



European Commission

Investing in People

Promoting social cohesion, employment and decent work

Support for social inclusion and social protection of workers in the informal economy and of vulnerable groups at community level

Restricted Call for Proposals 2009-2010

Guidelines for grant applicants

Budget line 21.05.01.03

Reference: EuropeAid/129202/C/ACT/Multi

Deadline for submission of Concept Notes: **06 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 in EuropeAid's on-line database **PADOR** system (Potential Applicant Data On-Line Registration) available at http://ec.europa.eu/europeaid/work/onlineservices/pador/index_en.htm **is obligatory for applicants.** In view of the partnership composition requirements indicated under section 1.2.1, prior registration in PADOR is also **obligatory for partners** under this specific Call for Proposals.

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 – PROMOTING SOCIAL COHESION, EMPLOYMENT AND DECENT WORK.....	2
1.1. Background	2
1.2. Objectives of the Programme and Priority issues for 2009	3
1.2.1 Objectives and priorities of this Call for Proposals	4
1.3. Financial allocation provided by the European Commission.....	6
2. RULES FOR THIS CALL FOR PROPOSALS	7
2.1. Eligibility criteria	7
2.1.1. Eligibility of applicants: who may apply	7
2.1.2. Partnerships and eligibility of partners	9
2.1.3. Eligible actions: actions for which an application may be made	9
2.1.4. Eligibility of costs: costs which may be taken into consideration for the grant.....	10
2.2. How to apply and the procedures to follow	12
2.2.1 Concept Note content.....	12
2.2.2 Where and how to send Concept Notes.....	13
2.2.3 Deadline for submission of the Concept Notes.....	14
2.2.4 Further information for Concept Note	14
2.2.5 Full Application Form.....	15
2.2.6 Where and how to send the Full Application Form	16
2.2.7 Deadline for submission of the Full Application form.....	16
2.2.8 Further information for the Full Application Form.....	17
2.3. Evaluation and selection of applications.....	18
2.4. Submission of supporting documents	22
2.5. Notification of the European Commission’s decision	24
2.5.1 Content of the decision	24
2.5.2 Indicative time table	25
2.6. Conditions applicable to implementation of the action following the European Commission's decision to award a grant.....	26
2.7. Early Warning System And Central Exclusion Database	26
3. LIST OF ANNEXES.....	27

1. INVESTING IN PEOPLE – PROMOTING SOCIAL COHESION, EMPLOYMENT AND DECENT WORK

1.1. BACKGROUND

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 (MDG). It is based on Article 12 of the Development Cooperation Instrument (DCI)¹, and is detailed in the *Strategy Paper for the Thematic Programme 2007-2013*². Part of the fourth theme of the programme – ‘Other aspects of human and social development’ – is dedicated to addressing inequalities and promoting social cohesion, fostering the ‘decent work’ agenda, and employment.

Following the European Consensus on Development³ and the communication *Promoting decent work for all*⁴, employment, social cohesion and decent work are high on the EU policy agenda. Achieving full and productive employment and decent work for all, including women and young people, is now a firm target under MDG 1⁵, confirming the international consensus on the importance of intervention on the labour market to improve the livelihoods of the poorest. EU policies aim also notably at the inclusion of vulnerable groups such as persons with disabilities, children, ethnic minorities and migrants.

The informal economy is receiving large and renewed interest from the development community as it provides for the majority of the employment opportunities in most developing countries. Generally, the informal economy is understood as all activities that are performed outside the formal structures that govern taxes, workplace regulations and social protection schemes. Following the conclusions of the ILO International Labour Conference in 2002, the informal economy can be understood as comprised by informal employment both inside and outside informal enterprises.

The informal economy includes a wide variety of activities, enterprises and workers. It includes different situations and employment relationships consisting of both self-employment in unregistered enterprises and wage employment in jobs without social protection. Self-employment consists of employers of informal enterprises who hire other workers and own-account workers. Wage-employment includes informal employees of both formal and informal firms, subcontracted workers, wage workers for households (domestic workers), and wage workers with no fixed employer (casual day workers). The working conditions, opportunities and risks faced by these different categories of informal workers are very diverse.

Informal employment is often casual, irregular or seasonal implying frequent changes of workplaces and employers. Informal workers often experience poor working conditions such as long working hours, high level of health hazards or lack of social security usually accompanied with poor earnings, low productivity, and lack of legal protection. To a large extent women, and disadvantaged groups such as youth, persons with HIV/AIDS, persons with disabilities, indigenous people and migrant workers are overrepresented in the informal economy.

Supplying workers in the informal economy with appropriate support can contribute to increasing opportunities for people to earn their livelihoods in various working activities and to eradicating poverty.

¹ Regulation (EC) No 1905/2006 of the European Parliament and of the Council of 18 December 2006 establishing a financing instrument for development cooperation, OJ L378, 27/12/2006, pp.41-71 <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2006:378:0041:0071:EN:PDF> as amended by Regulation (EC) No 960/2009 of 14 October 2009, OJ L270, 15/10/2009, <http://eurlex.europa.eu/Notice.do?val=502660%3Acs&lang=en&list=502660%3Acs%2C&pos=1&page=1&nbl=1&pgs=10&hwords=>

² http://ec.europa.eu/development/policies/9interventionareas/humandev_en.cfm

³ http://ec.europa.eu/development/policies/consensus_en.cfm

⁴ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2006:0249:FIN:EN:PDF>

⁵ 2005 UN Summit (MDG revision) and subsequent 2006 Ministerial Declaration of the UN Economic and Social Council (ECOSOC).

Moreover, enhancing the productive potential of the informal economy, its employment and income-generating capacity can lead to a gradual integration into the formal economy. Particular attention has been paid to the informal economy in the Commission staff working paper on ‘Promoting Employment through EU Development Cooperation’⁶.

Social protection is a relatively new theme in EU development cooperation in low-income countries, but it has recently received more attention in the international development debate, in particular in relation to mitigating the social consequences of the financial and economic crisis. The challenges are enormous. It is estimated that 80 per cent of the global population has less than adequate social protection coverage, which is still largely concentrated on urban based workers and their families in the formal economy. Most people in the informal economy either have no cover at all or have only rudimentary access to any social protection. According to the recent policy statement of the OECD-DAC Network on Poverty Reduction, social protection directly reduces poverty, stimulates the involvement of poor women and men in the economy and contributes to social cohesion and stability. Furthermore, well-designed social protection programmes can be affordable, including for the poorest countries and represent good value for money.⁷

In recent years, international development cooperation has undertaken a variety of projects/programmes in this area at local community level, in many cases supporting local community initiatives, grass-root and self-help movements and cooperatives with addressing social security and basic social service needs where there is a lack of formal social protection coverage, developing alternative social protection systems and services and local development programmes.

The International Labour Organisation (ILO) is jointly with the World Health Organisation (WHO), leading a UN initiative to extend a basic set of social protection measures to all. This is referred to as the basic social protection floor and comprises access to basic and essential health care, income security for children, some income assistance for poor and/or unemployed people, and income security via basic pensions for older and disabled people.

Over the last decade, actions and projects targeted at improving social protection at the community level have multiplied in many low-income countries through pilot projects and experiments. Recently, many governments in low-income countries have initiated social protection reforms to be implemented on a large scale throughout countries. These reforms cover often different forms of cash transfers to vulnerable groups such as children and older people, but also more employment-oriented actions such as public works and access to training and other services for workers in the informal economy. An added value of this Call for Proposals will be to better link community level initiatives with a broader framework of social protection reforms.

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

Under the theme ‘*Other aspects of human and social development*’, Investing in People focuses, among other policies, on social cohesion, employment and decent work. This strand of thematic programme promotes an integrated approach that combines economic competitiveness and social development in erasing social inequalities and reducing regional asymmetries.

The previous years’ programming under this specific area addressed different aspects and levels of intervention. In 2007 and 2008 great emphasis was put on methodological approaches to measuring and evaluating social policies and informing policy-level decision-making. The 2008 call for proposals focused on formal labour market information systems in low- and middle-income countries.

The 2009-2010 call for proposals will focus on actions in the field of social protection and employment with the objective to support social inclusion of people excluded from the formal labour market and social protection schemes, targeting vulnerable groups and people working in the informal economy. In the context of this Call for Proposals, social protection and employment should be seen in a broader sense and include

⁶ http://ec.europa.eu/development/icenter/repository/SEC_2007_495_EN_DOCUMENTDETRAVAIL_p_en.pdf

⁷ <http://www.oecd.org/dataoecd/63/9/43514572.pdf>

policies and actions which enhance the capacity of workers in the informal economy and other vulnerable groups to escape from poverty and enable them to better manage risks and shocks. This may include the provision of an adequate level of income support with a link to the labour market and a better access to services, with a view to getting people into work and to providing those who remain outside the labour market with decent living conditions.

1.2.1 Objectives and priorities of this Call for Proposals

Overall objective

The overall objective of the call for proposals is to contribute to poverty reduction and to social inclusion for workers in the informal economy and vulnerable groups.

Specific objective

The development of sustainable initiatives (including capacity building of local communities) to strengthen social protection and employment at community level for workers in the informal economy and/or vulnerable groups as well as the dissemination and exchanges of related good practices at local, national or transnational level.

Cooperation and partnerships between non-state actors and government at local and national level are encouraged with a view to developing innovative, community-level schemes for social protection and employment for vulnerable groups and workers in the informal economy.

Expected results:

- Sharing and learning from best practices in community level initiatives in the field of social protection and employment carried out;
- Local communities capacities to identify needs of the informal workers and vulnerable groups strengthened;
- Sustainable social protection and employment in the community-level improved.

This list is not exhaustive.

Actions may include the following activities:

- Collection, exchange, transfer and dissemination of good practice concerning community-level interventions for the social inclusion of workers in the informal economy and vulnerable groups at local, national or transnational level;
- Capacity-building activities for local communities, including support to organisations of informal workers to address needs and challenges of informal workers' access to better and more productive employment;
- Development and implementation of integrated packages of policy responses at community level for vulnerable groups and workers in the informal economy. These may include activities in diverse fields such as financial services (capacity building for the development of micro-insurance, credits, savings), business development services, social services (health care; child care; community based rehabilitation), occupational safety and health, sub-sector development and vocational training;
- Innovative activities aiming to extend social protection coverage in a sustainable manner (such as developing linkages between statutory social security schemes and community based social protection mechanisms);
- Development of mechanisms to extend social protection to groups that are difficult to cover due to their specific characteristics.

This list is not exhaustive.

Projects should target in particular the informal workers and the most vulnerable groups of the population, such as elderly people, people with disabilities, children, ethnic minorities, and migrants. Gender equality will be a cross-cutting issue, given the extent of female participation in the informal sector. Special effort should be made to obtain statistics disaggregated by sex.

Actions will be selected, inter alia, on the basis of their expected results and potential effectiveness. Each proposal must therefore have its own performance and success indicators, which must be objective and verifiable.

Priorities

Priority will be given to **actions targeting low-income countries⁸ as listed below:**

Least Developed Countries		Other Low Income Countries
Afghanistan	Madagascar	Côte d'Ivoire
Angola	Malawi	Ghana
Bangladesh	Maldives	Kenya
Benin	Mali	Kyrgyzstan
Bhutan	Mauritania	Nigeria
Burkina Faso	Mozambique	North Korea
Burundi	Myanmar	Pakistan
Cambodia	Nepal	Papua New Guinea
Central African Republic	Niger	Tajikistan
Chad	Rwanda	Uzbekistan
Comoros	Samoa	Vietnam
Congo, Dem. Rep.	São Tomé e Príncipe	Zimbabwe
Djibouti	Senegal	
East Timor	Sierra Leone	
Equatorial Guinea	Solomon Islands	
Eritrea	Somalia	
Ethiopia	Sudan	
Gambia	Tanzania	
Guinea	Togo	
Guinea-Bissau	Tuvalu	
Haiti	Uganda	
Kiribati	Vanuatu	
Laos	Yemen	
Lesotho	Zambia	
Liberia		

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) Organisations⁹, **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 nationality¹⁰ of the respective country where the action is to take place¹¹.

⁸ Low-income countries include both Least Developed Countries and Other Low Income Countries as defined in the Annex II of the Regulation (EC) No 960/2009 of 14 October 2009, OJ L270, 15/10/2009, <http://eurlex.europa.eu/Notice.do?val=502660%3Acs&lang=en&list=502660%3Acs%2C&pos=1&page=1&nbl=1&pgs=10&hwords>

⁹ 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 <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:2002R2342:20080101:EN:PDF>

¹⁰ 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

Public/private partnerships are 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).

1.3. FINANCIAL ALLOCATION PROVIDED BY THE EUROPEAN COMMISSION

The indicative financial envelope foreseen for this call for proposals is EUR 10 000 000 from the 2009 budget and EUR 10 000 000 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.

Size of grants

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

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

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 Regulation¹².

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** 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.

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.

¹¹ 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.

¹² See footnote 9

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.

The majority of terms used in the present guidelines are explained in the Glossary to the Practical Guide to contract procedures for EC 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:

Partnership	the grouping of organisations i.e. the main applicant and its partners for the purpose of implementing the proposed action
Applicant	the organisation responsible for submitting the application
Partner	member organisation of the partnership other than the applicant
Associate	organisation that plays an active role in the action but which cannot benefit from funding under the grant
Subcontractor	organisation contracted by the beneficiary in accordance with the appropriate procedures in order to execute specific tasks in implementing the action
Re-granting	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 Regulation ¹³

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:

¹³ http://ec.europa.eu/budget/documents/financial_regulation_en.htm

- Non-State actors¹⁴;

- International (intergovernmental) organisations, as defined by Article 43 of the Implementing Rules of the Financial Regulation¹⁵ **and**

• be nationals¹⁶ of:

– an eligible partner country or territory under the DCI instrument as listed in Annex K to the present guidelines or of a country specified in the OECD/Development Assistance Committee (OECD/DAC)¹⁷ list ;

or

– an EEA Member State¹⁸ 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/DAC¹⁹ reciprocal access shall be granted to the members of the aforementioned Committee²⁰; **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 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.

¹⁴ 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.

¹⁵ See footnote 9.

¹⁶ 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.

¹⁷ Annex II 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, OJ L378, 27/12/2006, http://eur-lex.europa.eu/smartapi/cgi/sga_doc?smartapi!celexplus!prod!DocNumber&lg=en&type_doc=Regulation&an_doc=2006&nu_doc=1905 as amended by Regulation (EC) No 960/2009 of 14 October 2009, OJ L270, 15/10/2009, <http://eur-lex.europa.eu/Notice.do?val=502660%3Acs&lang=en&list=502660%3Acs%2C&pos=1&page=1&nbl=1&pgs=10&hwords=>

¹⁸ The 27 EU Member States, Iceland, Liechtenstein and Norway.

¹⁹ See footnote 17.

²⁰ Australia, Austria, Belgium, Canada, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Japan, 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.

Location

Actions can take place in one or more of the DCI eligible countries or territories indicated in Annex K to the present guidelines. However, **priority is given to low-income countries as indicated 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 EU 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;
- 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.

Prior registration in the **PADOR** system (Potential Applicant Data On-Line Registration) available at http://ec.europa.eu/europeaid/work/onlineservices/pador/index_en.htm **is obligatory for applicants.** In view of the partnership composition requirements indicated under section 1.2.1 prior registration in PADOR **is also obligatory for partners** under this specific Call for Proposals.

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 complete all the sections presented in PADOR with the exception of the section "Strategy and Methodology". **Partners** must complete all PADOR sections with the exception of the sections "Board of Directors" and "Strategy and Methodology". All the required supporting documents for both applicants and partners (see section 2.4 below) should be uploaded in PADOR by the Concept Note submission deadline. The EuropeAid ID number (assigned upon completion of the registration process in PADOR) of the applicant organisation as well as that of any partner 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 MA and MB to these Guidelines) and to send it together with the Concept Note** to the address indicated in section 2.2.2. of the Guidelines. 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 <i>Concept Note content</i>

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>

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(ies) 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 European Union 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 in **one (1) paper original**.

Concept notes must be submitted as well in electronic format (CD-Rom or USB). The electronic version must be identical to the submitted paper version.

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 in a sealed envelope by registered mail with delivery confirmation, courier service or by hand-delivery at the address below (a signed and dated acknowledgement of receipt will be given by the European Commission). For the convenience of the applicants an address form has been attached in annex I and J to the present guidelines. Applicants are encouraged to complete it and use it as a label for the outer envelope.

Postal address

European Commission
EuropeAid Co-operation Office
Unit F4 – Finances, Contracts and Audit for thematic budget lines
Call for Proposals Sector
Office: L-41 03/154
B - 1049 Brussels
BELGIUM

Address for hand-delivery or courier service

European Commission
EuropeAid Cooperation Office
Unit F4 – Finances, Contracts and Audit for thematic budget lines
Call for Proposals Sector
Office: L-41 03/154
Central Mail Service
Avenue du Bourget 1
B-1140 Brussels (Evere)
BELGIUM

Concept Notes sent by fax or by e-mail or delivered to other addresses will be rejected.

The outer envelope must bear the reference 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".

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 **6 April 2010** (date at place of dispatch) as evidenced by the postmark or the date of the deposit slip. In the case of hand-deliveries, the deadline for receipt is **6 April 2010 at 16:00 hrs** (Brussels date and time) as evidenced by the European Commission's signed and dated acknowledgement of receipt given to the bearer.

Any Concept Note sent after the deadline or, in case of hand-deliveries, received after the stipulated time will be rejected.

Any Concept Note received by the European Commission on or after the effective date of completion of the evaluation of the Concept Notes will be treated as having been submitted after the deadline and, therefore, rejected.

The applicant is solely responsible for the choice of means of expedition amongst those indicated in section 2.2.2 and for following-up the delivery.

2.2.4 Further information for Concept Note

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.

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> 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 in **one (1) paper original**, as well as in electronic version (CD-Rom or USB).

The electronic version must be identical to the submitted paper version. 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 in a sealed envelope by registered mail with delivery confirmation, courier service or by hand-delivery at the address below (a signed and dated acknowledgement of receipt will be given by the European Commission to the bearer). For the convenience of the applicants an address form has been attached in Annex I and J to the present guidelines. Applicants are encouraged to complete it and use it as a label for the outer envelope.

Postal address

European Commission
EuropeAid Co-operation Office
Unit F4 – Finances, Contracts and Audit for thematic budget lines
Call for Proposals Sector
Office: L-41 03/154
B - 1049 Brussels
BELGIUM

Address for hand-delivery or courier service

European Commission
EuropeAid Cooperation Office
Unit F4 – Finances, Contracts and Audit for thematic budget lines
Call for Proposals Sector
Office: L-41 03/154
Central Mail Service
Avenue du Bourget 1
B-1140 Brussels (Evèrè)
BELGIUM

Full Application Forms sent by fax or by e-mail or delivered to other addresses will 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 stapled separately and enclosed in the envelope.

The outer envelope must bear the **reference and the title of the Call for Proposals**, the reference number allocated to the Concept Note, the full name and address of the applicant, and the words "Not to be opened before the opening session".

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. Submission within the deadline will be evidenced by the postmark or the date of the deposit slip. For hand deliveries, the deadline for submission of Full Application Forms will be on the same date as indicated in the above-mentioned letter at 16:00 Brussels time. In this case, reception within the deadline will be evidenced by the signed and dated acknowledgement of receipt given to the bearer by the European Commission.

Any Full Application Form sent after the deadline or, in the case of hand-deliveries, received after the stipulated time will be rejected.

Any Full Application Form received by the European Commission on or after the effective date of completion of the evaluation of the Full Application Forms will be treated as having been submitted after the deadline and, therefore, rejected.

The applicant is solely responsible for the choice of means of expedition amongst those indicated in Section 2.2.6 and following-up the delivery.

2.2.8 <i>Further information for the Full Application Form</i>
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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> 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 1-5 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, 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

	Scores	
	Sub-score	40
1. Relevance of the action		
1.1 How relevant is the proposal to the objectives and priorities of the Call for Proposals? 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.	5x3*	

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)	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?	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?	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 1-8 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, 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

Section	Maximum Score
1. Financial and operational capacity	20
1.1 Do the applicant and partners have sufficient experience of project management ?	5
1.2 Do the applicant and partners have sufficient technical expertise ? (notably knowledge of the issues to be addressed)	5
1.3 Do the applicant and partners have sufficient management capacity ? (including staff, equipment and ability to handle the budget for the action)	5
1.4 Does the applicant have stable and sufficient sources of finance ?	5
2. Relevance of the action	30
<i>Score proportionally transferred from CN evaluation</i>	
3. Effectiveness and feasibility of the action	20
3.1 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?	5
3.2 Is the action plan clear and feasible?	5
3.3 Does the proposal contain objectively verifiable indicators for the outcome of the action? Is evaluation foreseen?	5
3.4 Is the partners' level of involvement and participation in the action satisfactory? Note: 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.	5
4. Sustainability of the action	15
4.1 Is the action likely to have a tangible impact on its target groups?	5

4.2 Is the proposal likely to have multiplier effects ? (Including scope for replication and extension of the outcome of the action and dissemination of information.)	5
4.3 Are the expected results of the proposed action sustainable : - financially (<i>how will the activities be financed after the funding ends?</i>) - institutionally (<i>will structures allowing the activities to continue be in place at the end 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
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 both applicants and partners** for this Call for Proposals **must be uploaded** in the PADOR²¹ 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).

If **derogation** from the obligation to register in PADOR is being requested (see section 2.2), the applicant **must, in any case, send all** required supporting documents for this Call for Proposals to the address indicated in Section 2.2.2 **together with the Concept Note and the relevant PADOR Derogation Pack.**

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° 9.

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° 9. 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 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

²¹ See section 2.2.

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 originals, photocopies or scanned versions (i.e. showing legible stamps, signatures and dates) of the said 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 EC external actions.

Implementation contracts

Where implementation of the action requires the beneficiary to award procurement contracts, it must award the contract to the tenderer offering the best value for money, that is to say, the best price-quality ratio, in compliance with the principles of transparency and equal treatment for potential contractors, care being taken to avoid any conflict of interests. To this end, the Beneficiary must follow the procedures set out in Annex IV to the contract.

2.7. EARLY WARNING SYSTEM AND CENTRAL EXCLUSION DATABASE

The applicants and, if they are legal entities, persons who have powers of representation, decision-making or control over them, are informed that, should they be in one of the situations mentioned in:

- the Commission Decision of 16.12.2008 on the Early Warning System (EWS) for the use of authorising officers of the Commission and the executive agencies (OJ, L 344, 20.12.2008, p.125) or
- the Commission Regulation of 17.12.2008 on the Central Exclusion Database (CED) (OJ L344, 20.12.2008, p.12),

their personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the EWS only or both in the EWS and CED, and communicated to the persons and entities listed in the above-mentioned Decision and Regulation, in relation to the award or the execution of a grant agreement or decision.

3. LIST OF ANNEXES

DOCUMENTS TO 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 (PDF FORMAT) See document **E3e** available at
http://ec.europa.eu/europeaid/work/procedures/implementation/grants/index_en.htm

DOCUMENTS FOR INFORMATION

ANNEX E: FINANCIAL IDENTIFICATION FORM

See document **E3f** at http://ec.europa.eu/europeaid/work/procedures/implementation/grants/index_en.htm

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 UNION-FINANCED GRANT CONTRACTS FOR EXTERNAL ACTIONS

E3h_3 - ANNEX IV: CONTRACT AWARD PROCEDURES

E3h_4 - ANNEX V: STANDARD 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: TERM 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: ADDRESS FORM (POSTAL ADDRESS – APPLICATIONS TO BE SENT BY POST)

ANNEX J: ADDRESS FORM (ADDRESS FOR HAND-DELIVERY OR COURIER SERVICE)

ANNEX K: LIST OF ELIGIBLE BENEFICIARY COUNTRIES OR TERRITORIES

ANNEX L: PROJECT CYCLE MANAGEMENT at

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

IN THE CASE OF PADOR REGISTRATION DEROGATION REQUEST:

ANNEX MA: PADOR DEROGATION PACK- APPLICANT

ANNEX MB: PADOR DEROGATION PACK - PARTNER