European Commission

Investing in People

Good health for all:

Advocacy and technical support for the development of national sexual and reproductive health and rights (SRHR) strategies and specific actions

Restricted Call for Proposals 2009-2010

Guidelines for grant applicants

Budget line 21.05.01.01

Reference: EuropeAid/129203/C/ACT/Multi

Deadline for submission of Concept Notes: 15 April 2010
NOTICE

Evaluation grids and application forms have been modified under this call so as to give more weight to relevance in the Concept Note evaluation. Relevance will therefore constitute the major criterion in pre-selection. Relevance will not be evaluated again when assessing the Full Application. **It is therefore of utmost importance that applicants use the correct application form for this call.**

**Prior registration** by applicants in EuropeAid's on-line database, PADOR, [available at http://ec.europa.eu/europeaid/work/onlineservices/pador/index_en.htm](http://ec.europa.eu/europeaid/work/onlineservices/pador/index_en.htm), is obligatory under the present call for proposals (see section 2.2 below for details). Applicants must be registered before submitting the concept note, while partners must be registered prior to submission of the full application.

**Only submission by email is permitted** under this call for proposal.

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 European Commission, the signed "Declaration by the Applicant" sent together with the Concept Note and the second Declaration sent together with the Full Application.
# TABLE OF CONTENTS

1. INVESTING IN PEOPLE – GOOD HEALTH FOR ALL .......................................................... 4

1.1. Background ......................................................................................................................... 4

1.2. Objectives of the Programme and Priority issues for 2009-2010 ..................................... 4
  1.2.1 Objectives and priorities of this Call for Proposals ....................................................... 5

1.3. Financial allocation provided by the European Commission............................................. 8

2. RULES FOR THIS CALL FOR PROPOSALS ..................................................................... 9

2.1. Eligibility criteria ................................................................................................................ 9
  2.1.1. Eligibility of applicants: who may apply ........................................................................ 9
  2.1.2. Partnerships and eligibility of partners ......................................................................... 11
  2.1.3. Eligible actions: actions for which an application may be made ................................. 11
  2.1.4. Eligibility of costs: costs which may be taken into consideration for the grant .......... 12

2.2. How to apply and the procedures to follow ...................................................................... 14
  2.2.1 Concept Note content .................................................................................................... 14
  2.2.2 Where and how to send Concept Notes ....................................................................... 15
  2.2.3 Deadline for submission of the Concept Notes ............................................................. 15
  2.2.4 Further information for Concept Notes ........................................................................ 16
  2.2.5 Full Application Form ................................................................................................... 16
  2.2.6 Where and how to send the Full Application Form ......................................................... 17
  2.2.7 Deadline for submission of the Full Application form .................................................... 18
  2.2.8 Further information for the Full Application Form ....................................................... 18

2.3. Evaluation and selection of applications .......................................................................... 19

2.4. Submission of supporting documents ............................................................................... 23

2.5. Notification of the European Commission’s decision ....................................................... 25
  2.5.1 Content of the decision .................................................................................................. 25
  2.5.2 Indicative time table ..................................................................................................... 26

2.6. Conditions applicable to implementation of the action following the European Commission's decision to award a grant ................................................................. 27

2.7. Early Warning System And Central Exclusion Database .................................................. 27

3. LIST OF ANNEXES ............................................................................................................ 28
1. INVESTING IN PEOPLE – GOOD HEALTH FOR ALL

1.1. BACKGROUND

In the field of sexual and reproductive health and rights (SRHR), the indicators worldwide are not improving, the needs gap regarding modern contraception remains high, and adolescents — both girls and boys — remain largely underserved despite the fact that they are mostly already sexually active and that they represent future generations. Also sexual and reproductive health (SRH) is not consistently addressed in healthcare programmes, nor is it linked to HIV/AIDS programmes in developing countries.

In the European Consensus of June 2006, the Commission and the Member States committed themselves ‘to the eradication of poverty in the context of sustainable development, including pursuit of the Millennium Development Goals’. It is clear, however, that insufficient progress has been made regarding the maternal mortality and SRHR targets for MDG 5 and that without extra efforts these targets will not be met by the year 2015. For this reason, on 24 June 2008 the European Council adopted the EU Agenda for Action on MDGs (11096/08), which sets a number of milestones to be reached in 2010 (21 million more births attended by skilled health personnel each year and 50 million more women in Africa provided with modern contraceptives). A lot of work still needs to be done to reach these ambitious targets.

The shift by the international donor community, including the European Commission, towards providing long-term and predictable development aid through budget or sector support has tended to mask the important role of civil society. Of course civil society organisations should take part in policy dialogues to discuss development programmes, sectoral programmes and progress made towards MDGs such as the SRHR targets. But, in reality, civil society organisations in most developing countries have insufficient knowledge of or access to policy and planning processes, as the policy frameworks of governments are complex and closed to stakeholders. Also, the role that they can and should play is often underestimated or played down by governments, who do not like to have to account for their actions.

The Commission recognises that civil society has a critical role to play in advocating better policies and services and bringing about social and behavioural change, which is the key to development, and also that civil society organisations, including community-based organisations, are major providers of SRH and HIV services, not least in fragile states, and of information and training at local, national and international levels. With increased funding for the fight against HIV/AIDS, they could also play a major role in advocating integrated programmes covering both SRH services and preventive care and treatment of HIV/AIDS.

The Commission sees all the above as a challenge and thinks that this programme, which supports civil society organisations to influence their governments, help bring about social change and deliver more effective reproductive programmes through cooperation with other civil society organisations and international organisations working in the same area, can contribute to meeting it.

1.2. OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES FOR 2009-2010

The thematic programme ‘Investing in People’ pursues a broad approach to development and poverty reduction, with the general aim of improving human and social development levels in partner countries in accordance with the United Nations Millennium Declaration and the Millennium Development Goals. It is based on Article 12 of the Development Cooperation Instrument (DCI)1, and is further defined in the Strategy Paper for the Thematic Programme 2007-20132. Under the theme ‘Good Health for all’, it

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2 http://ec.europa.eu/development/policies/9interventionareas/humandev_en.cfm
addresses four key health areas: human resources for health (HRH); poverty-related and neglected diseases; sexual and reproductive health and rights (SRHR); and a balanced approach to prevention, treatment and care. The latter applies to all diseases — emerging, communicable and non-communicable.

The general objectives in sexual and reproductive health and rights under the good health for all (DCI Art 12 para. 2a), are to improve reproductive and sexual health in developing countries and to secure the right of women, men and adolescents to good reproductive and sexual health and provide financial assistance and appropriate expertise with a view to promoting a holistic approach to, and the recognition of, reproductive and sexual health and rights as defined in the International Conference on Population and Development (ICPD) Programme of Action. This includes safe motherhood and universal access to a comprehensive range of safe and reliable reproductive and sexual health care and services, supplies, education and information (including information on all kinds of family planning methods), as well as reducing maternal mortality and morbidity rates, with particular reference to the countries and populations where these are highest.

The afore-said Regulation is implemented through multi annual programming documents adopted by the European Commission (EC) which set out in detail the thematic and geographic priorities. The current programming document covers the period 2007-2013 and the present call for proposals is published in the context of the implementation of the 2009 Annual Action Plan.

1.2.1 Objectives and priorities of this Call for Proposals

Overall objective

The overall objective of the call is to support developing countries to improve SRHR by strengthening civil society organisations to effectively advocate for the development and implementation of SRHR strategies for their population and contributing to provision of SRH services in fragile states.

Applications must address only one of the specific objectives of the call:

Specific objective 1: Advocate for SRHR policy development and implementation and awareness raising of SRHR

Applications under specific objective 1 must contribute to achieving at least two of the following expected results:

1.1. Advocacy directed at parliamentarians, political and interest parties, cabinets of ministers and government institutions at the level where decisions are made on budget allocations and on development and enforcement of laws and directives for SRHR; and SRHR are strategically positioned in national and local policy debates, linking it to a broad economic and socio-cultural agenda.

1.2. Alliances of local NGOs, other non-State actors and international organisations (IOs) are forged for influenced SRHR policy development and implementation and for integrated SRH in the operations of the country coordinating mechanisms (CCM) of the Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM).

1.3. Media campaigns are designed and run to support the promotion of SRHR and to end impunity for sexual and gender-based violence against women, girls and boys.

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4 As relevant, see "EU guidelines on violence against women and girls and combating all forms of discrimination against them": http://www.consilium.europa.eu/uedocs/cmsUpload/16173cor.en08.pdf
1.4. **Youth networks and coalitions** are supported to promote access for young people, girls and boys, to better information on sexual health and rights, sexual education, counselling on safe sexual behaviour, contraceptives and HIV/AIDS, and provision of and/or referral to the full range of sexual and reproductive health services. Attention is also given to violence and mutual respect between genders.

Activities under specific objective 1 can include but are not limited to:

- A mix ranging from dialogue with key stakeholders and policy development workshops to provision of information and feedback to policy makers on client perception of SRH services aimed at improving coverage, quality and performance of SRH services.
- Activities aiming at creating or reinforcing platforms, coordination forums and collaboration between non state actors and international organisations in relation to implementation of advocacy activities at national or sub-national level.
- Production of campaign material such as leaflets, posters, short documentary films, organising public events, using champions and role models etc.
- Advocacy, information, education and training of SRHR for youth and adolescents, provision of SRH commodities, supporting youth networks and coalitions' work by coaching, training, disseminating best practices, sharing information and lessons learnt.

**Specific objective 2:** *Improve access to SRH services and services for victims of abuse and rape in fragile states*

Applications under specific objective 2 must contribute to achieving one or both of the two expected results below:

2.1. Existing **SRH services** are improved or, when such services are absent, SRH services are provided

2.2. Services and counselling are provided for **victims of abuse and rape**; their reintegration into society and social acceptance are supported

Activities under specific objective 2 can include but are not limited to:

- Actions aiming to reinforce provision and quality of family planning and maternal health care services (e.g. ante- and postnatal care, assisted deliveries, emergency obstetric and medical care, provision of commodities, sexual education and counselling on safe sexual behaviour, HIV/AIDS and sexually transmitted infections (STIs) etc.), training of health care providers; psychological support to victims of rape and, where relevant, to their close relatives, medical care, social services, income generation activities, referral to legal assistance, relevant advocacy targeted to decision makers, awareness raising among key populations such as military, police and ex-soldiers.

All activities under both specific objectives should contribute to achievement of the Millennium Development Goals (MDGs) of promoting gender equality (goal 3), improving maternal health (goal 5); and preventing the spread of HIV/AIDS (goal 6); and promote a holistic approach to sexual and reproductive health and rights and be in line with the principles agreed at the International Conference on Population and Development (ICPD) and the ICPD+5 Programme of Action, including safe motherhood and universal access to a comprehensive range of safe and reliable reproductive and sexual health care services, supplies, education and information, including on all kinds of family planning methods; and include the needs of disadvantaged and vulnerable groups. Actions targeting victims of rape and abuse should contribute to the relevant principles of UN Resolutions on women and peace and security 1325 and 1820.
**Priorities**

Partnership is strongly encouraged and for all actions submitted by applicants having a nationality other than that of the country of action or by International (intergovernmental) Organisations, **partnership with local partner(s)** from the country where the proposed action is to take place is considered indispensable. Any such local partner must have the nationality of the respective country where the action is to take place.

When possible and relevant, **association with administrative authorities and agencies at national, regional and local levels; local authorities and other decentralised organisms** is encouraged.

The EC will attach particular importance to the quality and the composition of the partnership. In this context, the applicant should demonstrate expected benefits and added value of the proposed partnership (see section 2.3 below – Concept Note evaluation grid, and Full Application evaluation grid).

**Geographical priority**

Under the specific objective 1 the priority will be given to actions in developing countries with the worst indicators for sexual and reproductive health and rights for women, men and adolescents, and in countries where governments have been unable or unwilling to take effective action on SRHR on their own.

Under specific objective 2 priority will be given to countries where SRH needs are not met by the government and/or where abuse and rape are aggravated due to conflict or crisis and in particular to the following countries:

Afghanistan, Sudan, DRC, Haiti, Cambodia, Nigeria; Burundi, Cameroon, Somalia, Niger, Laos, Sierra Leone, Yemen, Chad, Zimbabwe, Papua New Guinea, Liberia, Tajikistan, Cote d'Ivoire, East Timor, Solomon Islands, Angola, Mauritania, Guinea, Uzbekistan, Myanmar, Eritrea, Central African Republic, Djibouti, Togo, Gambia, Guinea-Bissau, Vanuatu, Comoros, Tonga, Sao Tome& Principe, Kiribati

Applicants must demonstrate in their application that the country where the action is proposed to take place and/or the population group targeted fall under the situation described above under the relevant geographic priority. To this end, proposals must clearly identify each specific situation and provide all the essential elements (concrete and verifiable, e.g. reference to statistical reports or official or other relevant data) to give technical evidence of the gravity of the situation.

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5 International public-sector organisations set up by intergovernmental agreements, and specialised agencies set up by such organisations. The International Committee of the Red Cross, the International Federation of National Red Cross and Red Crescent Societies are also recognised as international organisations


6 See section 2.1.1 and in particular footnote 14

7 In the exceptional cases where the involvement of organisations having the nationality of the targeted country is not possible due to the particular situation in the said country, the applicant must provide explanations, which will be examined in the context of the evaluation.

8 As defined in the OECD Fact sheet – December 2007, Ensuring fragile states are not left behind:


9 For example from UN or Demographic and Health Surveys (DHS)
1.3. **Financial allocation provided by the European Commission**

The indicative financial envelope foreseen for this call for proposals is EUR 34 000 000 from the 2009 and 2010 budgets. Subject to the decision of the Budgetary Authority and subsequent Commission Decision, an additional amount may be allocated to the specific objective 2 of this Call for Proposals from the 2010 budget.

The European Commission reserves the right not to award all available funds. Equally, this amount could be increased should more funds become available.

**Indicative allocation of funds by specific objective:**

Specific objective 1 - 50%
Specific objective 2 - 50%

In the case where the minimum percentage foreseen for a specific objective cannot be used due to insufficient quality or number of proposals received, the Contracting Authority reserves the right to reallocate the remaining funds to the other specific objective.

**Size of grants**

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

- **Minimum amount:** EUR 300 000
- **Maximum amount:** EUR 2 500 000

A grant may not 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 Union budget or the European Development Fund.

Furthermore, a grant may not exceed 50% of the total eligible costs of the action when the applicant is an international (intergovernmental) organisation, as defined by Article 43 of the Implementing Rules of the Financial Regulation.

A grant may exceptionally cover the entire eligible costs of the action if this is deemed essential to carry it out. The Applicant must justify any full financing request in Part B Section II.2 of the Grant Application Form and the validity of the justification provided will be examined during the evaluation procedure.

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10 See footnote 5
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.

The majority of terms used in the present guidelines are explained in the Glossary to the Practical Guide to contract procedures for EU external actions.

The afore-mentioned Practical Guide and the Glossary can be consulted at the following Internet address: http://ec.europa.eu/europeaid/work/procedures/implementation/practical_guide/index_en.htm

In addition, the following definitions apply:

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partnership</td>
<td>the grouping of organisations i.e. the main applicant and its partners for the purpose of implementing the proposed action</td>
</tr>
<tr>
<td>Applicant</td>
<td>the organisation responsible for submitting the application</td>
</tr>
<tr>
<td>Partner</td>
<td>member organisation of the partnership other than the applicant</td>
</tr>
<tr>
<td>Associate</td>
<td>organisation that plays an active role in the action but which cannot benefit from funding under the grant</td>
</tr>
<tr>
<td>Subcontractor</td>
<td>organisation contracted by the beneficiary in accordance with the appropriate procedures in order to execute specific tasks in implementing the action</td>
</tr>
<tr>
<td>Re-granting</td>
<td>financial support that may be given to third parties by the beneficiary of the EU grant where the implementation of the action so requires, subject to the conditions laid down in Articles 120 of the Financial Regulation and 184a of the Implementing Rules of the Financial Regulation11</td>
</tr>
</tbody>
</table>

2.1. ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

- organisations 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
- belong to one of the following categories:

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- Non-State actors; 
  - International (intergovernmental) organisations, as defined by Article 43 of the Implementing Rules of the Financial Regulation and

• be nationals of:
  - an eligible partner country or territory under the DCI instrument as listed in Annex I to the present guidelines or of a country specified in the OECD/Development Assistance Committee (OECD/DAC) list; or
  - an EEA Member State or an official EU candidate country (Croatia, Turkey, The Former Yugoslav Republic of Macedonia).

Furthermore, for proposed actions taking place exclusively in the least developed countries as defined by the OECD/DAC reciprocal access shall be granted to the members of the aforementioned Committee; 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 Internet address indicated at the beginning of the section 2).

In part A, section IV and, if applicable, in part B, section VII of the Grant Application Form (“Declaration by the applicant”), applicants must declare that they do not fall into any of these situations.

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12 As defined by the article 24.2 of the Regulation (EC) No 1905/2006 of the European Parliament and of the Council of 18 December 2006 establishing a financing instrument for development cooperation, the non-State, non-profit making actors eligible for financial support under this Regulation operating on an independent and accountable basis include: non governmental organisations, organisations representing indigenous peoples, organisations representing national and/or ethnic minorities, local traders' associations and citizens' groups, cooperatives, trade unions, organisations representing economic and social interests, organisations fighting corruption and fraud and promoting good governance, civil rights organisations and organisations combating discrimination, local organisations (including networks) involved in decentralised regional cooperation and integration, consumer organisations, women's and youth organisations, teaching, cultural, research and scientific organisations, universities, churches and religious associations and communities, the media and any non governmental associations and independent foundations, including independent political foundations, likely to contribute to the implementation of the objectives of this Regulation.

13 See footnote 5

14 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 have signed a “Memorandum of Understanding”. International intergovernmental organisations do not by definition have a nationality and therefore the nationality criterion does not apply to them.


16 The 27 EU Member States, Iceland, Liechtenstein and Norway.

17 See footnote 15

18 Australia, Austria, Belgium, Canada, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Japan, Korea, Luxemburg, Netherlands, New Zealand, Norway, Portugal, Spain, Sweden, Switzerland, United Kingdom, United States.
2.1.2. Partnerships and eligibility of 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 same eligibility criteria as applicants.

In addition to the categories referred to in section 2.1.1, the following are however also eligible as partners in the proposed action:

- public or parastatal bodies, local authorities and consortia thereof or associations representing them;
- profit-making entities (private organisations and economic operators) provided they make no profit from the grant.

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 V - “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 (see Annex F indicated in Section 3 of the present Guidelines).

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

An action (i.e. project) is composed of a set of activities.

Duration

The planned total duration of an action may not be lower than 12 months nor exceed 36 months.

Sectors or themes and types of action

Actions must be in line with the objectives, priorities and criteria indicated in section 1.2.1 above. Applications must address only one of the specific objectives of the call.

Location

Actions can take place in one or more of the DCI eligible beneficiary countries or territories indicated in Annex I to the present guidelines. However, under specific objective 1 priority is given to countries with the worst indicators for sexual and reproductive health (See section 1.2.1). Under specific objective 2 priority is given to countries where SRH needs are not met by the government and/or where abuse and rape are aggravated due to conflict or crisis and in particular to the countries listed in section 1.2.1.

Visibility

Applications should include a communication and visibility strategic plan both in the Full Application and the budget in line with the Communication and Visibility Manual for EU External Actions available at http://ec.europa.eu/europeaid/work/visibility/index_en.htm
Monitoring and Evaluation

Actions should foresee planning, human resources, budget and any other appropriate measures for the monitoring and evaluation of the proposed action.

Re-granting

Where the implementation of the proposed action requires financial support to be given to third parties, the applicant may propose awarding sub-grants.

Any such re-granting must be duly justified. The applicant must indicate in the proposal (Full Application Form) the total amount to be awarded in the form of sub-grants and specify the minimum and maximum amounts that may be allocated to third parties. In addition, the applicant must specify the criteria to be used to select the beneficiaries of these sub-grants. A list of the different types of activity which may be eligible for sub-grants must be included in the proposal.

The maximum amount for a sub-grant per third party is limited to EUR 10,000 while the total amount which can be awarded in the form of sub-grants to third parties is limited to EUR 100,000.

In no circumstances may re-granting be the principal activity of the proposed 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;
- one-off conferences: conferences can only be funded if they form part of a wider range of activities to be implemented in the life-time of the action. For these purposes, preparatory activities for a conference and the publication of the proceedings of the conference do not, in themselves, constitute such “wider activities”;
- actions supporting political parties;
- actions including proselytism.

Number of proposals and grants per applicant

An applicant may submit more than one proposal under this Call for Proposals.
An applicant may not be awarded more than one grant under this Call for Proposals.
An applicant may at the same time be partner in another application.
Partners may 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". 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 European Commission 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 to the present guidelines).

Contingency reserve

A contingency reserve not exceeding 5% of the direct eligible costs of the action may be included in the Budget of the action. It can only be used with the prior written authorisation of the European Commission.

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 direct eligible costs.

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

Contributions in kind

Contributions in kind are not considered as expenditure and are not eligible costs. 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 partners.

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

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.
  
  **NB:** The Regulation (EC) No 1905/2006 of the European Parliament and of the Council establishing a financing instrument for development cooperation (OJ L 378, 27.12.2006), does not allow Community assistance to be used for paying taxes, duties or charges in beneficiary countries.
- credits to third parties.
2.2. **HOW TO APPLY AND THE PROCEDURES TO FOLLOW**

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.

Registration in the PADOR system (Potential Applicant Data On-Line Registration), available at [http://ec.europa.eu/europeaid/work/onlineservices/pador/index_en.htm](http://ec.europa.eu/europeaid/work/onlineservices/pador/index_en.htm) is **obligatory** both for applicants and partners:

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 verifying that the partnership composition requirements are met (See Section 1.2.1), for evaluating the operational and financial capacity criteria as well as for checking the eligibility of the organisations that participate in calls for proposals. This data concerns the organisation itself, it is not linked to a particular project proposal.

**Applicants must be registered before submitting the concept note, while partners must be registered prior to submission of the full application.** Applicants must complete all the sections presented in PADOR with the exception of the section "Strategy and Methodology". The partners must complete all PADOR sections with the exception of the sections "Board of Directors" and "Strategy and Methodology". All the required supporting documents required from applicants (see Section 2.4 below) must be uploaded into PADOR. The EuropeAid ID number (assigned upon registration in PADOR) of the applicant organisation must be indicated in the Concept Note.

Before starting the registration of your organisation in PADOR, the following should be consulted:

- the quick guide (that explains, on one page, the process of registration in PADOR);
- the Frequently Asked Questions;
- the PADOR user's guide.

These 3 documents are available on the website indicated above.

Notwithstanding the above, where PADOR registration is objectively impossible, the applicant can submit a request for derogation concerning its registration in PADOR and/or that of any partner(s). **In this case, it is compulsory for the applicant and/or the partner(s) concerned to complete the PADOR Derogation Pack (Annex KA and KB to these Guidelines) and to send it by e-mail together with the Concept Note for the applicant or with the full application, for partner(s).** The justification for derogation must be based on the objective impossibility of the applicant and/or its partner(s) to register in PADOR. This objective impossibility should go beyond the control of the applicant and/or its partner(s) and, in principle, be of a general nature (i.e. not attributable to the specific circumstances of the applicant and/or its partner(s) themselves). The applicant should provide, where possible, supporting documents substantiating its request. Any derogation granted will apply only to the specific call for proposals in the context of which it was requested. If derogation is granted, registration in PADOR shall be initiated by the European Commission. If, at a later stage, the organisation wishes to update its data itself, an access request will have to be sent to the PADOR help desk at the address indicated hereafter.

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

### 2.2.1 Concept Note content

Applications must be submitted using Part A – Concept Note of the Grant Application Form (Annex A), taking care to use the correct application documents for this Call to be downloaded from the EuropeAid website at [https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome](https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome)

Any Concept Note using the format relating to any other Call may be rejected.
Concept Notes must be submitted in one of the following EU languages: **English, French, Spanish or Portuguese**, whichever is the one most commonly used in the country by the target population in which the action takes place.

In the Concept Note, applicants are only required to provide an estimate of the requested amount of the EU contribution. Only the applicants invited to submit a full proposal will be required to present a detailed budget.

Any error or major discrepancy in the Concept Note may lead to the **rejection of the Concept Note**.

Clarifications may only be requested when information provided is unclear, thus preventing the European Commission from conducting an objective assessment.

Hand-written Concept Notes will **not be accepted**.

The Concept Note together with the Checklist (Part A, section III of the Grant Application Form) and the Declaration by the applicant (Part A, section IV of the Grant Application Form) **must be submitted by e-mail**.

**Only the Concept Note will be evaluated. It is therefore of utmost importance that this document contains ALL relevant information concerning the action. No additional annexes should be submitted.**

### 2.2.2 Where and how to send Concept Notes

Concept Notes **must** be submitted **by e-mail only** to the following address:

**EuropeAid-SRHR@ec.europa.eu**

The subject field of the e-mail must bear the reference of the Call for Proposals, the specific objective for which the applicant is submitting a concept note (i.e. specific objective 1 or specific objective 2), and the name of the applicant organisation.

The Applicant will receive an automatic acknowledgement of receipt following the submission of a Concept Note. Please note that if several Concept Notes are sent from the same e-mail address on the same day, **only one** acknowledgment of receipt will be generated.

This mailbox can **only** be used to submit Concept Notes (see section 2.2.4 for the e-mail addresses to be used for sending questions).

Concept Notes sent by other means (registered mail, courier service, fax, hand delivery, etc.) **may be rejected**.

**Applicants must verify that their Concept Note is complete using the Checklist (Part A, section III 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 Notes is **15 April 2010 at 24:00 hrs** (Brussels date and time).

Applicants are strongly advised **not to wait until the last day** to submit their concept notes, since heavy Internet traffic or a fault with the Internet connection (including electricity failure, etc.) could lead to difficulties in submission. The EC cannot be held responsible for any delay due to such afore-mentioned difficulties.

Any Concept Note sent after the deadline **will be rejected**.
2.2.4  Further information for Concept Notes

Questions (except those related to registration in PADOR) may be sent by e-mail 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: EuropeAid-GlobalCalls@ec.europa.eu

Replies will be given no later than 11 days before the deadline for the submission of Concept Notes. The European Commission has no obligation to provide further clarifications after this date.

After the deadline for submission of Concept Notes, the above-mentioned e-mail address can only be used by the European Commission to initiate correspondence regarding any requests for clarification that may be required.

No individual replies to queries with regard to the status of the selection procedure can be given via this mailbox (See Section 2.5.2 – Indicative calendar).

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

In addition, during the course of the evaluation procedure important notices to applicants may be published on the EuropeAid website https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome together with the other documents related to this call, as the need arises. The applicants are therefore strongly encouraged to regularly consult this webpage.

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

2.2.5  Full Application Form

Applicants invited to submit a Full Application Form following the pre-selection of the Concept Note must do so by using the application documents annexed to the present Guidelines: Annex A, Part B – Full Application Form, Annex B – Budget and Annex C – Logical Framework. These can be downloaded from the EuropeAid website at the address indicated in section 2.2.1. Applicants should keep strictly to the format of the application form and fill in the paragraphs and pages in order taking care to use the correct application documents for this Call. Applications submitted on application documents relating to any other call may be rejected.

Budgetary information concerning the action should be provided using round figures and be presented only in the Budget (Annex B).

Applicants should note that there are two worksheets in Annex B that have to be completed:

Worksheet 1 – "Budget for the action" (worksheet 1 must include all eligible costs that are foreseen to be incurred by the action), and

Worksheet 2 – "Expected sources of funding" (worksheet 2 must indicate the amount and percentage of financing per source, i.e. requested EU contribution, applicant's contribution, any other donors' contributions, etc.). NB. See section 1.3 for the rules on maximum percentage of EU contribution.

The amount of the requested EU contribution may vary in this detailed budget from the initial Concept Note estimate by not more than 20% but must still respect the limits indicated in section 1.3. Any variation higher than 20% should be duly justified in the Grant Application Form (Annex A, Part B, section II.2).

Applicants must submit their applications in the same language as their Concept Note.
The Full Application Form should be completed carefully and as clearly as possible to facilitate the evaluation. The reference number allocated to the Concept Note by the European Commission should appear on the cover page of the Full Application Form.

The elements contained in the Concept Note cannot be modified in the Full Application Form.

Any error related to the points listed in the Checklist (Part B, section VI of the Grant Application Form) or any major inconsistency in the Full Application Form may lead to the rejection of the application.

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

Hand-written applications will not be accepted.

The Full Application Form, the budget and the logical framework must be submitted by e-mail.

Each component of the application (Full Application Form, Budget and Logical Framework) must be submitted in a single, separate electronic file (for example, the application form must not be split into several different electronic files) and should not contain coloured or high resolution graphs, images or diagrams.

Only the Full Application Form and the published annexes which must 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 supplementary annexes should be sent.

2.2.6 Where and how to send the Full Application Form

The Full Application Form must be submitted by e-mail only to the following address:

EuropeAid-SRHR@ec.europa.eu

The subject field of the e-mail must bear the reference of the Call for Proposals, the specific objective for which the applicant is submitting a full application (i.e. specific objective 1 or specific objective 2), the name of the applicant organisation and the number allocated by the European Commission to the application at Concept Note stage.

The Applicant will receive an automatic acknowledgement of receipt following the submission of a Full Application. Please note that if several Full Applications are sent from the same e-mail address on the same day, only one acknowledgment of receipt will be generated.

This mailbox can only be used to submit Full Applications. (see section 2.2.8 for the e-mail addresses to be used for sending questions).

Full Applications sent by other means (registered mail, courier service, fax, hand delivery, etc.) may be rejected.

The Checklist (Part B, Section VI of the Grant Application Form) and the Declaration by the applicant (Part B, Section VII of the Grant Application Form) must be enclosed in the e-mail.

Applicants must verify that their application is complete using the Checklist (Part B, section VI 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 the Full Application Forms will be indicated in the letter sent to the pre-selected applicants.

Applicants are strongly advised **not to wait until the last day** to submit their Full applications, since heavy Internet traffic or a fault with the Internet connection (including electricity failure, etc.) could lead to difficulties in submission. The EC cannot be held responsible for delay due to such afore-mentioned difficulties.

Any Full Application Form sent after the deadline will be rejected.

### 2.2.8 Further information for the Full Application Form

Questions concerning Full Application Forms (except those related to registration in PADOR) may be sent by e-mail no later than 21 days before the deadline for the submission of applications to the below address, **indicating clearly the reference of the Call for Proposals:**

E-mail address: EuropeAid-GlobalCalls@ec.europa.eu

Replies will be given no later than 11 days before the deadline for the submission of the Full Application Forms. The European Commission has no obligation to provide further clarifications after this date.

After the deadline for submission of Full Application Forms, the above-mentioned e-mail address can only be used by the European Commission to initiate correspondence regarding any requests for clarification that may be required.

No individual replies to queries with regard to the status of the selection procedure can be given via this mailbox.

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

In addition, during the course of the evaluation procedure important notices to applicants may be published on EuropeAid website [https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome](https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome) together with the other documents related to this call, as the need arises. The applicants are therefore strongly encouraged to regularly consult this webpage.

All questions related to PADOR registration should be addressed to the PADOR help desk: Europeaid-on-line-registration-hd@ec.europa.eu
2.3. Evaluation and Selection of Applications

Applications will be examined and evaluated by the European Commission according to the following steps and criteria.

If at any stage in the evaluation process any component of the application (the applicant, a partner or the action) is identified as not fulfilling the eligibility criteria specified in Section 2.1.1, 2.1.2 and 2.1.3 of the present guidelines, the application may be rejected on that sole basis.

(1) Step 1: Opening Session and Administrative Check of the Concept Note

The following will be assessed:

- The deadline has been respected. If the deadline has not been respected, the proposal will be rejected.
- The Concept Note satisfies all the criteria mentioned in points 1-3 of the Checklist (part A, section III 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 this session, the European Commission will inform all applicants by email, whether their Concept Note was submitted prior to the deadline, and whether their Concept Note has been recommended for evaluation.

The European Commission reserves the right to proceed directly to the evaluation of the Concept Notes (step 2) submitted within the deadline and in one of the languages specified in section 2.2.1 of the guidelines.

(2) Step 2: Evaluation of the Concept Note

The evaluation of the Concept Notes will cover the relevance of the action, and its design.

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 Part A – Concept Note 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.

Evaluation Grid

<table>
<thead>
<tr>
<th>1. Relevance of the action</th>
<th>Scores</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 How relevant is the proposal to the objectives and priorities of the Call for Proposals?</td>
<td>Sub-score</td>
</tr>
</tbody>
</table>

Note: The maximum score will only be allocated if the proposal addresses the Geographic priorities (see section 1.2.1).

For applicants having a nationality other than that of the country of action or International (intergovernmental) organisations, a score of one point only will be allocated if their proposal does not comply with the partnership composition requirements stipulated in section 1.2.1 of these guidelines.
### 1.2 How relevant to the particular **needs and constraints** of the target country/countries or region(s) is the proposal? (including synergy with other EC initiatives and avoidance of duplication)  

**Score:** 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?  

**Score:** 5x2*

### 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?  

**Score:** 5

### 2. Design of the action  

**Sub-score 10**

| 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? | 5 |
| 2.2 Is the action feasible and consistent in relation to the objectives and expected results? | 5 |

**TOTAL SCORE 50**

*the scores are multiplied by 2 or 3 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 30 points in the category "Relevance" as well as a minimum total score of 35 points will be considered for pre-selection.

Secondly, the list of Concept Notes will be reduced in accordance with the ranking to those whose sum of requested contributions amounts to at least twice the available budget for this Call for Proposals. The pre-selected applicants will subsequently be invited to submit Full Application Forms.

The relevance of proposals will only be assessed at the Concept note stage. Scores awarded to that criterion in the concept note evaluation will be taken into account in the full application evaluation.

### (3) **STEP 3: OPENING SESSION AND ADMINISTRATIVE CHECK OF THE FULL APPLICATION FORM**

The following will be assessed:

- The deadline has been respected. If the deadline has not been respected the proposal will be rejected.

- The Full Application Form satisfies all the criteria mentioned in points 1-6 of the Checklist (Part B, Section VI 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 this session, the European Commission will inform all applicants by e-mail, whether their application was submitted prior to the deadline, and whether it has been recommended for evaluation.
(4) STEP 4: EVALUATION OF THE FULL APPLICATION FORM

An evaluation of the quality of the proposals, including the proposed budget, and of the capacity of the applicant and the 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 European Commission can be confident will comply with its objectives and priorities and guarantee the visibility of the EU financing. They cover such aspects as the quality of the action, its consistency with the objectives of the Call for Proposals, 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

<table>
<thead>
<tr>
<th>Section</th>
<th>Maximum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Financial and operational capacity</strong></td>
<td>20</td>
</tr>
<tr>
<td>1.1 Do the applicant and partners have sufficient experience of project management?</td>
<td>5</td>
</tr>
<tr>
<td>1.2 Do the applicant and partners have sufficient technical expertise? (notably knowledge of the issues to be addressed)</td>
<td>5</td>
</tr>
<tr>
<td>1.3 Do the applicant and partners have sufficient management capacity? (including staff, equipment and ability to handle the budget for the action)</td>
<td>5</td>
</tr>
<tr>
<td>1.4 Does the applicant have stable and sufficient sources of finance?</td>
<td>5</td>
</tr>
<tr>
<td><strong>2. Relevance of the action</strong></td>
<td>30</td>
</tr>
<tr>
<td><strong>3. Effectiveness and feasibility of the action</strong></td>
<td>20</td>
</tr>
<tr>
<td>3.1 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?</td>
<td>5</td>
</tr>
<tr>
<td>3.2 Is the action plan clear and feasible?</td>
<td>5</td>
</tr>
<tr>
<td>3.3 Does the proposal contain objectively verifiable indicators for the outcome of the action? Is evaluation foreseen?</td>
<td>5</td>
</tr>
<tr>
<td>3.4 Is the partners’ level of involvement and participation in the action satisfactory? For applicants having a nationality other than that of the country of action or international (intergovernmental) organisations, a score of one point only will be allocated if their proposal does not comply with the partnership composition requirements stipulated in section 1.2.1 of these guidelines.</td>
<td>5</td>
</tr>
<tr>
<td><strong>4. Sustainability of the action</strong></td>
<td>15</td>
</tr>
<tr>
<td>4.1 Is the action likely to have a tangible impact on its target groups?</td>
<td>5</td>
</tr>
</tbody>
</table>
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 (how will the activities be financed after the funding ends?)  
- institutionally (will structures allowing the activities to continue be in place at the end of the action? Will there be local “ownership” of the results of the action?)  
- at policy level (where applicable) (what will be the structural impact of the action — e.g. will it lead to improved legislation, codes of conduct, methods, etc?)  

5

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

*Note on Section 1. Financial and operational capacity*

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

**Provisional selection**

Following the evaluation, the proposals will be ranked according to their score and a list of provisionally selected proposals will be established on the basis of the available financial envelope and a reserve list drawn up.

(5) **STEP 5: VERIFICATION OF ELIGIBILITY OF THE APPLICANT AND PARTNERS**

The eligibility verification, based on the supporting documents requested by the European Commission (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 (Part B, Section VII of 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 and the partners will be verified according to the criteria set out in Sections 2.1.1 and 2.1.2.

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.

Based on the verification of the supporting documents, the European Commission will prepare the final list of the grants to be awarded under this Call for Proposals.
2.4. SUBMISSION OF SUPPORTING DOCUMENTS

The supporting documents listed below are required in order to allow the European Commission to verify the eligibility of the applicants and their partners.

All required supporting documents for applicants for this Call for Proposals must be uploaded in the PADOR\textsuperscript{19} system; the deadline for uploading them in the system is the same as the deadline for submission of the Concept Note (see section 2.2.3). Partners must upload all their supporting documents in PADOR before the submission of the full application.

Any applicant requesting a derogation from the obligation to register in PADOR must send ALL relevant supporting documents for this Call for Proposals in their e-mail together with the Concept Note. Any applicant requesting derogation from registration in PADOR for its partner(s) must send ALL relevant supporting documents for this Call for Proposals in their e-mail together with the Full Application.

If the supporting documents are not provided within the deadline above the application may be rejected.

Required supporting documents for the applicant:

1. The statutes or articles of association of the applicant organisation. Such documents must prove that the organisation in question meets all the required eligibility criteria indicated in section 2.1.1. above (i.e. legal existence, non profit-making status, category of organisation and objectives, nationality, etc.). They must bear the stamp of the appropriate authorising body (ministry, lawyer, etc.) or be accompanied by relevant registration documents or other appropriate documentation. Any such accompanying documentation must be uploaded into PADOR in the same electronic file as the statutes or articles of association or, when derogation from registration in PADOR is being requested, must be sent together with the supporting documents.

This obligation does not apply to international organisations which have signed a framework agreement with the European Commission. A list of the relevant framework agreements is available at the following address:

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

2. Where the grant requested exceeds EUR 500,000, an external audit report produced by an approved auditor, certifying the applicant's accounts for the last financial year available.

This obligation does not apply to international organisations as defined under footnote n° 5.

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). This obligation does not apply to international organisations as defined under footnote n° 5. It does not apply either when the accounts are in practice the same documents as the external audit report already provided pursuant to point 2 above.

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

Required supporting documents for partners:

The statutes or articles of association of the partner organisation. Such documents must prove that the organisation in question meets all the required eligibility criteria indicated in section 2.1.2. above (i.e. legal existence, category of organisation and objectives, nationality, etc.). They must bear the stamp of the

\textsuperscript{19} See section 2.2.
appropriate authorising body (ministry, lawyer, etc.) or be accompanied by relevant registration documents or other appropriate documentation. Any such accompanying documentation must be uploaded into PADOR in the same electronic file as the statutes or articles of association or, when derogation from registration in PADOR is being requested, must be sent together with the supporting documents.

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

Where the partner is a public body, a parastatal body, or a local authority: a copy of an official document recognizing the organisation as a public body, or a parastatal body, or a local authority in accordance with the relevant national law must be provided.

Requirements for all supporting documents:

Where the required supporting documents are not uploaded in PADOR, they must be supplied in the form of scanned versions (i.e. showing legible stamps, signatures and dates) of the originals.

Where such documents are not in one of the official languages of the European Union, a translation into one of the languages of the Call for Proposals (see Section 2.2.1) of the relevant parts of these documents, proving the applicant’s and partner’s (s’) eligibility, must be uploaded into PADOR in the same electronic file as the original language version (or, where derogation from PADOR registration is being requested, be sent with the supporting documents) and will prevail for the purpose of analysing the proposal.

Where these documents are in an official language of the European Union other than 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 and partner’s (s’) eligibility, into one of the languages of the Call for Proposals. Where such translation is provided, it must be uploaded into PADOR in the same electronic file as the original language version (or, where derogation from PADOR registration is being requested, be sent with the supporting documents).
2.5. **NOTIFICATION OF THE EUROPEAN COMMISSION’S DECISION**

### 2.5.1 Content of the decision

Applicants will be informed in writing of the European Commission’s decision concerning their application and, where applicable, the principal reason(s) for a negative decision.

Applicants who were unsuccessful at the **Opening and Administrative Check stages of the procedure** (Step 1 and Step 3) or **at the Eligibility check stage** (Step 5) wishing to obtain further information should send their request by letter, indicating the reference of the Call for Proposals and the reference allocated to the proposal, to:

European Commission  
EuropeAid Co-operation Office  
Unit F4 Finance, Contracts and Audit for Thematic Budget Lines  
Attn. Head of the Calls for Proposals Sector  
Office L-41 03/136  
B-1049 Brussels  
Belgium

Applicants who were unsuccessful at the **technical evaluation stages of the procedure** (Step 2 or Step 4) wishing to obtain further information should send their request, indicating the reference of the Call for Proposals and the reference allocated to the proposal, to:

European Commission  
EuropeAid Co-operation Office  
Unit F3 Central management of thematic budget lines under DCI and Facility for rapid response to soaring food prices in developing countries  
Attn. Head of Unit  
Office L-41 02/072  
B-1049 Brussels  
Belgium

The request for further information should be sent to the European Commission no later than 90 days from the date of receipt of the letter informing the applicants about the negative decision concerning their application.

The European Commission must reply within 90 days of receipt of the request for information.

Thereafter, applicants believing that there has been an error or irregularity during the award process may send a petition no later than 90 days from the date of receipt of the above-mentioned reply from the European Commission, to the following address:

European Commission  
EuropeAid Co-operation Office  
Directorate F – Thematic Operations  
Attn. The Director  
Office L-41 03/169  
B-1049 Brussels, Belgium

The European Commission must reply within 90 days of receipt of the said petition.
2.5.2 Indicative time table

The indicative calendar will be published on EuropeAid website https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome together with the other documents related to this call and will be updated in the course of the evaluation procedure.
2.6. **CONDITIONS APPLICABLE TO IMPLEMENTATION OF THE ACTION FOLLOWING THE EUROPEAN COMMISSION'S DECISION TO AWARD A GRANT**

Following the decision to award a grant, the beneficiary will be offered a contract based on the European Commission's standard contract (see Annex F of the present guidelines). By signing the Grant 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.

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 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 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:
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 FILL IN**

**ANNEX A: GRANT APPLICATION FORM (WORD FORMAT)**

**ANNEX B: BUDGET (EXCEL FORMAT)**

**ANNEX C: LOGICAL FRAMEWORK (EXCEL FORMAT)**


**DOCUMENTS FOR INFORMATION**

**ANNEX E: FINANCIAL IDENTIFICATION FORM**

**ANNEX F: STANDARD CONTRACT (WORD FORMAT) See documents from E3h_1 to E3h_9 at http://ec.europa.eu/europeaid/work/procedures/implementation/grants/index_en.htm**

- **E3h_1 Special Conditions**
- **E3h_2** - ANNEX II: GENERAL CONDITIONS APPLICABLE TO EUROPEAN COMMUNITY-FINANCED GRANT CONTRACTS FOR EXTERNAL ACTIONS OF THE EUROPEAN UNION
- **E3h_3** - ANNEX IV: CONTRACT AWARD PROCEDURES
- **E3h_4 and E3f** - ANNEX V: REQUEST FOR PAYMENT AND FINANCIAL IDENTIFICATION FORM
- **E3h_5** - ANNEX VI: INTERIM NARRATIVE REPORT
- **E3h_6** - ANNEX VI: FINAL NARRATIVE REPORT
- **E3h_7** - ANNEX VI: FINANCIAL REPORT
- **E3h_8** - ANNEX VII: TERMS OF REFERENCE FOR AN EXPENDITURE VERIFICATION OF A GRANT CONTRACT - EXTERNAL ACTIONS OF THE EUROPEAN UNION -
- **E3h_9** - ANNEX VIII: MODEL FINANCIAL GUARANTEE

**ANNEX G: DAILY ALLOWANCE RATES (PER DIEM)**
http://ec.europa.eu/europeaid/work/procedures/implementation/per_diems/index_en.htm

**ANNEX H: STANDARD CONTRIBUTION AGREEMENT, APPLICABLE IN CASE WHERE THE BENEFICIARY IS AN INTERNATIONAL ORGANISATION**
http://ec.europa.eu/europeaid/work/procedures/implementation/international_organisations/index_en.htm

**ANNEX I: LIST OF ELIGIBLE BENEFICIARY COUNTRIES OR TERRITORIES**

**ANNEX J: PROJECT CYCLE MANAGEMENT at**

**IN THE CASE OF PADOR REGISTRATION DEROGATION REQUEST:**

**ANNEX KA: PADOR DEROGATION PACK - APPLICANT**

**ANNEX KB: PADOR DEROGATION PACK - PARTNER**