EUROPEAN COMMISSION
The Delegation of the European Union to
Bosnia and Herzegovina

Instrument for Pre-Accession Assistance 2008

Guidelines
for grant applicants

SUPPORT TO MINE ACTION IN BIH

Budget line: BGUE-B2010-22.020200-C8-ELARG DELBIH

Reference: Call for Proposals Number: EC/BIH/CFP/09/001

EuropeAid Number: EuropeAid/129-838/L/ACT/BA

Deadline for submission of proposals: 28th June 2010

Notice

This is an open Call for Proposals, where all documents are submitted at one stage (Concept Note and full proposal). However, in the first instance, only the Concept Notes will be evaluated. Thereafter, for the applicants whose Concept Notes have been pre-selected, evaluation of the full proposal will be carried out. Further to the evaluation of the full proposals, an eligibility check will be performed for those which are provisionally selected. This check will be undertaken on the basis of the supporting documents requested by the Contracting Authority and the signed "Declaration by the Applicant" sent together with the application.

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1. SUPPORT TO MINE ACTION IN BIH

1.1 BACKGROUND

More than a decade since the end of the conflict, BiH continues to face the problem of high levels of Explosive Remnants of War [1] (EWR), that still represent one of the key impediments to economic and social development and the security of BiH and its citizens.

The main objective of the European Union's policy and support in the area of anti-personnel landmines is to assist countries that suffer from the presence of landmines and unexploded ordnance and to restore the conditions necessary for the security of their populations and their economic and social development.

In order to enhance and accelerate the progress towards the economic development and European integration process of BiH the EU Pre-Accession Assistance to BiH and Instrument for Stability package provide support to the development and the implementation of strategies and policies to approximate to the European acquis in the areas of internal market, sectoral policies and justice, freedom and security. The main strategic documents for BiH related to Explosive remnants of war are "Strategy and Action Plan for Small Arms and Light Weapons" and "Mine Action Strategy in Bosnia and Herzegovina for the period 2009-2019".

The joint efforts of the state and international institutions will continue with implementation of necessary de-mining activities (humanitarian de-mining, mine awareness campaign, mine victims assistance) envisaged under the BiH Mine Action Strategy.

The action envisaged under this Call for Proposals, apart from the aforementioned Strategic Documents, will contribute to the implementation of the Mine Ban Treaty (referred to as the Ottawa Convention on the Prohibition of the Use, Stockpiling, Production and Transfer or Anti-Personnel Mines and on Their Destruction) Article 5. The treaty is the most comprehensive international instrument for ridding the world of the scourge of antipersonnel mines. It deals with everything from mine use, production and trade, to victim assistance, mine clearance and stockpile destruction.

Bosnia and Herzegovina is still on of the most mine contaminated countries in South Easter Europe region. Total suspect area currently covers around 1620 km^2 - or 3,1 % of total country size. Areas covered with mines have direct and indirect impact on community, manifested in a huge number of civilian casualties, the population's health, losses in livestock, arable land, supplies, production and trade, constant fear and treat, distrust and intolerance.

At the state level, Bosnia and Herzegovina Demining Law regulates the Demining Commission as a central body responsible for the long-term conduct of mine action activities and removal of mine danger in Bosnia and Herzegovina. The Commission is a part of BH Ministry of Civil Affairs and consists of three members (three nationalities). BHMAC is its technical body, established by the Ministry Council decision in 2002.BHMAC has its central and two main offices (Sarajevo and Banja Luka) and 8 Regional Offices established across the country (Sarajevo, Banja Luka, Pale, Tuzla, Brčko, Mostar, Travnik and Bihać) allowing operational activities to be carried out locally. Their main tasks are location and marking of suspect areas and database daily inputs.

Impacted community and its needs are in the focus of mine action in Bosnia and Herzegovina.

Risk reduction and its social and economical impact shall be resolved through integrated mine action approach in high impacted communities and through conduct of necessary individual activities in other

[1] Explosive remnants of war is a term used to describe the explosive threats remaining in post-war society. This includes landmines, cluster bombs, improvised explosive devices and other unexploded ordnance

impacted communities, all with the aim to reduce the risk to acceptable levels or to create conditions for the use of particular resources, enable reconstruction and sustainable return. The operational plan for humanitarian demining and priorities setting will be adjusted to this method of problem solving.

The demining organization accredited for work in Bosnia and Herzegovina selected following this International Call for Proposals will conduct clearance and technical survey. Participation of technical survey will increase up to 70% in comparison to clearance, which will participate with 30% out of total humanitarian demining operations on risk area reduction. Clearance shall be conducted exclusively on risk locations of the first priority category. Participation of the first category area in technical survey will be 65% while remaining 35% will be on the second priority category locations.

Demining is a long-term process, and population living in mine contaminated areas must learn how to live safely in vicinity of mines. For this reason, Mine Risk Education (MRE) programmes should be realized in line with demining, all in order to reduce risk promoting safe and adequate behaviour in mine contaminated areas. Mine risk education activities integrated with other mine action activities will allow local communities and other levels of BiH society to be fully aware of mine situation and capable to make corresponding decisions related to mine risk.

1.2 OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES FOR 2009

Fulfillment of Bosnia and Herzegovina obligations regarding Ottawa Convention and establishment of continuous strategic advancement of mine action in Bosnia and Herzegovina.

Reduction of mine suspected area in BiH with aim to enable return of population to demined areas, improved protection of citizens against abandoned mines and UXO, reduction of mine casualties, creating preconditions for sustainable socio-economic development on demined areas.

1.3 Financial allocation provided by the contracting authority

The overall indicative amounts made available under the Call for Proposal is **1.610.000 EURO.**

The contracting Authority reserves the right not to award all available funds.

Any grant awarded under the Call for Proposal must fall between the following minimum and maximum amounts:

LOT 1: IPA 2008 Support to Mine Action: Mine Clearance and Technical Survey:
Two Grant Contracts are expected to be awarded under the LOT 1.

- minimum amount: EUR 650.000
- maximum amount: EUR 700.000

LOT 2: IPA 2008 Support to Mine Action: Mine Risk Education Activities:
One Grant contract is expected to be awarded under the LOT 2.

- minimum amount: EUR 205.000
- maximum amount: EUR 210.000

In addition, no grant may exceed 90% of the total eligible costs of the action (see also section 2.1.4). The balance must be financed from the applicant's or partners' own resources, or from sources other than the European Community budget or the European Development Fund.

2. RULES FOR THIS CALL FOR PROPOSALS

These guidelines set out the rules for the submission, selection and implementation of actions financed under this Call, in conformity with the provisions of the Practical Guide to contract procedures for EC external actions, which is applicable to the present call (available on the Internet at this address: http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm).

2.1 ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

- applicant(s) which may request a grant (2.1.1), and their partners (2.1.2);
- actions for which a grant may be awarded (2.1.3);
- types of cost which may be taken into account in setting the amount of the grant (2.1.4).

2.1.1 Eligibility of applicants: who may apply?

(1) In order to be eligible for a grant for both LOT's, applicants **must**:

- be non profit making legal persons and
- be nationals[2] (except for international organizations) of a Member State of the European Union, a country that is a beneficiary of the Council Regulation (EC) N° 1085/2006, of 17 July 2006, establishing an Instrument for Pre-accession Assistance (IPA) (Croatia, The former Yugoslav Republic of Macedonia, Turkey, Albania, Bosnia and Herzegovina, Montenegro, Serbia, Kosovo under UNSCR 1244, a country that is a beneficiary of the European Neighbourhood and Partnership Instrument (Algeria, Armenia, Azerbaijan, Belarus, Egypt, Georgia, Israel, Jordan, Lebanon, Libya, Moldova, Morocco, Palestinian Authority of the West Bank and Gaza Strip, Russian Federation, Syria, Tunisia and Ukraine), or a Member State of the European Economic Area (Iceland, Lichtenstein and Norway) and
- be non-governmental organisations (NGOs), public-sector operators, local authorities (below the national level); international (inter-governmental) organisations as defined by Article 43 of the Implementing rules to the EC Financial Regulation[3] and
- be directly responsible for the preparation and management of the action with their partners, not acting as an intermediary and
- have the professional competencies and qualifications (**working experience over the past three years**) required to successfully complete the proposed actions related to the action. **This also applies to any partners of the applicant.** . Moreover, the applicant and partners if any must show that they have an operations policy that does not put their employees unduly at risk, and that such policy is supported by adequate employee accident and liability insurance (Standard Operative Procedures).

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[2]Such nationality being determined on the basis of the organisation's statutes which should demonstrate that it has been established by an instrument governed by the internal law of the country concerned. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if they are registered locally or accompanied by a "Memorandum of Understanding".

[3]International organisations are international public-sector organisations set up by intergovernmental agreements as well as specialised agencies set up by them; the International Committee of the Red Cross (ICRC) and the International Federation of National Red Cross and Red Crescent Societies, European Investment Bank (EIB) and European Investment Fund (EIF) are also recognized as international organisations.

(2) Potential applicants may not participate in calls for proposals or be awarded grants if they are in any of the situations which are listed in Section 2.3.3 of the Practical Guide to contract procedures for EC external actions (available from the following Internet address: http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm);

In part B section VI of the grant application form ("Declaration by the applicant"), applicants must declare that they do not fall into any of these situations.

2.1.2 Partnerships and eligibility of partners

Applicants may act individually or with partner organisations.

Applicants' partners participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the grant Beneficiary. They must therefore satisfy the same eligibility criteria as applicants.

The following are not partners and do not have to sign the "partnership statement":

- Associates

Other organisations may be involved in the action. Such associates play a real role in the action but may not receive funding from the grant with the exception of per diem or travel costs. Associates do not have to meet the eligibility criteria referred to in section 2.1.1. The associates have to be mentioned in Part B section IV - "Associates of the Applicant participating in the Action" of the Grant Application Form.

- Subcontractors

The grant beneficiaries have the possibility to award contracts to subcontractors. Subcontractors are neither partners nor associates, and are subject to the procurement rules set out in Annex IV to the standard grant contract.

The applicant will act as the lead organisation and, if selected, as the contracting party (the "Beneficiary").

2.1.3 Eligible actions: actions for which an application may be made

Definition: An action (or project) is composed of a set of activities.

LOT 1: Mine Clearance and Technical Survey:

The accredited demining organization's shall conduct technical survey and clearance, all based on humanitarian demining operational plan. Distribution of area per regions shall be set based on the size of suspected area and planned level of humanitarian demining operations per impacted communities.

According to the Bosnia and Herzegovina draft Mine action plan for 2010 the total size of risk area planned for technical survey is 18 km^2, more precisely:

- first priority category 12,32 km^2 and
- second priority category 9,31 km^2.

The total size of risk area planned for clearance is 9,27 km^2.

Technical survey and clearance will be conducted in two ways:

• Within the implementation of community integrated mine action plans, where significant risk reduction is done as well as reduction of its socio-economic impact.
• As individual Projects eliminating certain high-risk locations or enabling the use of certain natural and economic resources.

Under LOT 1 it is planned to cover at least 1.2 million m^2 of the territory (approx 600.000 m^2 per Contract) (70% of the territory under the Contracts will be covered by the Technical Survey operation while the clearance will present remaining 30% of the territory). As far as the expertise required is concerned the operation should be implemented on a basis of the provisions of law and regulations of the Mine action of Bosnia and Herzegovina by the accredited organizations using the Standard Operative Procedures.

The Applicant should consult the BH MAC in order to determine possible area of intervention and scope of the activities (size of areas to be covered by Technical survey and clearance) all depending of the capacities of the organization in the technical (availability of machines for de-mining, number of detectors etc.) and human resources (number of demining teams, Dog detection teams etc.).

LOT 2: MRE activities

The primary goal of the activities of Mine Risk Education is provide clear warnings about the threat of landmines, abandoned ordnance and unexploded ordnance to as many targeted population as possible in order to raise awareness of the danger and to minimise the risks of accidents.

Duration

The initial planned duration of an action under both LOT's may not be lower than 12 months nor exceed 24 months.

Sectors or themes

All projects must be focused on priorities mentioned in section 1.2 and in particular follow the type of action and objectives identified for Bosnia and Herzegovina as specified below.

Location

For LOT 1: Actions must take place in whole territory of Bosnia and Herzegovina (both Entities and Brcko District) and locations/tasks will be allocated by the BH MAC.

FOR LOT 2: Action must take place in the territory of Bosnia and Herzegovina (both Entities and Brcko District) and locations/tasks will be allocated by the BH MAC. Most of location will be in local impacted communities with large areas of 3rd category of priorities which will be selected/prioritized on the municipalities level.

Types of action

Only the types of actions that are aimed at achieving the specific objectives for Bosnia and Herzegovina are eligible for funding under this Call for Proposals. These objectives include:

- To reduce the antipersonnel landmine risk through the Mine clearance and Technical Survey

Types of activity

LOT1
Mine clearance and Technical survey implemented in line with Standard Operative Procedures.

LOT 2
All Mine Risk Education Activities will be implemented in close collaboration with BHMAC and local communities authorities in which the activities will take place.

The activities will be composed of the following:

- Assessment of situation and needs of local communities to be targeted bearing in mind geographic location, use of land, demographic data especially in relation to population extremely vulnerable such as children, returnees, non employed etc.;

- Raising awareness through information campaigns launched through different medias available;

- Urgent marking of the suspected area to be implemented in coordination with BiH MAC;

The following types of action are ineligible:

- actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses;

- actions concerned only or mainly with individual scholarships for studies or training courses;

- Conferences can only be funded if they form part of a wider range of activities to be implemented in the life time of the project.

- paying fees and allowances to the local government employees.

- No purchase of vehicles is allowed under the project.

Number of applications and grants per applicant

An applicant may not submit more than 1 proposal under this call for proposals.

An applicant may not be awarded more than 1 grant under this call for proposals.

An applicant may not at the same time be partner in another application

Partners may not take part in more than one application

02.1.4 Eligibility of costs: costs which may be taken into consideration for the grant

Only "eligible costs" can be taken into account for a grant. The categories of costs considered as eligible and non-eligible are indicated below. The budget is both a cost estimate and a ceiling for "eligible costs". Note that the eligible costs must be based on real costs based on supporting documents (except for subsistence costs and indirect costs where flat-rate funding applies).

Recommendations to award a grant are always subject to the condition that the checking process which precedes the signing of the contract does not reveal problems requiring changes to the budget (for instance arithmetical errors, inaccuracies or unrealistic costs and other ineligible costs). The checks may give rise to requests for clarification and may lead the Contracting Authority to impose modifications or reductions to address such mistakes or inaccuracies. The amount of the grant and the percentage of co-financing as a result of these corrections may not be increased.

It is therefore in the applicant's interest to provide a **realistic and cost-effective budget**.

Eligible direct costs

To be eligible under the Call for Proposals, costs must comply with the provisions of article 14 of the General Conditions to the Standard Grant Contract (see Annex F of the Guidelines). By derogation from Art. 14.2 the following direct cost are not eligible:

- financial service cost (bank charges, cost of guarantees and similar charges)

- purchase costs for used equipment

Contingency reserve

A contingency reserve not exceeding 5% of the direct eligible costs may be included in the Budget of the Action. It can only be used with the **prior written authorisation** of the Contracting Authority.

Eligible indirect costs (overheads)

The indirect costs incurred in carrying out the action may be eligible for flat-rate funding fixed at not more than 7% of the total eligible direct costs.

If the applicant is in receipt of an operating grant financed from the Community budget no indirect costs may be claimed within the proposed budget for the action.

Contributions in kind

Contributions in kind are not considered actual expenditure and are not eligible costs. The contributions in kind may not be treated as co-financing by the Beneficiary.

The cost of staff assigned to the Action is not a contribution in kind and may be considered as co-financing in the Budget of the Action when paid by the Beneficiary or his partners.

Notwithstanding the above, if the description of the action as proposed by the beneficiary foresees the contributions in kind, such contributions have to be provided.

Ineligible costs

The following costs are not eligible:
- debts and provisions for losses or debts;
- interest owed;
- items already financed in another framework;
- purchases of land or buildings, except where necessary for the direct implementation of the action, in which case ownership must be transferred to the final beneficiaries and/or local partners, at the latest by the end of the action;
- currency exchange losses;
- taxes, including VAT, unless the Beneficiary (or the Beneficiary's partners) cannot reclaim them and the applicable regulations do not forbid coverage of taxes;
- financial service cost (bank charges, cost of guarantees and similar charges)
- fines, financial penalties and expenses of litigation
- purchase costs for used (second hand) equipment

2.2 HOW TO APPLY AND THE PROCEDURES TO FOLLOW

Registration is obligatory for all applicants and their partners.]

PADOR is an on-line database in which organisations register themselves and update regularly their

data, through the Europeaid website: http://ec.europa.eu/europeaid/work/onlineservices/pador/index_en.htm

Before starting the registration of your organisation in PADOR, please read the "Quick guide" available on the website. It explains the registration process.

You have to indicate on the paper version of the proposal the EuropeAid ID (EID). To get this identification, your organisation must register, save and "sign" (committing your responsibility) in PADOR obligatory data (on each screen the fields written in orange) and the related documents (see section 2.4).

Notwithstanding the above, the applicant can submit a request for derogation concerning its registration in PADOR. A reasoned request for derogation should be sent to the Contracting Authority at the address as indicated in these Guidelines 21 days before the deadline for submission at the latest. The Contracting Authority needs to reply at the latest 11 days before the deadline for the submission. The justification for a derogation must be based on the objective impossibility of the applicant to have access to the technology required to register in PADOR. This objective impossibility should go beyond the control of the applicant and, in principle, be of a general nature (i.e. not attributable to the specific circumstances of the applicant itself). The applicant should provide, where possible, supporting documents substantiating its request. The Contracting Authority shall reason its reply. The derogation applies to the applicant requesting the derogation and only in the context of a specific call for proposals, unless the Contracting Authority see grounds for a general derogation for that call for proposals. In this case, data will be introduced in PADOR by the European Commission. If, at a later stage, the organisation wishes to update itself its data, an access request is needed.

2.2.1 Application form

Applications must be submitted in accordance with the instructions on the Concept Note included in the Grant Application Form annexes to these Guidelines (Annex A)

Applicants must apply in English.

Any error or major discrepancy related to the points listed in the instructions on the Concept Note or any major inconsistency in the application form (e.g. the amounts mentioned in the budget are inconsistent with those mentioned in the application form) may lead to the rejection of the application.

Clarifications will only be requested when information provided is unclear, thus preventing the Contracting Authority from conducting an objective assessment.

Hand-written applications will not be accepted.

Please note that only the application form and the published annexes which have to be filled in (budget, logical framework) will be evaluated. It is therefore of utmost importance that these documents contain ALL relevant information concerning the action. No additional annexes should be sent.

2.2.2 Where and how to send the Applications

Applications must be submitted in one original and 3 copies in A4 size, each bound. The complete application form (part A: concept note and part B: full application form), budget and logical framework must also be supplied in electronic format (CD-Rom) in a separate and unique file (e.g. the application form must not be split into several different files). The electronic format must contain **exactly the same** application as the paper version enclosed.
The Checklist (Section V of part B the grant application form) and the Declaration by the applicant (Section VI of part B of the grant application form) must be stapled separately and enclosed in the envelope

The outer envelope must bear the reference number of the Call for Proposals (EC/BIH/CFP/09/001 and EuropeAid Number EuropeAid/129-838/L/ACT/BA) and the title of the call for proposals -"Support to Mine Action " and number of LOT, the full name and address of the applicant, and the words "Not to be opened before the opening session" and "Ne otvarati prije zvanicnog otvaranja".
Applications must be submitted in a sealed envelope by registered mail, private courier service or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) at the address below:

<u>Postal address</u>

Delegation of the European Union to Bosnia and Herzegovina
Contract and Finance Section- Procurement
Skenderija 3a, 71000 Sarajevo, Bosnia and Herzegovina

<u>Address for hand delivery or by private courier service</u>

Delegation of the European Union to Bosnia and Herzegovina
Contract and Finance Section- Procurement
Skenderija 3a, 71000 Sarajevo, Bosnia and Herzegovina

Applications sent by any other means (e.g. by fax or by e-mail) or delivered to other addresses will be rejected.
Applicants must verify that their application is complete using the checklist (section V of part B of the grant application form). Incomplete applications may be rejected.

2.2.3 Deadline for submission of Applications

The deadline for the submission of applications is 28th June 2010 as evidenced by the date of dispatch, the postmark or the date of the deposit slip. In the case of hand-deliveries, the deadline for receipt is at 16:00 hrs local time as evidenced by the signed and dated receipt. Any application submitted after the deadline will automatically be rejected.

However, for reasons of administrative efficiency, the Contracting Authority may reject any application received after the effective date of approval of the first evaluation step (i.e. Concept Note) (see indicative calendar under section 2.5.2)

2.2.4 Further information for the Application

Questions may in addition be sent by e-mail or by fax no later than 21 days before the deadline for the submission of applications to the below addresse(s), indicating clearly the reference of the call for proposals:

Questions may in addition be sent by e-mail or by fax no later than 21 days before the deadline for the submission of proposals to the addresse(s) listed below, indicating clearly the reference of the call for proposals :

E-mail address: delegation-bih-procurement@ec.europa.eu

Fax: +387 33 666 037 (addressed to Delegation of the European Union to Bosnia and Herzegovina, Attn. Ms. Aida Mulaomerovic, Contract and Finance Section-Procurement).

Replies will be given no later than 11 days before the deadline for the submission of applications. The Contracting Authority has no obligation to provide further clarifications after this date.

In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.

Questions that may be relevant to other applicants, together with the answers, will be published on the internet at the EuropeAid website: https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome and EC Delegation to BiH website: http:/www.delbih.ec.europa.eu

All questions related to PADOR registration should be addressed to the PADOR helpdesk: europeaid-on-line-registration-hd@ec.europa.eu

2.3 EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by the Contracting Authority with the possible assistance of external assessors. All actions submitted by applicants will be assessed according to the following steps and criteria:

If the examination of the application reveals that the proposed action does not meet the eligibility criteria stated in paragraph 2.1.3, the application shall be rejected on this sole basis.

(1) STEP 1: OPENING SESSION AND ADMINISTRATIVE CHECK

The following will be assessed:

- The submission deadline has been respected. If the deadline has not been respected the application will automatically be rejected.

- Application Form] satisfies all the criteria specified in points 1-5 of the Checklist section V of part B of the grant application form). If any of the requested information is missing or is incorrect, the application may be rejected on that **sole** basis and the application will not be evaluated further.

Following the opening session and the administrative check, the Contracting Authority will send a letter to all applicants, indicating whether their application was submitted prior to the deadline, informing them of the reference number they have been allocated and whether they have been recommended for further evaluation.

(2) STEP 2: EVALUATION OF THE CONCEPT NOTE

The evaluation of the Concept Notes that have passed the first administrative check will cover the relevance of the action, its merits and effectiveness, its viability and sustainability. The Contracting Authority reserves the right not to undertake the evaluation of the Concept Notes whenever considered justified (for example when a less than expected number of applications are received) and to go straight to the evaluation of the corresponding full applications.
Please note that the scores awarded to the Concept Note are completely separate from those given to the Full Application.

The Concept Note will be given an overall score out of 50 points in accordance with the breakdown provided in the Evaluation Grid below. The evaluation shall also verify the compliance with instructions provided in the guidance for Concept Note, part A of the grant application form.

The evaluation criteria are divided into headings and subheadings. Each subheading will be given a score between 1 and 5 in accordance with the following assessment categories: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

	Scores	
1. Relevance of the action	Sub-score	15
1.1 Relevance of the action needs and constraints of the country/region to be addressed in general, and to those of the target groups and final beneficiaries in particular.	5	
1.2 Relevance to the priorities and objectives mentioned in the Guidelines.	5(x2)*	
2. Effectiveness and Feasibility of the action	Sub-score	25
2.1 Assessment of the problem identification and analysis.	5	
2.2 Assessment of the proposed activities (practicality and consistency in relation to the objectives, purpose and expected results).	5(x2)*	
2.3 Assessment of the role and involvement of all stakeholders and, if applicable, proposed partners.	5(x2)*	
3. Sustainability of the action	Sub-score	10
3.1 Assessment of the identification of the main assumptions and risks, before the start up and throughout the implementation period.	5	
3.2 Assessment of the identification of long-term sustainable impact on the target groups and final beneficiaries.	5	
TOTAL SCORE		**50**

*the scores are multiplied by 2 because of their importance

Once all Concept Notes have been assessed, a list will be established with the proposed actions ranked according to their total score.

Firstly, only the Concept Notes which have been given a score of a minimum of 12 points in the category "Relevance" as well as a minimum total score of 30 points will be considered for pre-selection.

Secondly, the list of Concept Notes will be reduced in accordance to the ranking to those whose sum of requested contributions amounts to at least twice the available budget for this Call for proposals, taking into account the indicative financial envelopes foreseen by lot. The Evaluation Committee will subsequently proceed with the applicants whose proposals have been pre-selected.

(3) STEP 3: EVALUATION OF THE FULL APPLICATION

An evaluation of the quality of the applications, including the proposed budget, and of the capacity of the applicant and its partners, will be carried out in accordance with the evaluation criteria set out in the Evaluation Grid included below. There are two types of evaluation criteria: selection and award criteria.

The selection criteria are intended to help evaluate the applicants' financial and operational capacity to ensure that they:

- have stable and sufficient sources of finance to maintain their activity throughout the period during which the action is being carried out and, where appropriate, to participate in its funding;

- have the management capacity, professional competencies and qualifications required to successfully complete the proposed action. This also applies to any partners of the applicant.

The award criteria allow the quality of the applications submitted to be evaluated in relation to the set objectives and priorities, and grants to be awarded to actions which maximise the overall effectiveness of the call for proposals. They enable the selection of applications which the Contracting Authority can be confident will comply with its objectives and priorities and guarantee the visibility of the Community

financing (see http://ec.europa.eu/europeaid/work/visibility/index_en.htm). They cover such aspects as the relevance of the action, its consistency with the objectives of the call for proposals, quality, expected impact, sustainability and cost-effectiveness.

Scoring:

The evaluation criteria are divided into sections and subsections. Each subsection will be given a score between 1 and 5 in accordance with the following guidelines: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Evaluation Grid

Section	**Maximum Score**
1. Financial and operational capacity	**20**
1.1 Do the applicant and, if applicable, partners have sufficient **experience of project management**?	5
1.2 Do the applicant and, if applicable partners have sufficient **technical expertise**? (notably knowledge of the issues to be addressed.)	5
1.3 Do the applicant and, if applicable, partners have sufficient **management capacity**? (including staff, equipment and ability to handle the budget for the action)?	5
1.4 Does the applicant have stable and sufficient sources of **finance**?	5
2. Relevance	**25**
2.1 How relevant is the proposal to the **objectives** and one or more of the **priorities** of the call for proposals? Note: A score of 5 (very good) will only be allocated if the proposal specifically addresses at least **one priority**. Note: A score of 5 (very good) will only be allocated if the proposal contains specific added-value elements, such as promotion of gender equality and equal opportunities…	5 x 2
2.2 How relevant to the particular **needs and constraints** of the target country/countries or region(s) is the proposal? (including synergy with other EC initiatives and avoidance of duplication.)	5
2.3 How clearly defined and strategically chosen are those involved (final beneficiaries, **target groups**)? Have their **needs** been clearly defined and does the proposal address them appropriately?	5 x 2
3. Methodology	**25**
3.1 Are the **activities** proposed appropriate, practical, and consistent with the objectives and expected results?	5
3.2 How coherent is the overall design of the action? (in particular, does it reflect the analysis of the problems involved, take into account external factors and anticipate an **evaluation**?)	5
3.3 Is the partners' and/or other stakeholders' level of involvement and participation in the action satisfactory?	5
3.4 Is the **action plan** clear and feasible?	5
3.5 Does the proposal contain **objectively verifiable indicators** for the outcome of the action?	5
4. Sustainability	**15**
4.1 Is the action likely to have a tangible **impact** on its target groups?	5
4.2 Is the proposal likely to have **multiplier effects**? (including scope for replication and extension of the outcome of the action and dissemination of information.)	5
4.3 Are the expected results of the proposed action **sustainable**:	5

- financially *(how will the activities be financed after the funding ends?)* - institutionally *(will structures allowing the activities to continue be in place at the end of the action? Will there be local "ownership" of the results of the action?)* - at policy level (where applicable) *(what will be the structural impact of the action — e.g. will it lead to improved legislation, codes of conduct, methods, etc?)?* - environmentally (if applicable) *(will the action have a negative/positive environmental impact?)*	
5. Budget and cost-effectiveness	**15**
5.1 is the ratio between the estimated costs and the expected results satisfactory?	5
5.2 Is the proposed expenditure **necessary** for the implementation of the action?	5 x 2
Maximum total score	**100**

Note on Section 1. Financial and operational capacity

If the total average score is less than 12 points for section 1, the application will be rejected.

Note on Section 2. Relevance

If the total average score is less than 20 points for section 2, the application will be rejected.

Provisional selection

Following the evaluation, a table listing the applications ranked according to their score and within the available financial envelope will be established as well as a reserve list following the same criteria.
Note: The scores awarded in this phase are completely separate from those given to the concept note of the same application.

(4) STEP 4: VERIFICATION OF ELIGIBILITY OF THE APPLICANT AND PARTNERS

The eligibility verification, based on the supporting documents requested by the Contracting Authority (see section 2.4) will only be performed for the applications that have been provisionally selected according to their score and within the available financial envelope.

- The Declaration by the applicant (Section VI of part B the grant application form) will be cross-checked with the supporting documents provided by the applicant. Any missing supporting document or any incoherence between the Declaration by the applicant and the supporting documents may lead to the rejection of the application on that sole basis.

- The eligibility of the applicant, the partners, and the action will be verified according to the criteria set out in sections 2.1.1, 2.1.2 and 2.1.3.

Following the above analysis and if necessary, any rejected application will be replaced by the next best placed application in the reserve list that falls within the available financial envelope, which will then be examined for the eligibility of its applicant and the partners.

2.4 SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED APPLICATIONS

Applicants who have been provisionally selected or listed under the reserve list will be informed in writing by the Contracting Authority. They will be requested to supply the following documents in order to allow the Contracting Authority to verify the eligibility of the applicants and their partners:

Supporting documents must be provided through PADOR, see section 2.2

1. The statutes or articles of association of the applicant organisation[4] and of each partner organisation. This obligation does not apply to international organisations which have signed a framework agreement with the European Commission. A list of the relevant framework agreements is available at the following address: http://ec.europa.eu/europeaid/work/procedures/implementation/international_organisations/index_en.htm]

2. Where the grant requested exceeds EUR 500 000, an external audit report produced by an approved auditor, certifying the applicant's accounts for the last financial year available. This obligation does not apply to international organisations nor to public bodies.

3. Copy of the applicant's latest accounts (the profit and loss account and the balance sheet for the previous financial year for which the accounts have been closed)[5].

4. Legal entity sheet (see annex D of these Guidelines) duly completed and signed by the applicant, accompanied by the justifying documents which are requested therein. If the applicant has already signed a contract with the Contracting Authority, instead of the legal entity sheet and its supporting documents the legal entity number may be provided, unless a change in its legal status occurred in the meantime.

5. A financial identification form conforming to the model attached at Annex E of these Guidelines, certified by the bank to which the payments will be made. This bank must be located in the country where the applicant is registered. If the applicant has already signed a contract with the European Commission or where the European Commission has been in charge of the payments of a contract, a copy of the previous

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4 Where the applicant and/or (a) partner(s) is a public body created by a law, a copy of the said law must be provided

5 This obligation does not apply to public bodies nor to international organisations. It does not apply either when the accounts are in practice the same documents as the external audit report already provided pursuant to section 2.4.2.

financial identification form may be provided instead, unless a change in its bank account occurred in the meantime.

6. The CVs of Project Manager, Finance Officer and all key staff and Job descriptions for all key staff positions

7. Documentary proof confirming experience stated in the Application form, Section 4. Experience in similar actions.

Before the signature of the contract, the selected applicant should submit copy of proofs of registration of the organisation and accreditation from the relevant mine action authorities- BH MAC

Where the requested supporting documents are not uploaded in PADOR they must be supplied in the form of originals, photocopies or scanned versions (i.e. showing legible stamps, signatures and dates) of the said originals. However, the Legal entity sheet and the financial identification form must always be submitted in original.

Where such documents are not in one of the official languages of the European Union or in the language of the country where the action is implemented, a translation into English language of the relevant parts of these documents, proving the applicant's eligibility, must be attached and will prevail for the purpose of analysing the application.

Where these documents are in an official language of the European Union other than English, it is **strongly** recommended, in order to facilitate the evaluation, to provide a translation of the relevant parts of the documents, proving the applicant's eligibility, into the English.

If the abovementioned supporting documents are not provided before the deadline indicated in the request for supporting documents sent to the applicant by the Contracting Authority, the application may be rejected.

Based on the verification of the supporting documents by the Evaluation Committee it will make a final recommendation to the Contracting Authority which will decide on the award of grants.

2.5 NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

2.5.1 Content of the decision

Applicants will be informed in writing of the Contracting Authority's decision concerning their application and, in case of rejections, the reasons for the negative decision.

Applicants believing that they have been harmed by an error or irregularity during the award process may file a complaint. See further section 2.4.15 of the Practical Guide.

2.5.2 Indicative time table

	DATE	TIME*
Information meeting (if any)	Not applicable	Not applicable
Deadline for request for any clarifications from the Contracting Authority	07/06/2010	16:00 hrs local time
Last date on which clarifications are issued by the Contracting Authority	17/06/2010	-
Deadline for submission of Application Form	28/06/2010	16:00 hrs local time
Information to applicants on the opening & administrative check (step 1)	16/07/2010*	
Information to applicants on the evaluation of the Concept Notes (step 2)	30/07/2010*	
Information to applicants on the evaluation of the Full Application Form (step 3)	13/08/2010*	
Notification of award (after the eligibility check) (step 4)	27/08/2010*	
Contract signature	15/09/2010*	

*__Provisional date.__ All times are in the time zone of the country of the Contracting Authority

2.6 CONDITIONS APPLICABLE TO IMPLEMENTATION OF THE ACTION FOLLOWING THE CONTRACTING AUTHORITY'S DECISION TO AWARD A GRANT

Following the decision to award a grant, the Beneficiary will be offered a contract based on the Contracting Authority's standard contract (see Annex F of these Guidelines). By signing the Application form (Annex A of these Guidelines), the applicant declares accepting, in case where it is awarded a grant, the Contractual conditions as laid down in the Standard Contract.

If the successful applicant is an international organisation, the model Contribution Agreement with an international organisation or any other contract template agreed between the international organisation concerned and the Contracting Authority will be used instead of the standard grant contract provided that the international organisation in question offers the guarantees provided for in article 53d (1) of the Financial Regulation, as described in Chapter 7 of the Practical Guide to contract procedures for EC external actions.

Implementation contracts

Where implementation of the action requires the Beneficiary to award procurement contracts, it must award the contract to the tenderer offering the best value for money, that is to say, the best price-quality ratio, in compliance with the principles of transparency and equal treatment for potential contractors, care being taken to avoid any conflict of interests. To this end, the Beneficiary must follow the procedures set out in Annex IV to the Contract.

2.7 EARLY WARNING SYSTEM AND CENTRAL EXCLUSION DATABASE

The applicants and, if they are legal entities, persons who have powers of representation, decision-making or control over them, are informed that, should they be in one of the situations mentioned in:
- the Commission Decision of 16.12.2008 on the Early Warning System (EWS) for the use of authorising officers of the Commission and the executive agencies (OJ, L 344, 20.12.2008, p.125) or
-the Commission Regulation of 17.12.2008 on the Central Exclusion Database (CED) (OJ L344, 20.12.2008, p.12),
their personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the EWS only or both in the EWS and CED, and communicated to the persons and entities listed in the above-mentioned Decision and Regulation, in relation to the award or the execution of a grant agreement or decision.

3. LIST OF ANNEXES

DOCUMENTS TO BE COMPLETED

ANNEX A: GRANT APPLICATION FORM (WORD FORMAT)

ANNEX B: BUDGET (EXCEL FORMAT)

ANNEX C: LOGICAL FRAMEWORK (EXCEL FORMAT)

ANNEX D: LEGAL ENTITY SHEET (EXCEL FORMAT) AVAILABLE AT THE FOLLOWING ADDRESS:

http://ec.europa.eu/europeaid/work/procedures/implementation/grants/documents/e3_e_lefind_en.pdf

ANNEX E: FINANCIAL IDENTIFICATION FORM AVAILABLE AT THE FOLLOWING ADDRESS:

http://ec.europa.eu/europeaid/work/procedures/implementation/grants/documents/e3_f_fif_en.pdf

DOCUMENTS FOR INFORMATION

ANNEX F: STANDARD CONTRACT

- ANNEX II: GENERAL CONDITIONS APPLICABLE TO EUROPEAN COMMUNITY-FINANCED GRANT CONTRACTS FOR EXTERNAL ACTIONS
- ANNEX IV: CONTRACT AWARD PROCEDURES
- ANNEX V: STANDARD REQUEST FOR PAYMENT
- ANNEX VI: MODEL NARRATIVE AND FINANCIAL REPORT
- ANNEX VII: MODEL REPORT OF FACTUAL FINDINGS AND TERMS OF REFERENCE FOR AN EXPENDITURE VERIFICATION OF AN EC FINANCED GRANT CONTRACT FOR EXTERNAL ACTIONS
- ANNEX VIII: MODEL FINANCIAL GUARANTEE

ANNEX G: DAILY ALLOWANCE RATES (PER DIEM), available at the following address:
http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm

ANNEX H: STANDARD CONTRIBUTION AGREEMENT, applicable in case where the beneficiary is an International organisation International organisation], available at the following address:
http://ec.europa.eu/europeaid/work/procedures/implementation/international_organisations/index_en.htm

ANNEX I: PROJECT CYCLE MANAGEMENT GUIDELINES
http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101_en.htm