



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

Instrument for Pre-Accession Assistance 2009

Guidelines
for grant applicants

Support to NGOs active in the field of the fight against corruption

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

Reference: Call for Proposals Number: EC/BIH/CFP/09/007

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Deadline for submission of proposals: 28th May 2010

This notice is launched with “suspension clause” (Reference section 2.4.13. of the Practical Guide to contract procedure for EC external actions). The Tender procedure will invariably be cancelled if the financing agreement is not signed.

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.

Table of contents

1. Instrument for pre-accession - support to NGOs active in the field of the fight against corruption.....	4
1.1 Background.....	4
1.2 Objectives of the programme and priority issues	4
1.3 Financial allocation provided by the contracting authority	5
2. RULES FOR THIS CALL FOR PROPOSALS.....	5
2.1 Eligibility criteria.....	5
2.1.1 Eligibility of applicants: who may apply?.....	5
2.1.2 Partnerships and eligibility of partners.....	6
2.1.3 Eligible actions: actions for which an application may be made.....	6
2.1.4 Eligibility of costs: costs which may be taken into consideration for the grant	8
2.2 How to apply and the procedures to follow	9
2.2.1 Application form.....	10
2.2.2 Where and how to send Applications.....	10
2.2.3 Deadline for submission of Applications	11
2.2.4 Further information for the Application	11
2.3 Evaluation and selection of applications	12
2.4 Submission of supporting documents for provisionally selected applications	16
2.5 Notification of the Contracting Authority's decision	18
2.5.1 Content of the decision	18
2.5.2 Indicative time table	18
2.6 Conditions applicable to implementation of the action following the Contracting Authority's decision to award a grant	19
3. LIST OF ANNEXES	19

1. INSTRUMENT FOR PRE ACCESSION – SUPPORT TO NGOS ACTIVE IN THE FIELD OF THE FIGHT AGAINST CORRUPTION

1.1 BACKGROUND

Corruption in Bosnia and Herzegovina is widespread and remains a serious problem in the country. It threatens the consolidation of the state and constitutes an obstacle to the implementation of reforms necessary for EU integration. Corruption hampers economic growth and undermines trust in the political system and its institutions.

The Transparency International 2008 Corruption Perception Index (CPI) ranks BiH 92nd on a descending scale of 180 countries with a score of 3.2 which in comparison to past years indicates that the country is not perceived of having significantly improved its anti-corruption stance. Within the region, BiH ranks behind Croatia, Macedonia, Albania, Montenegro and Serbia.

Even though there are not many quantitative assessments of corruption in BiH available, there is evidence for widespread petty and administrative corruption as well as for political and grand scale corruption.

A consequence of the war and of the complex institutional set up of the country is a highly politicised public sector in general and public administration in particular. Different administrative layers with their respective legislation and competencies don't favour the enforcement of accountability of governmental structures and facilitate abuse of office and the diversion of public funds. Moreover, the practice of "ethnic" appointments in the public administration contributes to its vulnerability to corruption.

Fragmentation and the lack of common oversight structures and government enforcement of standards and performance render even the collection of data and the detection of abusive practices difficult. Petty corruption in these sectors can constitute a heavy burden on the individual household and undermines trust of citizens in the institutions. Since the distribution of negative effects on the population is always to the detriment of the most vulnerable groups, such as the un-employed, low-income groups or the elderly, corruption exacerbates poverty and inequality in the society.

The same can be said about the effect of corruption in the judiciary and the enforcement sector. Fragmentation and undue influence of the political level on the police and the judiciary undermine the rule of law and discourage recourse to legal action.

The Union Communication of 5 November 2008¹ underlines the importance of the CSF for the increased participation of CSOs in the reforms to be undertaken. Civil society is therefore to play a fundamental role in helping to bring about both the acceptance and the implementation of EU values in aspiring Member States. For such a country to achieve European accession, new legislation and principles have to be accepted by the population and be monitored effectively. This is where the support of civil society is crucial.

1.2 OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

The **global objective** of this Call for Proposals is:

Contribute to democratic stabilisation, reconciliation and further development of Bosnia and Herzegovina.

The **specific objective (s)** of this Call for Proposals is/are:

Support and encourage NGOs to address corruption issues in society and to develop anti corruption measures.

¹ COM(2008) 674 "Enlargement Strategy and Main Challenges 2008-2009"
IPA 2009

1.3 FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this call for proposals is EUR 750,000. The Contracting Authority reserves the right not to award all available funds.

Size of grants

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

Minimum amount: EUR 100,000

Maximum amount: EUR 199,000

A grant may not be for less than 50 % of the total eligible costs of the action.

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?
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(1) In order to be eligible for a grant, applicants **must**:

- Be legal persons **and**
- Be non-profit making **and**
- be specific types of organisations such as: non-governmental organisations, international (inter-governmental) organisations as defined by Article 43 of the Implementing Rules to the EC Financial Regulation² **and**
- be nationals³ (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

2 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.

3 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 national 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 the statutes are registered locally or a "Memorandum of Understanding" has been concluded.

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 directly responsible for the preparation and management of the action with their partners, not acting as an intermediary **and**

(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 Internet address indicated at the beginning of the section 2);

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

2.1.2 Partnerships and eligibility of partners

Applicants may act individually or with partner organisations.

Partners

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 eligibility criteria as applicable on the grant beneficiary himself.

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.

Duration

The planned duration of an action may not be lower than 12 months nor exceed 24 months.

Sectors or themes

Specific sectors or themes to which the actions must relate:

- Anti corruption

Location

Actions must take place in Bosnia and Herzegovina

Types of activities

Activities to be funded include those that seek greater civic education. Public awareness campaigns will be encouraged. They should have a sustainable effect on the democratic and stability process of Bosnia and Herzegovina.

The following examples are indicative only and not exhaustive

- Gaps and need analysis on legal measures and level of public transparency.
- Training: improving CSOs operational capacity, awareness functions and networking, capacity to detect organised crime, corruption and traffickers, and support victims protection and rehabilitation.
- Upgrading Information System and PR, including Website and database to facilitate the dissemination of information.
- Information Campaigns for citizens, CSOs and media
- Set up of Monitoring Structure to follow up reforms.

Number of proposals and grants per applicant

- An applicant **may not** submit more than 1 (one) application 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

Mainstreaming

The mainstreaming of gender equality, the rights of the child and the rights of persons with disabilities will be ensured through every project. All projects will need to show, whenever relevant, how these issues are taken into account in the design, implementation and monitoring of their activities.

The following types of action are ineligible:

- actions concerned only or mainly with individual sponsorships for participation in workshops,
- actions concerned only or mainly with individual scholarships for studies or training courses;
- projects taking place outside Bosnia-Herzegovina;
- purchasing of buildings or offices;
- purchasing of vehicles;
- purchasing of equipment (unless necessary for the successful execution of the project);
- retrospective financing for projects already in existence or completed;
- projects for the exclusive benefit of individuals or exclusive restricted groups of individuals;
- projects supporting individual political parties;
- core funding of the applicant or its partners;
- humanitarian activities;
- reconstruction works;

2.1.4 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 costs are not eligible:

- Financial services cost (bank charges, cost of guarantees and similar changes).
- 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

Any contributions in kind, which must be listed separately at Annex III, do not represent 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 to 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 services cost (bank charges, cost of guarantees and similar charges)
- fines, financial penalties and expenses of litigation
- purchase cost for used (second hand) equipment

2.2 HOW TO APPLY AND THE PROCEDURES TO FOLLOW

Please note that the prior registration in PADOR⁴ for applicants and their partners for this Call for proposal is **obligatory**.

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 For further information on PADOR, please consult the following website:

http://ec.europa.eu/europeaid/work/onlineservices/pador/index_en.htm

Helpdesk for questions related to the functioning of PADOR:

Europeaid-ON-LINE-REGISTRATION-HD@ec.europa.eu

OPEN CALL FOR PROPOSALS

2.2.1 *Application form*

Applications must be submitted in accordance with the instructions on the Concept Note and the Full application form 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

Where an applicant sends several different applications (if allowed to do so by the Guidelines of the Call), each one has to be sent separately.

The outer envelope must bear the reference number of the Call for Proposals (EC/BIH/CFP/09/007) and the title of the call for proposals "Support to NGOs active in the field of the fight against corruption", the full name and address of the applicant, and the words "Not to be opened before the opening session" and "ne otvarati prije zvaničnog 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:

Postal address and address for hand delivery or by private courier service

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 May 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 14:00 hour's 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 address (es), indicating clearly the reference of the call for proposals:

E-mail address: Delegation-BIH-Procurement@ec.europa.eu

Fax: +387 33 666 037, 218 323

Contracting Authority has no obligation to provide further clarifications after this date.

Replies will be given no later than 11 days before the deadline for the submission of applications.

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 <http://europa.ba/?akcija=tenderi&jezik=2>. It is therefore highly recommended to regularly consult the abovementioned website in order to be informed of the questions and answers published.

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.
- The 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 directly send invitations to submit a full application).

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. The Evaluation Committee will subsequently proceed with the evaluation of the full proposals of the pre-selected applicants.

(3) STEP 3: EVALUATION OF THE FULL APPLICATION

OPENING SESSION AND ADMINISTRATIVE CHECK OF THE FULL APPLICATION FORM

The following will be assessed:

- The submission deadline has been respected. If the deadline has not been respected the application will automatically be rejected.
- The full application form satisfies all the criteria specified in points 1-8 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, and whether their application has been recommended for further evaluation.

EVALUATION OF THE FULL APPLICATION FORM

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 : - financially (<i>how will the activities be financed after the funding ends?</i>) - institutionally (<i>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?</i>) - at policy level (where applicable) (<i>what will be the structural impact of the action — e.g. will it lead to improved legislation, codes of conduct, methods, etc?</i>)? - environmentally (if applicable) (<i>will the action have a negative/positive environmental impact?</i>)	5
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.

(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 organisation⁵ 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. 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)⁶.
3. 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.
4. 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 financial identification form may be provided instead, unless a change in its bank account occurred in the meantime.

Where the requested supporting documents are not uploaded in PADOR (if derogation is granted by the Contracting Authority) 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.

⁵ 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

⁶ 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.

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 of the call for proposals 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 of the call for proposals, 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 language of the call for proposals.

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	7 th May 2010	-
Last date on which clarifications are issued by the Contracting Authority	17 th May 2010	-
Deadline for submission of Application Form	28 th May 2010	14:00
Information to applicants on the opening & administrative check (step 1)	10 th June 2010*	-
Information to applicants on the evaluation of the Concept Notes (step 2)	28 th June 2010*	-
Information to applicants on the evaluation of the Full Application Form (step 3)	30 th July 2010*	
Notification of award (after the eligibility check) (step 4)	August 2010*	
Contract signature	September 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.

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) Available at the following address:
http://ec.europa.eu/europeaid/work/procedures/implementation/grants/index_en.htm

ANNEX D: LEGAL ENTITY SHEET (EXCEL FORMAT) Available at the following address:
http://ec.europa.eu/europeaid/work/procedures/implementation/grants/index_en.htm

ANNEX E: FINANCIAL IDENTIFICATION FORM Available at the following address:
http://ec.europa.eu/europeaid/work/procedures/implementation/grants/index_en.htm

DOCUMENTS FOR INFORMATION

ANNEX F: STANDARD CONTRACT (SPECIAL CONDITIONS)

- 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

ANNEXES II – VIII Available at the following address:

http://ec.europa.eu/europeaid/work/procedures/implementation/grants/index_en.htm

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, is available at the following address:

http://ec.europa.eu/europeaid/work/procedures/index_en.htm

PROJECT CYCLE MANAGEMENT GUIDELINES

http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101_en.htm