



**EUROPEAN COMMISSION**  
The Delegation of the European Commission to  
Bosnia and Herzegovina

Instrument for Pre-Accession Assistance 2007

Guidelines  
for grant applicants

**MINE CLEARANCE AND TECHNICAL SURVEY**

**Budget line: 01.63.01**

Reference: Call for Proposals Number: EC/BIH/CFP/08/001

**Deadline for submission of proposals: 5<sup>th</sup> June 2009**

## **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. MINE CLEARANCE AND TECHNICAL SURVEY**

### **1.1 BACKGROUND**

This activity represents the continuation of the support to Implementation of objectives of Strategy of Bosnia and Herzegovina for implementation of Mine action in Bosnia and Herzegovina and originates from the recognised need to accompany hard reconstruction measures to activities that would ensure conditions for sustainable returns and normal living.

By creating environment more conducive to sustainable return and assisting countries which suffer from the consequences of antipersonnel landmines, and creating the conditions necessary for their economic and social development this activity also supports areas/priorities for mine action in Bosnia and Herzegovina funded out of the Annual Work Programme 2006 (MAP budget line 19 02 04).: (a) reduction of the mine suspected area through technical survey and mine clearance operations targeting high impacted communities and (b) Mine Victims assistance through job creation.

Landmines present by far one of the most significant security, humanitarian, environmental, economic and development problems of the international community. 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. Bosnia and Herzegovina is the country with largest mine problem in the region. Current estimates regarding the scope of the problem imply that there are 220,000 of mines and Unexploded ordnance (UXO) within the territory of Bosnia and Herzegovina. The mine-suspected area is estimated to be 1,573 km<sup>2</sup> (square kilometers) roughly 3.42% of Bosnia and Herzegovina's entire territory. In the Bosnia and Herzegovina Mine Action Centre (BHMACE) database there are 13,077 registered minefield records.

Since the beginning of war till now, there are 5,003 mine and UXO victims recorded in Bosnia and Herzegovina. From 1996 till so far, 1576 people were killed or injured by mines and unexploded ordnance 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 impacted communities, all with the aim to reduce the risk to acceptable level or to create conditions for the use of particular resources, enable reconstruction and sustainable return.

The action proposed to be implemented will also 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). 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.

### **1.2 OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES FOR 2009**

The general objectives of this programme is better protection of the BH citizens against un-exploded ordnances (UXOs) and land mines and creation of safe environment and setting of the security pre-conditions for sustainable socio- economic development.

The specific objectives of this call for proposals for Bosnia and Herzegovina to reduce the antipersonnel landmine risk and to enhance local and regional impacts of effective mine action capacity through the Technical Survey (up to 70% of the action relates to this activity) and Mine clearance (30% of the action relates to this activity).

### **1.3 Financial allocation provided by the contracting authority**

The overall indicative amounts made available under the Call for Proposal is **1.500.000 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:

- minimum amount: EUR 1.450.000
- maximum amount: EUR 1.500.000

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](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, applicants **must**:

- be non profit making legal persons and
- be nationals<sup>1</sup> (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<sup>2</sup> 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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1 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".

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.

(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](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.

Accredited de-mining organisations shall conduct technical survey and clearance, all based on humanitarian de-mining operational plan. Distribution of area per regions shall be set based on the size of suspected area and planned level of humanitarian de-mining operations per impacted communities. 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.

**Technical Survey and Mine clearance targeted under this Call for Proposals will be done in accordance to the set plan for BiH. Participation of technical survey will increase up to 70% in comparison to clearance, which will participate with 30% out of total humanitarian de-mining 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.**

### Duration

The initial planned duration of an action 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

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.

### 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

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

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

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 (second hand) 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

Please note that the prior registration in PADOR<sup>3</sup> 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. Data provided by organisations in PADOR is used by the European Commission for checking the eligibility of the organisations that participate in calls for proposals.

In PADOR, organisations introduce the same data that is requested in the chapters II (for the main applicants) and III (for the partners of the main applicant) of the paper application form. This data concerns the organisation itself, it is not linked to the project proposal.

Organisations obtain their EuropeAid ID after having completed the registration process. The registration process consists in encoding, saving and submitting consistent information on all the PADOR screens (such as Sectorial and Geographical experience, Financial data, etc.).

Before starting the registration of your organisation in PADOR, please check:

- the Frequently Asked Questions
- the PADOR user's guide
- the e-training

These 3 documents are available on the website:

[http://ec.europa.eu/europeaid/work/onlineservices/pador/index\\_en.htm](http://ec.europa.eu/europeaid/work/onlineservices/pador/index_en.htm)

Before starting the registration of your organisation in PADOR, please check whether there already is a person, within your organisation, who has registered it before you. In case a colleague of yours has already registered the organisation, please get in touch with him/her for obtaining the EuropeAid ID of your organisation.

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<sup>3</sup> For further information on PADOR, please consult the following website:

[http://ec.europa.eu/europeaid/work/onlineservices/pador/index\\_en.htm](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*

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.]

Before the deadline for presenting the concept note and full proposal, organisations must fill in, save and submit information introduced in all the fields of PADOR (including the fields written with black characters) Only data registered and submitted before the dead-line for the submission of the concept note and full proposal will be taken into account by the EC.

It is by "submitting" their data that organisations engage their responsibility on the accuracy and veracity of the data provided in PADOR.

The supporting documents requested (statuses, financial reports, audit reports) may be uploaded in PADOR after the evaluation of the Full Proposals, but before the deadline fixed in the notification letter from the European Commission. By letter from the European Commission, the applicant will be reminded that these documents will have to be loaded in PADOR for the final eligibility check. Nevertheless, we strongly advise you to upload these documents while registering in PADOR, without waiting until the final selection of proposals is carried out.

## OPEN CALL FOR PROPOSALS

### 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/08/001) and the title of the call for proposals -“Mine Clearance and Technical Survey ” 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

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

#### Address for hand delivery or by private courier service

Delegation of the European Commission 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 **5<sup>th</sup> June 2009** 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 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](mailto:delegation-bih-procurement@ec.europa.eu)

Fax: +387 33 666 037 (addressed to Delegation of the European Commission 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](mailto: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.

		<b>Scores</b>	
<b>1. Relevance of the action</b>		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)*	
<b>2. Effectiveness and Feasibility of the action</b>		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)*	
<b>3. Sustainability of the action</b>		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	
<b>TOTAL SCORE</b>			<b>50</b>

\*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](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
<b>1. Financial and operational capacity</b>	<b>20</b>
1.1 Do the applicant and, if applicable, partners have sufficient <b>experience of project management</b> ?	5
1.2 Do the applicant and, if applicable partners have sufficient <b>technical expertise</b> ? (notably knowledge of the issues to be addressed.)	5
1.3 Do the applicant and, if applicable, partners have sufficient <b>management capacity</b> ? (including staff, equipment and ability to handle the budget for the action)?	5
1.4 Does the applicant have stable and sufficient sources of <b>finance</b> ?	5
<b>2. Relevance</b>	<b>25</b>
2.1 How relevant is the proposal to the <b>objectives</b> and one or more of the <b>priorities</b> of the call for proposals? Note: A score of 5 (very good) will only be allocated if the proposal specifically addresses at least <b>one priority</b> . 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 <b>needs and constraints</b> 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, <b>target groups</b> )? Have their <b>needs</b> been clearly defined and does the proposal address them appropriately?	5 x 2
<b>3. Methodology</b>	<b>25</b>
3.1 Are the <b>activities</b> 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 <b>evaluation</b> ?)	5
3.3 Is the partners' and/or other stakeholders' level of involvement and participation in the action satisfactory?	5
3.4 Is the <b>action plan</b> clear and feasible?	5
3.5 Does the proposal contain <b>objectively verifiable indicators</b> for the outcome of the action?	5
<b>4. Sustainability</b>	<b>15</b>
4.1 Is the action likely to have a tangible <b>impact</b> on its target groups?	5
4.2 Is the proposal likely to have <b>multiplier effects</b> ? (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 <b>sustainable</b> :	5

<ul style="list-style-type: none"> <li>- financially (<i>how will the activities be financed after the funding ends?</i>)</li> <li>- 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>)</li> <li>- 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>)?</li> <li>- environmentally (if applicable) (<i>will the action have a negative/positive environmental impact?</i>)</li> </ul>	
<b>5. Budget and cost-effectiveness</b>	<b>15</b>
5.1 is the ratio between the estimated costs and the expected results satisfactory?	5
5.2 Is the proposed expenditure <b>necessary</b> for the implementation of the action?	5 x 2
<b>Maximum total score</b>	<b>100</b>

*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<sup>4</sup> 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](http://ec.europa.eu/europeaid/work/procedures/implementation/international_organisations/index_en.htm)
2. 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)<sup>5</sup>.
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 financial identification form may be provided instead, unless a change in its bank account occurred in the meantime.

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<sup>4</sup> 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

<sup>5</sup> 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.

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

	<b>DATE</b>	<b>TIME*</b>
<b>Information meeting (if any)</b>	Not applicable	Not applicable
<b>Deadline for request for any clarifications from the Contracting Authority</b>	15/05/2009	16:00 hrs local time
<b>Last date on which clarifications are issued by the Contracting Authority</b>	25/05/2009	-
<b>Deadline for submission of Application Form</b>	05/06/2009	14:00 hrs local time
<b>Information to applicants on the opening &amp; administrative check (step 1)</b>	15/06/2009*	-
<b>Information to applicants on the evaluation of the Concept Notes (step 2)</b>	25/06/2009*	
<b>Information to applicants on the evaluation of the Full Application Form (step 3)</b>	06/07/2009*	
<b>Notification of award (after the eligibility check) (step 4)</b>	16/07/2009*	
<b>Contract signature</b>	30/07/2009*	

\***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.

### **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)

ANNEX E: FINANCIAL IDENTIFICATION FORM

#### **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](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

ANNEX I: PROJECT CYCLE MANAGEMENT GUIDELINES

[http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101\\_en.htm](http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101_en.htm)