries, Member States and Third States (e.g. ministries and governmental departments, Delegations, embassies and Representations, national courts), and other public bodies (e.g. cities, municipalities, universities, faculties of universities (if independent with legal personality)).

² Private companies refer to every legal private body. A legal body of private law is in principle a subject of law, holder of rights and obligations, to which the law attributes a legal personality different from the one of its founders. Private companies can usually be identified by a set of references, attributed by the competent public authorities (registration and VAT numbers).

³ Self-employed (person running his/her own business (liberal professions, craftsmen, industrial and commercial professions) without a separate legal personality and provides as such services to the institution) or private experts invited for specific assignments, and act in their own name.

The TEPP Provider participates in the matchmaking to present its solutions (e.g. services, including technical assistance, and goods) by using a dedicated form (“Solutions”), thus making European assistance available for Beneficiaries in EU partner countries.

Team Europe Providers are public and private entities from EU Member States (not including natural persons or NGOs). These entities are owners of and responsible for the registration and management (creation, update, deletion) of their application data accuracy over time.

The TEPP Beneficiary participating in the matchmaking process is a public entity, established in an EU partner country that seeks appropriate opportunities, solutions and tools and includes information on its local needs in a dedicated form (“Request”).

7. How are submissions to the TEPP assessed?

Providers’, Donors’ and Beneficiaries’ organisation profile including “Solutions”, “Funding opportunities” and “Requests” applications submitted for the matchmaking process are evaluated based on the following criteria:

- Proper identification of the submitting organisation’s application form, general information and legal status, as verified by the Commission;
- Non-use of abusive, racially, sexually or religiously discriminating, or otherwise inappropriate language in a submitted application or in published “Solutions”, “Funding opportunities” and “Requests”.

Additional parameters apply to all registered users:

- Acceptance of the TEPP’s terms and conditions when submitting a Provider, Donor and/or Beneficiary Fiche;
- Acceptance of the privacy statement.

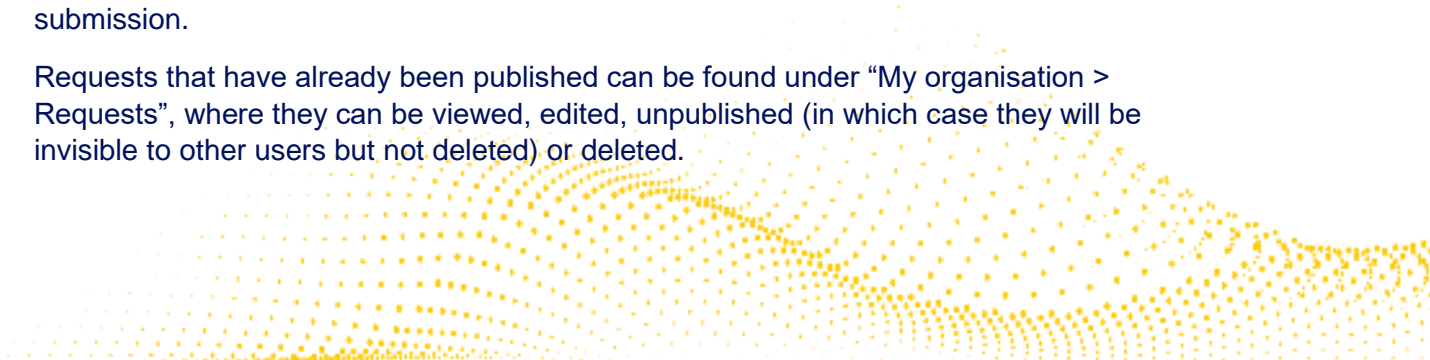
8. How do I submit a “Request”?

To submit a request on the TEPP, a user registered as a Beneficiary (governmental, regional and local authorities) should fill out a request under “Find projects -> request”. This is a three-step, interactive application form that represents a structured summary of information about the partner country’s local needs. It includes basic contact information about the Beneficiary’s representative and the partner country itself, indicates the sector in which local support is needed, and describes what type of support is most anticipated (i.e. institutional building through European public sector expertise, capacity building, knowledge sharing, technical assistance and/or facility, development of infrastructure, research and analytical support from the private sector, etc.). The form also allows the user to upload any relevant information and documents, such as a National Development Plan. It should be completed in English, as the TEPP targets partner countries worldwide and aims to present information to all EU Member States and EU institutions.

The form to be submitted is available here: “My organisation > Overview > Submit a request”.

The current review status of a newly created form can be checked by using the "View submission" option, which also allows the user to correct and/or complete a form after its submission.

Requests that have already been published can be found under “My organisation > Requests”, where they can be viewed, edited, unpublished (in which case they will be invisible to other users but not deleted) or deleted.



9. How do I submit a “Solution”?

To submit a solution, a user registered as a Provider should fill out a three-step, interactive application form under “Find project -> Solution”. This represents a structured summary of information about the European Provider’s entity and its solutions (i.e. services, including technical assistance, and goods). It includes basic contact information for the Provider's representative and the entity itself, and indicates the SDGs it addresses, the sector in which it provides solutions and partner countries where services can be provided. It should be completed in English, as the TEPP targets partner countries worldwide and aims to present information to all EU Member States and EU institutions. The form also allows the user to upload any relevant visual content and/or documents.

The form to be submitted is available here: “My organisation > Overview > Submit a solution”.

The current review status of a newly created form can be checked using the "View submission" option, which also allows the user to correct and/or complete a form after its submission.

Solutions that have already been published can be found under “My organisation > Solutions”.

10. How do I submit a “Funding opportunity”?

To submit a funding opportunity, a user registered as a Donor should fill out a three-step, interactive application form under “Find project -> Funding opportunities”. This represents a structured summary of information about the European Donor’s entity and available funding sources. It includes basic contact information for the Donor's representative and the entity itself, indicates the SDGs it addresses, the sector in which it is possible to apply for project funding, and partner countries where services can be funded. Additionally, “Funding opportunity” contains specific information about projects that can be funded by the Donor organisation, including their type, costs, expected start date and funding source. It should be completed in English, as the TEPP targets partner countries worldwide and aims to present information to all EU Member States and EU institutions. The form also allows the user to upload any relevant visual content and/or documents.

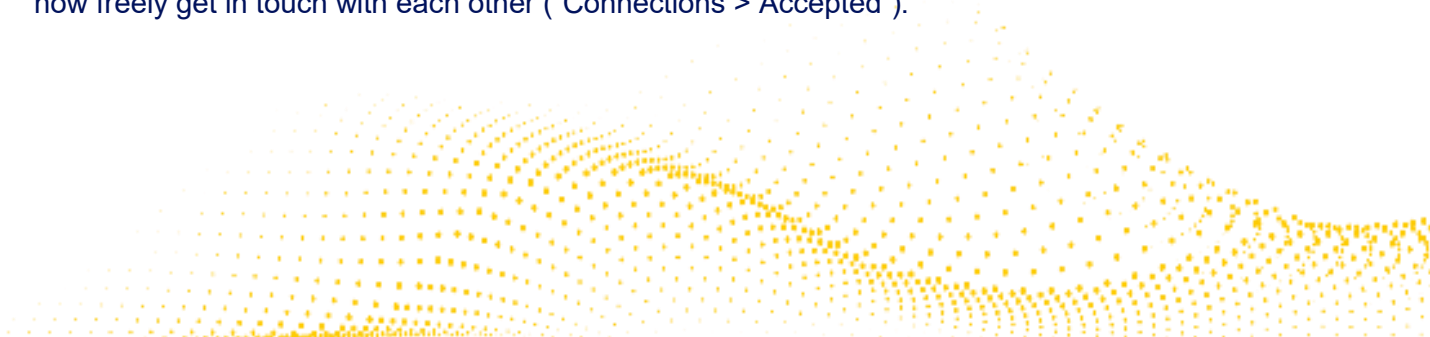
The form to be submitted is available here: “My organisation > Overview > Submit a funding opportunity”.

The current review status of a newly created form can be checked using the "View submission" option, which also allows the user to correct and/or complete a form after its submission.

Funding opportunities that have already been published can be found under “My organisation > Funding opportunities”.

11. How can I connect with other “Providers”, “Donors” and “Beneficiaries”?

Registered users can connect with other users by submitting matchmaking queries. Once you have found the appropriate entity under the “Find partners” tab, simply use the "Send contact request" feature. Such requests automatically appear in the profile page of each organisation under “My organisation > Connections > Waiting for Approval”. Once a connection has been approved, organisations mutually receive their contact details and can now freely get in touch with each other (“Connections > Accepted”).



12. How can EU Delegations and Member States' embassies benefit from the TEPP?

With the information available on the TEPP, EU Delegations and Member States' embassies will be able to increase awareness and visibility of Team Europe Donors and Providers in the countries where they operate. The TEPP serves as a comprehensive knowledge base to respond to the needs of entities reaching out to the Delegations and embassies for support and ready-made solutions successfully implemented in EU Member States. It also greatly facilitates daily work and policy dialogue, forming partnerships and cooperation.

EU Delegations and EU Member States have access to the TEPP in a consultative capacity. They are able to use features such as the interactive solutions map to identify European Providers and Donors, without acting as a Beneficiary, Donor or Provider. EU staff, including those working in Delegations, should link their profiles to a dedicated European Commission organisational profile (or create one if it does not yet exist), while embassy staff should link to the organisational profile of their respective Member State's ministry for foreign affairs or development (see Question 6 for more details on how to do this).

13. Who is responsible for setting up and managing the TEPP?

The TEPP is a joint project which has been created by the Ministry of Foreign Affairs of Estonia and the European Commission, and is managed by the Directorate-General for International Partnerships Unit D1 (the TEPP administrator). This is an official website of the European Union.

14. How can I get in touch with the TEPP's facilitators?

You can contact us if you have any difficulties registering and using the TEPP, or if you have any further questions

