



Contracting Authority:
Delegation of the European Union to Bosnia and Herzegovina

Information and Communication Programme 2011

Guidelines
for grant applicants

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Deadline for submission of proposals: 29/12/2011

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. INFORMATION AND COMMUNICATION PROGRAMME 2011

1.1 BACKGROUND

The current EU Enlargement agenda covers the Western Balkans, Turkey and Iceland. It is based on principles of consolidation, conditionality and better communication with the public, combined with the EU's capacity to integrate new members, pursuant to the renewed consensus on Enlargement. Communication is therefore an important part of the overall EU strategy for enlargement.

The Multi-Beneficiary MIPD 2011-2013 outlines the main objectives of the EU's Information and Communication Programme in IPA beneficiaries: to provide clear and factual information to citizens in the IPA beneficiaries on EU enlargement and on pre-accession assistance; to strengthen the dialogue with stakeholders and to establish a two-way communication about the EU and the enlargement process in order to increase understanding and visibility of the pre-accession assistance. Commission communication activities aim to make the prospect of enlargement sufficiently credible and, wherever possible, tangible to increase the political leverage for reform.

Improving common perceptions of the EU and fostering a wider understanding of its institutions, values and procedures is an important immediate, medium and long term project.

Bosnia and Herzegovina (BiH) authorities and the EU have worked together already for some years to address this issue, most recently in implementing the predecessor "EU Awareness" Programme. Considerable progress has been made in raising awareness and understanding of the EU among BiH target audiences. But even now there is still not enough debate and dialogue about what integration/ accession will really mean for BiH. Most citizens make judgements about the EU and their future on the basis of rumour and limited, almost misleading knowledge.

In order for the EU integration process to succeed, the involvement of NGOs, workers, employers, entrepreneurs, youth groups and others into the process is of crucial importance. It is necessary to develop a dialogue and debate in multiplayer circles (civil society, academics, social partners...) and the youth that will facilitate the country's progress towards the EU integration and eventual membership.

Raising awareness and providing information/communication about the EU, what integration/ accession will mean for BiH and what BiH must do to achieve these goals, is therefore a crucial part of the integration/accession process.

1.2 OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

The **global objective** of this Call for Proposals is: to provide clear and factual information on EU Enlargement and pre-accession assistance to citizens in the IPA Beneficiary countries, with the aim to ensure support to the reform process.

The **specific objectives** of this Call for Proposals are:

- Emphasize the EU 's commitment to the European perspective of Bosnia and Herzegovina;
- Improve understanding about the EU Enlargement and the benefits it brings for the citizens of Bosnia and Herzegovina;
- Promote concrete results of EU pre-accession assistance in Bosnia and Herzegovina;
- Strengthen regional ownership of the processes facilitating progress towards EU membership of Bosnia and Herzegovina.
- Promote civil society development and dialogue with stakeholders on EU accession agenda in Bosnia and Herzegovina.

1.3 FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this Call for Proposals is EUR 150,000. The Contracting Authority reserves the right not to award all available funds.

Indicative allocation of funds by lot/geographical distribution:

In the case where there is no acceptable proposal foreseen for a specific lot, due to insufficient quality or no proposals received, the Contracting Authority reserves the right to reallocate the remaining funds to another lot. The proposal must concern at least 1 municipality in one of the following regions.

Note: The Contracting Authority foresees to award one grant per identified location/region.

Lots per region: One grant is foreseen per region.

- **Zenica** (*Vitez, Busovača, Visoko, Travnik, Žepče, Zavidovići*)
- **Doboj** (*Tešanj, Teslić, Maglaj, Gračanica, Modriča, Derventa*)
- **Goražde** (*Višegrad, Rogatica, Rudo, Čajniče, Višegrad, Foča,*)
- **Trebinje** (*Ljubinje, Stolac, Neum, Ravno, Bileća, Nevesinje*)
- **Bihać** (*Cazin, Bosanska Krupa, Velika Kladuša, Bužim Bosanski Petrovac, Novi Grad/Bosanski Novi,*)
- **Orašje** (*Odžak, Domaljevac/Šamac, Brod/Bosanski Brod, Šamac/Bosanski Šamac, Donji Žabar, Bijeljina*)
- **Livno** (*Glamoč, Bosansko Grahovo, Kupres, Tomislavgrad, Široki Brijeg*)
- **Gradiška/Bosanska Gradiška** (*Laktaši, Srbac, Kozarska Dubica/Bosanska Dubica, Prnjavor, Prijedor*)
- **Mrkonjić Grad** (*Ključ, Sanski Most, Drvar, Jajce, Kotor Varoš, Čelinac*)
- **Bugojno** (*Gornji Vakuf, Donji Vakuf, Šipovo, Jablanica, Konjic, Prozor*)

Size of grants

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

- minimum amount: EUR 10,000
- maximum amount: EUR 15,000

Any grant requested under this Call for Proposals must fall between the following minimum and maximum percentages of total eligible costs of the action:

- Minimum percentage: 50 % of the total estimated eligible costs of the action.
- Maximum percentage: 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 Union 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 EU external actions, which is applicable to the present call (available on the Internet at this address: http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm).

2.1 ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

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

2.1.1 *Eligibility of applicants: who may apply?*

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

- be legal persons **and**
- be non profit making **and**
- non-governmental organisations, **and**
- be nationals¹ of a Member State of the European Union, a country that is a beneficiary and/or authorised to participate by the Council Regulation (EC) N° 1085/2006, of 17 July 2006, establishing an Instrument for Pre-accession Assistance (IPA) as indicated an Annex A2 to Practical Guide **and**
- be directly responsible for the preparation and management of the action with their partners, not acting as an intermediary.

(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 EU external actions (available from the following Internet address:

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

In Part B section 7 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

- 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

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 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.

the eligibility criteria referred to in section 2.1.1. The associates have to be mentioned in Part B section 5 - "Associates of the Applicant participating in the Action" of the Grant Application Form.

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 4 months nor exceed 12 months.

Sectors or themes:

- Emphasize the EU 's commitment to the European perspective of Bosnia and Herzegovina;
- Improve understanding about the EU Enlargement and the benefits it brings for the citizens of Bosnia and Herzegovina;
- Promote concrete results of EU pre-accession assistance in Bosnia and Herzegovina;
- Strengthen regional ownership of the processes facilitating progress towards EU membership of Bosnia and Herzegovina.
- Promote civil society development and dialogue with stakeholders on EU accession agenda in Bosnia and Herzegovina.

Location

Actions must take place in Bosnia and Herzegovina in locations as defined under 1.3 of these Guidelines.

Please note than no activity can take place out of Bosnia and Herzegovina.

Types of action

The following list is not exhaustive and appropriate innovative actions that are not mentioned below may also be considered for support:

- Raising awareness on the European Union and the enlargement process in particular the way the latter affects the everyday life of BiH citizens, in a number of areas;
- Improving the European Integration through events resulting in increased networking and partnerships (twinning-like projects for example) in the targeted sectors with the aim to increase the EU debate;
- Actions leading to a higher visibility of the European Union, its policies and actions, through publicised and high-impact events.

Types of activity

Types of activity which may be financed under this call:

- production of information and communication tools,
- seminars and conferences,
- lectures,
- public information and awareness raising campaigns,
- relevant web pages,
- documentation materials,
- media events,
- competitions, quizzes...

Note that the applicant must comply with the objectives and priorities and guarantee the visibility of the EU-financing (see the Communication and Visibility Manual for EU external actions laid down and published by the European Commission at (see http://ec.europa.eu/europeaid/work/visibility/index_en.htm).

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;
- projects taking place outside Bosnia-Herzegovina;
- purchasing of buildings or offices;
- purchasing of vehicles;
- 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;
- infrastructure works.

Number of applications and grants per applicant

An applicant may not submit more than one proposal 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.

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 the EU 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 G of the Guidelines).

Contingency reserve

A contingency reserve not exceeding 5% of the estimated 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 estimated total eligible direct costs. Indirect costs are eligible provided that they do not include costs assigned to another heading of the budget of the standard grant contract. The applicant may be asked to justify the requested percentage before contracting. However, once the flat-rate has been fixed in the special conditions of the standard grant contract, no supporting documents need to be provided.

If the applicant is in receipt of an operating grant financed from the EU, 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.
- VAT (Value added cost) is exempted and should not be included in the financial proposal.

Ineligible costs:

- taxes, including value added taxes;
- customs and import duties, or any other charges;
- purchase, rent of leasing of land and existing buildings;
- fines, financial penalties and expenses of litigation;
- operating costs;
- second hand equipment;
- bank charges, cost of guarantees and similar charges;
- conversion costs, charges and exchange losses associated with any of the component specific euro accounts as well as other purely financial expenses;
- contribution in kind;
- any leasing costs;
- depreciation costs;
- debts and debt service charges;
- provision for losses or potential future liabilities;
- interest owed;
- items already financed in another framework;
- credits to third parties.

2.2 HOW TO APPLY AND THE PROCEDURES TO FOLLOW

Prior registration in PADOR for this Call for Proposals is obligatory for applicants and their partners.

PADOR is an on-line database in which organisations register themselves and update regularly their data, through the Europeaid website: http://ec.europa.eu/europeaid/work/onlineservices/pador/index_en.htm

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

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

Notwithstanding the above, if the organisation is in a situation where it is impossible to register in PADOR, it shall submit a justification proving that such impossibility is of a general nature and goes beyond the control of the applicant and or its partner(s). In this case, the applicant and/or the partners concerned shall complete the "PADOR off-line form"² in annex of these Guidelines and send it by the submission deadline along with the application to the address indicated in sections 2.2.2 and 2.2.6. Subsequently, the registration in PADOR will be initiated by the European Commission. If, at a later stage, the organisation wishes to update itself its data, an access request will have to be sent to the PADOR helpdesk.

All questions related to the registration in PADOR should be addressed to the PADOR helpdesk at: Europeaid-pador@ec.europa.eu.

In case you need additional support to register in PADOR please contact office of "Technical Assistance for Civil Society Organisations (TACSO)": Tel: +387 (0)33 546 351 E-mail: info.ba@tacso.org

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 worksheets are inconsistent) may lead to the rejection of the application.

² Which corresponds to Sections 3 and 4 of Part B of the application form.

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 6 of Part B the grant application form) and the Declaration by the applicant (Section 7 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 and the title of the call for proposals**, together with [the title and number of the lot,] 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

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 will be rejected.

Please note that any failure to meet the requirements in number of copies, copies being bounded, size, or submission of an application in CD ROM will lead automatically to rejection of the application. In addition, if instructions, given in the concept note, are not strictly respected application will also be automatically rejected.

2.2.3 *Deadline for submission of Applications*

The deadline for the submission of applications is 29/12/2011 as **evidenced by the date and time 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 hours 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:

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

Fax: +387 33 666 037

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. The

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 www.europa.ba

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 & ADMINISTRATIVE CHECKS AND CONCEPT NOTE EVALUATION

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 6 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.

The evaluation of the Concept Notes that have passed the first administrative check will cover the relevance and design of the action.

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.

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 | 30 |
|---|-----------|-----------|
| 1.1 How relevant is the proposal to the objectives and priorities of the Call for Proposals?* | 5x2** | |
| 1.2 How relevant to the particular needs and constraints of the target country(ies) or region(s) is the proposal? (including synergy with other EU initiatives and avoidance of duplication) | 5x2* | |
| 1.3 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 | |
| 1.4 Does the proposal contain specific added-value elements, such as environmental issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, or innovation and best practices. | 5 | |
| 2. Design of the action | Sub-score | 20 |
| 2.1 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 relevant stakeholders? | 5x2** | |
| 2.2 Is the action feasible and consistent in relation to the objectives and expected results? | 5x2** | |

TOTAL SCORE 50

* Note: A score of 5 (very good) will only be allocated if the proposal specifically addresses more than the required minimum number of priorities as indicated in Section 1.2 (Objectives of the programme) of these guidelines.]

** 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.

First, only the Concept Notes which have been given a score of a minimum 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 twice available budget for this Call for Proposals, taking into account the indicative financial envelopes foreseen by lot.

Following the Concept Note evaluation, 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 the Concept Note were evaluated and the results of that evaluation. The Evaluation Committee will subsequently proceed with the applicants whose proposals have been pre-selected.

(2) STEP 2: EVALUATION OF THE FULL APPLICATION

First, the following will be assessed:

- The full application form satisfies all the criteria specified in points 1-8 of the Checklist (Section 6 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.

An evaluation of the quality of the applications, including the proposed budget, and of the capacity of the applicant and its partners, will be subsequently 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. 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 of the action | 30 |
| <i>Score transferred from the Concept Note evaluation</i> | |
| 3. Effectiveness and feasibility of the action | 20 |
| 3.1 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results? | 5 |
| 3.2 Is the action plan clear and feasible? | 5 |
| 3.3 Does the proposal contain objectively verifiable indicators for the outcome of the action? Is evaluation foreseen? | 5 |
| 3.4 Is the partners' level of involvement and participation in the action satisfactory? | 5 |
| 4. Sustainability of the action | 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</i>) | 5 |

| | |
|---|------------|
| <p><i>of the action? Will there be local “ownership” of the results of the action?)</i></p> <p>- 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>)</p> <p>- environmentally (if applicable) (<i>will the action have a negative/positive environmental impact?</i>)</p> | |
| 5. Budget and cost-effectiveness of the action | 15 |
| 5.1 Are the activities appropriately reflected in the budget? | 5x2* |
| 5.2 Is the ratio between the estimated costs and the expected results satisfactory? | 5 |
| Maximum total score | 100 |

*the scores are multiplied by 2 because of their importance

Note on Section 1. Financial and operational capacity

If the score is less than 12 points for section 1, 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.

(3) STEP 3: 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 7 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

NOT APPLICABLE SINCE SIZE OF THE GRANT DOES NOT EXCEED EUR 25,000.

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 | 08/12/2011 | |
| Last date on which clarifications are issued by the Contracting Authority | 18/12/2011 | - |
| Deadline for submission of [Application Form] | 29/12/2011 | 14:00 |
| Information to applicants on the opening & administrative checks and concept note evaluation (step 1) | 30/01/2012 | - |
| Information to applicants on the evaluation of the Full Application Form (step 2) | 28/02/2012 | - |
| Notification of award (after the eligibility check) (step 3) | 30/03/2012 | - |
| Contract signature | 30/04/2012 | - |

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

This indicative timetable may be updated by the Contracting Authority during the procedure. In such case, the updated timetable shall be published on internet at the EuropeAid web site <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> and <http://www.europa.ba/?akcija=tenderi&jezik=2>

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 grant contract (see Annex G 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 grant 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 the applicable Financial Regulation, as described in Chapter 6 of the Practical Guide to contract procedures for EU 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 standard grant 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)

Available at the following address:

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

ANNEX B: BUDGET (EXCEL FORMAT)

Available at the following address:

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

ANNEX C: LEGAL ENTITY SHEET (EXCEL FORMAT)

Available at the following address:

http://ec.europa.eu/europeaid/work/procedures/implementation/grants/documents/e3_e_2_lefcompany_en.pdf

ANNEX D: FINANCIAL IDENTIFICATION FORM

Available at the following address:

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

ANNEX E: PADOR OFF-LINE FORM

DOCUMENTS FOR INFORMATION

ANNEX F: STANDARD CONTRACT

- ANNEX II: GENERAL CONDITIONS APPLICABLE TO EUROPEAN UNION-FINANCED GRANT CONTRACTS FOR EXTERNAL ACTIONS
- ANNEX IV: CONTRACT AWARD PROCEDURES
- ANNEX V: STANDARD REQUEST FOR PAYMENT
- ANNEX VI: MODEL NARRATIVE AND FINANCIAL REPORT