



Contracting Authority: European Commission

European Instrument for Democracy and Human Rights (EIDHR)

Guidelines  
for grant applicants  
responding to the Call for Proposals  
for the EIDHR Country-Based Support Scheme  
of the EC Delegation in Rwanda  
**Restricted Call for Proposals 2008**

Budget line 19.04.01

Reference: EIDHR/127-681

Deadline for submission of proposals: 26 January 2009

## NOTICE

This is a restricted Call for Proposals. In the first instance, only Concept Notes must be submitted for evaluation. Thereafter, applicants whose Concept Notes have been pre-selected will be invited to submit a Full Application Form. Further to the evaluation of the Full Applications, 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, the signed "Declaration by the Applicant" sent together with the Concept Note and the second Declaration sent together with the Full Application.

All Internet links in the present document are valid at the time of publication of this Call for Proposals. Nevertheless, they may be subject to changes at a later stage.



## Table of contents

<b>1. THE EUROPEAN INSTRUMENT FOR DEMOCRACY AND HUMAN RIGHTS (EIDHR)</b> .....	<b>4</b>
1.1 Background.....	4
1.2 Objectives of the programme and priority issues .....	4
1.3 Financial allocation provided by the contracting authority .....	5
<b>2. RULES FOR THIS CALL FOR PROPOSALS .....</b>	<b>7</b>
2.1 Eligibility criteria .....	7
2.1.1 Eligibility of applicants: who may apply ?.....	7
2.1.2 Partnerships and eligibility of partners.....	7
2.1.3 Eligible actions: actions for which an application may be made .....	8
2.1.4 Eligibility of costs: costs which may be taken into consideration for the grant .....	9
2.2 how to apply and the procedures to follow.....	10
2.2.1 Concept Note content.....	10
2.2.2 Where and how to send concept notes .....	10
2.2.3 Deadline for submission of the Concept Notes .....	11
2.2.4 Further information for Concept Note .....	11
2.2.5 Full Application form.....	11
2.2.6 Where and how to send the Full Application form .....	12
2.2.7 Deadline for submission of the Full Application form.....	13
2.2.8 Further information for the Full Application form.....	13
2.3 Evaluation and selection of applications.....	14
2.4 Submission of supporting documents for provisionally selected proposals.....	19
2.5 Notification of the Contracting Authority's decision .....	20
2.5.1 Content of the decision .....	20
2.5.2 Indicative time table.....	20
2.6 Conditions applicable to implementation of the action following the Contracting Authority's decision to award a grant.....	21
<b>3. LIST OF ANNEXES.....</b>	<b>22</b>

# **1. THE EUROPEAN INSTRUMENT FOR DEMOCRACY AND HUMAN RIGHTS (EIDHR)**

## **1.1 BACKGROUND**

The European Instrument for Democracy and Human Rights (EIDHR)<sup>1</sup> was adopted by the European Parliament and the Council in December 2006. This new instrument takes the place of the European Initiative for Democracy and Human Rights, which was created at the initiative of the European Parliament in 1994. The entry into force of this specific instrument on 1 January 2007 makes it possible to give financial support for activities to strengthen democracy and the human rights in the world under the 2007-2013 financial perspectives.

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

The general objectives of the new instrument are to contribute to the development and consolidation of democracy and the rule of law and respect for all human rights and fundamental freedoms within the framework of the Community's policy on development cooperation and economic, financial and technical cooperation with third countries, consistent with the European Union's foreign policy as a whole.

This instrument is designed to help civil society to become an effective force for political reform and defence of human rights. In doing this, it will complement the new generation of geographical programmes, which will focus on public institution-building. The EIDHR will offer independence of action, which is a critical feature of cooperation with civil society organisations at national level, especially in the sensitive areas of democracy and human rights. Great flexibility and increased capacity to respond to changing circumstances or to support innovation, plus considerable independence of action since it does not need the consent of the governments of the countries concerned for the financing activities, are among the features of the new instrument.

The new instrument is global in scope. It operates at national, regional and international levels and supports actions carried out in third countries throughout the world, and also in Member States if relevant to needs in third countries.

To implement the new instrument the European Commission has adopted multiannual strategy papers which set out in detail the thematic and any geographical priorities.

The 2007-2010 strategy paper sets out five specific EIDHR objectives:

1. Enhancing respect for human rights and fundamental freedoms in countries and regions where they are most at risk.
2. Strengthening the role of civil society in promoting human rights and democratic reform, supporting the peaceful conciliation of group interests and consolidating political participation and representation.
3. Supporting actions on human-rights and democracy issues in areas covered by EU guidelines, including dialogues on human rights, human-rights defenders, the death penalty, torture, and children and armed conflict.
4. Supporting and strengthening the international and regional frameworks for the protection of human rights, justice, the rule of law and the promotion of democracy.
5. Building confidence in and enhancing the reliability and transparency of democratic electoral processes, in particular through election observation.

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<sup>1</sup> Regulation (EC) No 1889/2006 of the European Parliament and of the Council, 20.12.2006, OJ L 386, 29.12.2006, p.1 ([http://ec.europa.eu/europeaid/where/worldwide/eidhr/working-documents\\_en.htm](http://ec.europa.eu/europeaid/where/worldwide/eidhr/working-documents_en.htm)).

The current strategy paper for 2007-2010 can be consulted at:  
[http://ec.europa.eu/europeaid/where/worldwide/eidhr/index\\_en.htm](http://ec.europa.eu/europeaid/where/worldwide/eidhr/index_en.htm)

The second objective provides for Country-Based Support Schemes (CBSS) aimed at strengthening the role of civil society in promoting human rights and democratic reform, in supporting the peaceful conciliation of group interests and in consolidating political participation and representation in specific countries. This scheme builds on the experience gained over the past years with EIDHR micro-projects. It supports concerted action by the civil society on local democracy and human rights issues of particular concern.

This Call for Proposals is published with the aim of selecting actions under this objective, to be implemented in Rwanda. It covers the following priorities:

- Pursuit of common agendas for human rights and democratic reform, building coalitions across different regions, communities and identity groups and a range of socio-economic actors on topics such as:
  - o Preparation for, and monitoring of forthcoming elections (including striving towards the equal participation of men and women) and monitoring of implementation of recommendations issued by the EU Electoral Observation Mission concerning the 2008 Parliamentary elections;
  - o Capacity-building of Members of Parliament elected in 2008, including on issues of accountability and responsibility;
  - o Monitoring of implementation of international commitments signed by Rwanda e.g. UN Convention on children's rights and its optional protocols, and African Charter on children's rights and well-being; UN convention on women's political rights and protocol to the African Charter on human and peoples rights concerning women's rights in Africa.
- Building towards consensus on disputed or controversial areas of policy, by means of civil society dialogues which seek to bridge societal divides and which bring together a wide range of stakeholders to share experience and analyse common problems such as:
  - o Unity and reconciliation
  - o Inter-ethnic understanding
  - o Conflict prevention
  - o Land reform
- Enhancing inclusiveness and pluralism of the Rwandan civil society through:
  - o Capacity building for new or fragile civil society organisations representing groups whose interests are underrepresented
  - o Capacity building for responsible and independent Rwandan media

Such common agendas should ensure broad-based participation, with explicit mainstreaming and monitoring of women's and children's rights, rights of persons with disabilities, and the rights of persons belonging to minorities and indigenous peoples.

### **1.3 FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY**

The overall indicative amount made available under this call for proposals is EUR 900,000. The Contracting Authority reserves the right not to award all available funds.

Subject to the final decision of the budgetary Authority, an additional similar amount may be allocated to this call for proposals from the 2009 budget. The final amount will be decided by the Commission in the EIDHR 2009 Annual Action Programme.

#### Size of grants

Any grant awarded under this programme must fall between the following minimum and maximum amounts:

- minimum amount: EUR 80,000
- maximum amount: EUR 250,000

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

In addition, no grant may exceed 80% 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/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/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**
- be civil society organisations, including non-governmental organisations<sup>2</sup> and community based organisations **and**
- be Rwandan nationals<sup>3</sup> **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 EC external actions (available from the following Internet address: [http://ec.europa.eu/europeaid/work/procedures/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/index_en.htm));

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 in consortium with one or several partner organisations. Applicants are **strongly** encouraged to work 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

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<sup>2</sup> i.e. not a state, national or international governmental institution or organisation or an organisation effectively controlled by such an institution. Whether a potential applicant is likely to be considered as effectively controlled by such an institution will depend on the extent to which such an applicant can demonstrate that it is independent of the state as regards decision-making, budgetary control and the appointment of staff (including members of its controlling body).

<sup>3</sup> 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”.

eligibility criteria as applicants. In addition to the categories referred to in section 2.1.1, the following are however also eligible: non-governmental organisations with their headquarters in the European Union or in ACP countries, international (inter-governmental) organisations as defined by Article 43 of the Implementing Rules to the EC Financial Regulation<sup>4</sup>, Rwandan parliamentary bodies, independent political foundations, higher education institutes and specialised national commissions on human rights and reconciliation.

**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").

<b>2.1.3</b> <i>Eligible actions: actions for which an application may be made</i>
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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 36 months.

Sectors or themes

All proposed projects must clearly belong to one of the themes enumerated at section 1.2 of the present call for proposals, and their results must indisputably inscribe themselves within.

Location

Actions must take place in Rwanda.

Types of action

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;
- actions supporting specific parties or candidates during the 2010 and 2011 elections.

Number of proposals and grants per applicant

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<sup>4</sup> 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.

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.

#### *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. These are detailed below. The budget is therefore 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 apply).

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 in any case.

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 respect the provisions of article 14 of the General Conditions to the Standard Grant Contract (see Annex F).

##### 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, save where the beneficiary is in receipt of an operating grant financed from the Community budget.

##### Contributions in kind

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.

##### 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;
- credits to third parties.

## 2.2 HOW TO APPLY AND THE PROCEDURES TO FOLLOW

Please note that the prior registration in PADOR<sup>5</sup> for applicants for this Call for proposal is **obligatory**. However the applicant can submit a request for derogation concerning its registration in PADOR. A reasoned request for derogation should be sent to the Contracting Authority at the address as indicated in these Guidelines 21 days before the deadline for submission at the latest. The Contracting Authority needs to reply at the latest 11 days before the deadline for the submission. The justification for a derogation must be based on the objective impossibility of the applicant to have access to the technology required to register in PADOR. This objective impossibility should go beyond the control of the applicant and, in principle, be of a general nature (i.e. not attributable to the specific circumstances of the applicant itself). The applicant should provide, where possible, supporting documents substantiating its request. The Contracting Authority shall reason its reply. The derogation applies to the applicant requesting the derogation and only in the context of a specific call for proposals, unless the Contracting Authority see grounds for a general derogation for that call for proposals. In this case, data will be introduced in PADOR by the European Commission. If, at a later stage, the organisation wishes to update itself its data, an access request is needed.

### 2.2.1 *Concept Note content*

Applications must be submitted with the guidance on the Concept Note in the Grant Application Form annexed to these Guidelines (Annex A).

Applicants must apply in English or French.

In the Concept note, the applicants must provide an estimate only of the probable total cost of the action and of the requested amount of the EC contribution. Only the applicants invited to submit a full proposal in the second phase will be required to present a detailed budget Please provide budget with round figures. This detailed budget may not vary from the initial estimate by more than 20%, while the applicant is free to adapt the percentage of co-financing required as far as the minimum and maximum amount of co-financing, as laid down in the present Guidelines, is respected.

Any error or major discrepancy related to the points listed in the guidance on the Concept Note may lead to the rejection of the Concept Note.

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

Hand-written Concept Notes will not be accepted.

Please note that only the Concept Note form will be transmitted to the assessors. It is therefore of utmost importance that this document contain ALL relevant information concerning the action.

### 2.2.2 *Where and how to send concept notes*

Concept Notes 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 in Rwanda  
B. P. 515  
Kigali, Rwanda

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<sup>5</sup> <http://ec.europa.eu/europaid/onlineservices/pador>

Address for hand delivery or by private courier service  
Delegation of the European Commission in Rwanda  
1807, Boulevard de l'Umuganda  
Aurore Building  
Kigali, Rwanda

Concept Notes sent by any other means (e.g. by fax or by e-mail) or delivered to other addresses will be rejected.

The Concept note together with the Checklist for the Concept Note (Part A section II of the grant application form) and the Declaration by the applicant for the Concept Note (Part A section III of the grant application form) must be submitted in one original and 1 copy in A4 size, each bound.

Concept Notes must be submitted as well in electronic format (CD-Rom). The electronic format must contain **exactly the same** proposal as the paper version enclosed.

The outer envelope must bear the **reference number and the title of the call for proposals**, the full name and address of the applicant, and the words "Not to be opened before the opening session" and "Birabujijwe gufungura iyi bahasha bitabereye mu ruhamu".

**Applicants must verify that their Concept Note is complete using the Checklist for Concept Note (Part A section II of the grant application form). Incomplete concept notes may be rejected.**

#### *2.2.3 Deadline for submission of the Concept Notes*

The deadline for the submission of Concept Note is 26 January 2009 as evidenced by the date of dispatch, the postmark or the date of the deposit slip. In case of hand-deliveries, the deadline for receipt is at 16 hours local time as evidenced by the signed and dated receipt. Any Concept Note submitted after the deadline will automatically be rejected.

#### *2.2.4 Further information for Concept Note*

An information session on this call for proposals will be held on 04 November 2008 at 09 hours.

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

E-mail address: [delegation-rwanda-ltb@ec.europa.eu](mailto:delegation-rwanda-ltb@ec.europa.eu)

Fax: 58 57 34

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

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

Questions that may be relevant to other applicants, together with the answers, will be published on the internet at the Delegation web site <http://www.delrwa.ec.europa.eu>.

#### *2.2.5 Full Application form*

Applicants invited to submit a full application form following shortlisting must do so by using the Part B of the application form annexed to these Guidelines (Annex A). Applicants should keep strictly to the format of the application and fill in the paragraphs and the pages in order.

The elements contained in the concept note cannot be modified in the full application form. The detailed budget (please provide budget with round figures) may not vary from the initial estimate by more than 20%, while the applicant is free to adapt the percentage of co-financing required as far as the minimum and maximum amount of co-financing, as laid down in this application form, is respected.

Applicants must submit their applications in the same language as their concept note.

Please complete the full application form carefully and as clearly as possible so that it can be assessed properly.

Any error related to the points listed in the Checklist (section V of Part B of the grant application form) or any major inconsistency in the full application form (e.g. the amounts mentioned in the budget are inconsistent with those mentioned in the full application form) may lead to the rejection of the proposal.

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 full application form and the published annexes which have to be filled in (budget, logical framework) will be transmitted to the evaluators and assessors. It is therefore of utmost importance that these documents contain ALL relevant information concerning the action. **No supplementary annexes should be sent.**

#### 2.2.6 *Where and how to send the Full Application form*

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 in Rwanda  
B. P. 515  
Kigali, Rwanda

Address for hand delivery or by private courier service

Delegation of the European Commission in Rwanda  
1807, Boulevard de l'Umuganda  
Aurore Building  
Kigali, Rwanda

Applications sent by any other means (e.g. by fax or by e-mail) or delivered to other addresses will be rejected.

Applications must be submitted in one original and 1 copy in A4 size, each bound. The 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 full application form must not be split into several different files). The electronic format must contain **exactly the same** proposal as the paper version.

The Checklist (Section V of part B of 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 proposals (if allowed to do so by the Guidelines of the Call), each one must be sent separately.

The outer envelope must bear the **reference number and the title of the call for proposals**, together with the number and title of the lot the full name and address of the applicant, and the words "Not to be opened before the opening session" and "Birabujijwe gufungura iyi bahasha bitabereye mu ruhamwe".

**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.**

### *2.2.7 Deadline for submission of the Full Application form*

The deadline for the submission of applications is 30 April 2009 (to be confirmed) as evidenced by the date of dispatch, the postmark or the date of the deposit slip. In case of hand-deliveries, the deadline for receipt is at 16 hours local time as evidenced by the signed and dated receipt. Any application submitted after the deadline will automatically be rejected.

### *2.2.8 Further information for the Full Application form*

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

E-mail address: [delegation-rwanda-ltb@ec.europa.eu](mailto:delegation-rwanda-ltb@ec.europa.eu)

Fax: 58 57 34

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

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

Questions that may be relevant to other applicants, together with the answers, will be published on the internet at the Delegation web site <http://www.delrwa.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:

### (1) STEP 1: OPENING SESSION AND ADMINISTRATIVE CHECK

The following will be assessed:

- The deadline has been respected. If the deadline has not been respected the proposal will automatically be rejected
- The Concept Note satisfies all the criteria mentioned in the Checklist (section II of part A of the grant application form). If any of the requested information is missing or is incorrect, the proposal may be rejected on that sole basis and the proposal 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, whether they have satisfied all the criteria mentioned in the checklist and whether their Concept Note has been recommended for 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 to skip the evaluation of the Concept Notes whenever considered justified (for example when a less than expected number of proposals are received) and to directly send invitations to submit a full proposal.

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.

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

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	
<b>1. Relevance of the action</b>	Sub-score	15
1.1 Relevance of the problems to 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)*	
	5(x2)*	
2.3 Assessment of the role and involvement of all stakeholders and proposed partners.		
<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 two times the available budget for this Call for proposals. The preselected applicants will subsequently be invited to submit full proposals.

### **(3) STEP 3: EVALUATION OF THE FULL APPLICATION**

#### **OPENING SESSION AND ADMINISTRATIVE CHECK OF THE FULL APPLICATION**

The following will be assessed:

- The deadline has been respected. If the deadline has not been respected the proposal will automatically be rejected.
- The application form satisfies all the criteria mentioned in the Checklist (Section V. of part B of the grant application form). If any of the requested information is missing or is incorrect, the proposal may be rejected on that sole basis and the proposal 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, whether their application has satisfied all the criteria mentioned in the checklist and whether their application has been recommended for evaluation.

#### **EVALUATION OF THE FULL APPLICATION**

An evaluation of the quality of the proposals, including the proposed budget, and of the capacity of the applicant and his 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 proposals 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 proposals which the Contracting Authority can be confident will comply with its objectives and priorities and guarantee the visibility of the Community financing. 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.

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

#### 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 partners have sufficient <b>experience of project management</b> ?	5
1.2 Do the applicant and partners have sufficient <b>technical expertise</b> ? (notably knowledge of the issues to be addressed.)	5
1.3 Do the applicant and 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 avoidance of duplication and synergy with other EC initiatives.)	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 <b>partners' level of involvement and participation in the action</b>	5

satisfactory? Note: If there are no partners the score will be 1.	
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> : - 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> )?	5
<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 Evaluation Committee will reject the proposal.

*Note on Section 2. Relevance*

If the total average score is less than 20 points for section 2, the Evaluation Committee will reject the proposal.

*Provisional selection*

Following the evaluation, a table listing the proposals 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 proposals 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 proposal 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 proposal will be replaced by the next best placed proposal 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 PROPOSALS

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.

1. The statutes or articles of association of the applicant organisation<sup>6</sup> and of each partner organisation. Where the Contracting Authority has recognized the applicant's eligibility for another call for proposals under the same budget line within 2 years before the deadline for receipt of applications, the applicant may submit, instead of its statutes, copy of the document proving the eligibility of the applicant in a former Call (e.g: copy of the special conditions of a grant contract received during the reference period), unless a change in its legal status has occurred in the meantime.<sup>7</sup> 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/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/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)<sup>8</sup>.

3. Legal entity sheet (see annex D) 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, 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.

The supporting documents requested must be supplied in the form of originals or photocopies 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 one of the languages 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 proposal.

Where these documents are in an official language of the European Union other than one of the languages 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 one of the languages of the call for proposals.

If the supporting documents are not provided before the set deadline (15 calendar days from the receipt of the letter sent 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.

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<sup>6</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>7</sup> To be inserted only where the eligibility conditions have not changed from one call for proposals to the other.

<sup>8</sup> This obligation does not apply to natural persons who have received a scholarship, nor 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.

## 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 the reasons for the decision.

Applicants believing that they have been harmed by an error or irregularity during the award process may petition to the Contracting Authority directly. The Contracting Authority must reply within 90 days of receipt of the complaint.

The applicant may have recourse to procedures established under Community legislation. European citizens or residents, including legal entities with a registered office in the European Union, also have the right to complain to the European Ombudsman, who investigates complaints of maladministration by the European Community Institutions.

### 2.5.2 Indicative time table

	<b>DATE</b>	<b>TIME*</b>
<b>Information meeting</b>	04/11/2008	09h00
<b>Deadline for request for any clarifications from the Contracting Authority</b>	05/01/2009	
<b>Last date on which clarifications are issued by the Contracting Authority</b>	15/01/2009	
<b>Deadline for submission of Concept Notes</b>	26/01/2009	16h00
<b>Information to applicants on the opening &amp; administrative check</b>	04/02/2009*	
<b>Information to applicants on the evaluation of the Concept Notes</b>	20/02/2009*	
<b>Invitations for submission of Full Application Form</b>	27/02/2009*	
<b>Deadline for submission of Full Application Form</b>	30/04/2009*	
<b>Information to applicants on the evaluation of the Full Application Form</b>	15/05/2009*	
<b>Notification of award (after the eligibility check)</b>	05/06/2009*	
<b>Contract signature</b>	30/06/2009*	

\***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). By signing the Application form (Annex A), 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.

### **3. LIST OF ANNEXES**

#### **DOCUMENTS TO FILL IN**

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)

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

ANNEX E: FINANCIAL IDENTIFICATION FORM

#### **DOCUMENTS FOR INFORMATION**

ANNEX F: STANDARD CONTRACT (WORD FORMAT), available at the following address:  
[http://ec.europa.eu/europeaid/work/procedures/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/index_en.htm)

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