



Contracting Authority: European Commission

**European Instrument for Democracy & Human Rights
(EIDHR)**

**Country Based Support Scheme (CBSS) – Supporting civil society organisations
in promoting human rights and fundamental freedoms particularly for groups
most at risk of rights violations in Tanzania**

Guidelines
for grant applicants

19.04.01

Reference: <EIDHR/2010/130-141>

Deadline for submission of proposals: 15 July 2010

NOTICE

This is a restricted Call for Proposals. In the first instance, only Concept Notes must be submitted for evaluation. Thereafter, applicants whose Concept Notes have been pre-selected will be invited to submit a Full Application Form. Further to the evaluation of the Full Applications, an eligibility check will be performed for those which are provisionally selected. This check will be undertaken on the basis of the supporting documents requested by the Contracting Authority and the signed "Declaration by the Applicant" sent together with the application.

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1. EUROPEAN INSTRUMENT FOR DEMOCRACY & HUMAN RIGHTS

1.1 BACKGROUND

The European Instrument for Democracy and Human Rights (EIDHR)¹ is a long established element of the European Union's human rights external relations policy and was built on experience with micro project facilities under its predecessor, European Initiative for Democracy and Human Rights (1994 -2006). The EIDHR came into force on 1 January 2007 targeting third countries with a budget of EUR 1.104 million for the period 2007 - 2013. This instrument emphasises the EU's concrete commitment to integrate the promotion of democracy and human rights into all of its external policies.

The EIDHR Strategy Paper² (2007 – 2010) implemented via Annual Action Programmes (AAP) has five priority objectives engaging civil society and intergovernmental organisations that advocate for democracy and human rights and contribute to the implementation of the international mechanisms for the protection of human rights. These objectives are

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

This Call for Proposals falls under Objective 2 of the current EIDHR Strategy Paper. For AAP 2010, a global allocation of EUR 67.2 million has been reserved for 57 eligible third countries with an allocation of EUR23.4 million allocated to 35 ACP states. These funds will be administered by Delegations under Country Based Support Schemes (CBSS).

As a reaction to the reports on human rights situation/violations in Tanzania (albino killings, increased gender based violence and child abuse cases), civil society calling for upholding of Universal rights declaration, the EU Delegation in Tanzania requested for Tanzania's inclusion for financing under the EIDHR Annual Action Programme 2010. The EIDHR AAP 2010 – CBSS has allocated **EUR 600,000** for actions in Tanzania.

This Call for Proposals is organised to implement the EIDHR AAP 2010 - CBSS for Tanzania.

¹ Regulation (EC) No 1889/2006 of the European Parliament and of the Council of 20 December 2006 on establishing a financing instrument for the promotion of democracy and human rights worldwide (OJ L 386, 29.12.2006, p. 1), and in particular Articles 1.2.a and 2.1. a & b

² http://ec.europa.eu/europeaid/what/human-rights/documents/eidhr_strategy_paper_2007-2010_en.pdf
2008

1.2 OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

Tanzania Human rights setting

In 1984, the *Bill of Rights and Duties* was incorporated into *Constitution of the United Republic of Tanzania, 1977* (Art. 9(f)) which provides for the enjoyment of certain rights and freedoms subject to legal regulation.³ In addition, Tanzania is signatory to the *Universal Declaration of Human Rights, 1948* which calls upon member states to ensure that the rights contained in the *Universal Declaration of Human Rights, 1948* are a living reality and that these rights are known, understood and enjoyed by everyone, everywhere.

Tanzania is committed to upholding the rights contained in the *Universal Declaration of Human Rights, 1948* and other conventions, but this commitment does not always seem to translate into tangible actions in reality. According to the Human Rights report 2008 LHRC and the US 2009 Human Rights report, many Tanzanians continue to be deprived of certain basic human rights, such as the right to life, the right to be equal protection of the law, freedom of expression and freedom of assembly.

Tanzania has signed up to a number of regional international conventions and instruments on human rights.⁴

The long term national development strategy (Vision 2025) and the current medium term national poverty reduction strategy (MKUKUTA and MKUZA) recognise the need to improve the human rights situation in Tanzania underpinned in MKUKUTA Cluster 2 (Improvement of quality of life and social well-being) and included as key element in Cluster 3 (governance and accountability). It is anticipated that next medium term national poverty reduction strategy (MKUKUTA II and MKUZA II) will continue in same spirit and endeavour to uphold the international human rights treaties to which Tanzania is party are domesticated.

Inaugurated in March 2002, the Commission on Human Rights and Good Governance (CHRAGG) is an independent government department, established as the national focal point institution for the promotion, preservation and protection of human rights and duties as well as good governance in Tanzania. CHRAGG was established under Article 129(1) of the *Constitution of the United Republic of Tanzania of 1977* as amended by *Act No. 3 of 2000* and is headed by an Appeal Court judge. Its functions include receiving and investing complaints in the violation of human rights and the contravention of the principles of administrative justice within service of the government, public authorities or other public bodies, as well as private institutions and private individuals. The Commission also facilitates court proceedings, assesses the conditions of the detention centres and plays an advisory role to the government, other public organs and private sector institutions. The CHRAGG five-year Strategic Plan (2006 - 2011) recognizes both the potential and contribution of CSOs in promoting, safeguarding and advocating for human rights and principles of good governance in the Tanzania.

Promotion of Women's Rights

Tanzania ratified the *Convention on the Elimination of All Forms of Discrimination Against Women* as a commitment to promote the role, rights and interests of women with an aim to ensure that women are not treated as second class citizens. Civil society and Development Partners, alike, are advocating for efforts that fight against abuse and violence on women as well as promoting better access for women to education, equitable remuneration, equitable land and inheritance rights. The *Sexual Offences Special Provisions Act (SOSPA 1998)* Act is part of Tanzania's domestication of the CEDAW to combat violence against women and particularly to strengthen the protection of victims and survivors of sexual violence.

³ Article 30 of the Constitution limits the application of these rights subject to law and the under the due process of law, as the case may be. The Constitution allows any person to challenge any law or act/omission, which contravenes his or her right, or the Constitution

⁴ Including the International Convention on Civil & Political Rights (ICCPR), the Convention on Economic, Social and Cultural Rights (CESCR), the Convention on the Elimination of All Forms of Racial Discrimination (CERD), the Convention Against Torture, and Other Cruel, Inhuman or Degrading Treatment or Punishment (CAT), the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW), Beijing Platform for Action (BPFA), the Gender and Development Declaration by Heads of States and Governments of SADC, the African Charter for Human Rights and People's Rights, the Convention on the Rights of Persons with Disabilities (UNCRP) and the Convention on Rights of the Child (CRC).

In 2004, the Zanzibar legislature, the Zanzibar House of Representatives, amended SOSPA further including it in Part XV of the 2004 Zanzibar Penal Act with the objective of making the law more readily accessible to law enforcement officers and the judiciary, and therefore facilitate its implementation. In addition, Tanzania acceded to the CEDAW Optional Protocol in January 2006.

Through the *SOSPA 1998*, an intensive sensitization of law enforcers on dealing with cases of violence against women has contributed to deterrent sentences of up to life imprisonment to sexual offenders. However, particularly in Zanzibar, further effort is required to address and reinforce the judiciary and law enforcers as part of the paralegal system to put an end to acts of rape and sexual violence to women. The need for public awareness-raising through innovative mass media communication tools cannot be overemphasised.

There is still room for improvement in attaining the *CEDAW* goalposts as evidenced by the latest (2007) considerations by the Committee on CEDAW on the progress of Tanzania in dealing with Gender Based Violence. The first goal of the UN multi-year *UNiTE to End Violence against Women* campaign is advocating for the adoption and implementation of national laws on violence against women. The March 2010 UN Commission on Status of Women *called upon Member States to take all necessary measures – including enacting and enforcing legislation – to address and eliminate harmful traditional practices, especially female genital mutilation.*

Female Genital Mutilation/Cutting (FGM/C) has been recognised as a violation of human rights for girls and women and a harmful practice with consented condemnation by Committees on CEDAW, CRC and human rights. The African Charter on Human and Peoples' Rights on the Rights of Women in Africa constitutes a major contribution to the elimination of FGM/C. Moreover, the 2008 joint statement by 10 UN agencies call on bodies and communities to develop, strengthen, and support specific and concrete actions directed towards ending female genital mutilation. In Africa, about 92 million girls above 9 years old have undergone this abuse and an estimated 3 million girls are at risk of undergoing the procedure every year. According to Tanzania report to CEDAW, 18% of Tanzania women undergo FGM. The 2009 Tanzania Human Rights report recognises the downward trend in reported cases of FGM/C prevalence but reports that the illegal act is still widely practiced by ethnic groups in 8 out of 26 regions in Tanzania⁵.

In July 2009, the 96th session UN Human Rights Committee continued to be concerned about the prevalence of gender-based violence, in particular domestic violence, and the impunity for perpetrators of such violence, despite the steps adopted by the Tanzanian authorities. It implored Tanzania to define and criminalize domestic violence, including marital rape. The Committee was also still concerned about the persistent practice of female genital mutilation and Tanzania had admitted that the law had not been effectively enforced and that impunity for perpetrators prevailed.

Promotion of Rights for People living with Disability

In Tanzania more than three million women, men and children (approximately 9 % of the population) have a disability⁶. Higher prevalence is noted in rural Mainland Tanzania. With regard to legislation, both Zanzibar and Mainland adopted National Disability policies in 2004. In November 2009, Tanzania ratified the *United Nations Conventions on the Rights of Persons with Disabilities (UNCRP)*. More recently, the *Bill on Persons with Disabilities Act 2010*, approved by Parliament in early April 2010, makes legal basis for provisions for health care, social support, accessibility, rehabilitation, education and vocational training, communication, employment or work, promotion of basic rights for the persons with disabilities and to provide for related matters. There is need to ensure that the momentum is not lost and that the commitments of the legal instruments are followed by concrete actions.

⁵ Arusha, Manyara, Singida, Kilimanjaro, Dodoma, Mara, Mwanza and Shinyanga

⁶ National Bureau of Statistics 2009

Albinism is considered as a disability. In Tanzania, where 1 in 4,000 people is affected by albinism compared to 1 in 20,000 people in Europe, only 8,000 people are registered albinos while reports estimate that there are between 170,000 - 270,000 albinos living in Tanzania.

There is need to ensure that government is committed to promoting the rights of disabled persons by following up on the implementation of the *UNCRP* and *Disabilities Act 2010*. Regrettably, Tanzania has been centre-stage for widespread acts of violence against persons with albinism in the belief that their body parts could create power and wealth. The Tanzanian government's political commitment⁷ to protect persons with albinism and zero tolerance to attacks against albinos has been unmatched by limited action and has seen little progress against the practice apart from confirming it. In past four years there has been a steady increase in the number of albinos killed with current number at 56 persons including women and children. Albinos have been stripped of their right to live, dehumanised and continue to live at risk. The majority of the cases have taken place in rural areas (around the Lake regions) with the alleged perpetrators, individuals or small groups linked to witchcraft. The government, political parties and human right organisations have been criticised for their delay in responding to the murder of albinos. The law enforcement and judicial system has been criticised for the inadequate way in which they reportedly have addressed the problem.

Promotion of Childrens' Rights

In 1990, the Government of Tanzania signed the *UN Convention of the Rights of the Child (CRC)* and ratified it in 1991. On 6 November 2009, the Tanzanian Parliament passed the *Law of the Child Act 2009* which is the legislation that effectively domesticates the CRC and provides the legal framework through to ensure protection and justice for children. It covers discrimination, the right to a name and nationality, the rights and duties of parents, the right to opinion and the right to protection from torture and degrading treatment.

In June 2001, the Government of the United Republic of Tanzania (URT) ratified ILO Convention No. 182 on the Elimination of the Worst Forms of Child Labour. In March 2003 the Government also ratified the African Charter on the Rights and Welfare of the Child and two Optional Protocols to the CRC, which are “Optional Protocol on the Involvement of Children in Armed Conflicts”, and “Optional Protocol on the Sale of Children, Child Prostitution and Child Pornography”, respectively. The Anti-trafficking in Persons Act, 2008 domesticates the conventions by acknowledging the need to eliminate trafficking persons

The Government of Zanzibar established the National Children’s Rights Committee (NCRC) in 2001 under the Ministry of Youth, Employment, Women and Children Development (MYEWCD) whose role is to mainstream the Child Development Policy and CRC in all child related organizations.

However, despite commitments made in conventions, efforts are needed to ensure the implementation of the CRC, other conventions, Trafficking Act and the recently signed Child Act which promote the upholding of the rights of the child to protection, development and non-discrimination. According to the new law, corporal punishment continues to be upheld with the only the Head Teacher/Headmasters of schools being allowed to administer it. There is a limit on the number of strokes that may be inflicted upon a school pupil as well as a provision for penalising teachers who go against these regulations.

Further, UNICEF reports indicate that the new law still has some notable shortcomings such as not addressing the abolition of discrimination regarding the legal age of marriage - 15 years for girls and 18 years for boys.

⁷ President appointment of a representative of albinos to parliament to oversee efforts to defend the rights of persons with albinism and Prime Minister's revocation of witchdoctors' and traditional healers' licences in 2009

Objectives of the Call for Proposals

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

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

The **global objective** of this Call for Proposals is: *is to support civil society organisations in promoting human rights and fundamental freedoms particularly for groups most at risk of rights violations in Tanzania*

The **specific objectives** of this Call for Proposals are as below and all applications must address **only one** of the specific objectives of the call.

Specific objective 1: *fight against sexual gender based violence and harmful cultural practices such as Female Genital Mutilations*

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

- 1.1 Legal and paralegal services and psychological counselling are provided for **victims of abuse and rape**; their reintegration into society and social acceptance are supported;
- 1.2 **Reporting to police, law enforcement and prosecution** of gender based violence crime cases increased;
- 1.3 Sensitive and informed **media coverage and public debate on domestic violence and harmful cultural practices such as Female Genital Mutilation** increased; Mass awareness and Media campaigns are designed and run to support promotion of women's rights and to end harmful cultural practices and impunity for sexual and gender-based violence against women, and children.
- 1.4 Advocacy directed at parliamentarians, political and interest parties, cabinets of ministers, members of judiciary and law enforcers, are made **to simplify legal procedures and evidence requirements that apply to SGBV cases** (e.g. PF3 and witnesses requirements), **enforce children and women-protection laws and directives**, enact an Anti Domestic violence law, and **review discriminatory laws** (e.g Local Customary Law, Inheritance and Marriage Laws, Children maintenance Law, the Spinsters, Widows and Female Divorcee Protection Act) and introduce (in addition to SOSPA) specific legislation to address gender discrimination, early marriage, property grabbing, inheritance and domestic violence. This shall include tangible efforts to eradicate the culture of corruption which limit progress on law enforcement.
- 1.5 Wide public, victims and potential victims' knowledge about rights and legal provisions in force bolstered.

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.

Specific objective 2: promote the rights of persons living with disabilities (PLWDs) with a specific focus on albinos

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

- 2.1 *The Persons with Disabilities Act of April 2010* is well known by the majority of stakeholders, PLWDs and their caregivers, and duly enforced.
- 2.2 Sensitive and informed **media coverage and public debate** on the barriers faced by PLWDs to achieve their full potential (i.e. avoid charity mentality) and on the harmful cultural practices such as the belief which have led to the killings of the albinos increased;
- 2.3 Advocacy directed at parliamentarians, political and interested parties, cabinets of ministers and government institutions at the level where decisions are made on budget allocations and on development and enforcement of a robust pro-disability legislative framework (most notably on inclusive education, access to primary healthcare, social services provisions, credit and employment opportunities)
- 2.4 Alliances of local NGOs, other Non-State Actors and international organisations (IOs) are strengthened to reinforce the Disability rights movement in Tanzania.
- 52.4 Disability is duly mainstreamed in economic empowerment programmes. Specific Targeting and monitoring activities promoted to ensure that PLWDs can access on a wide scale vocational education, credit and employment opportunities.

Specific objective 3: Promote children rights, in particular for orphans and vulnerable children

Applications under specific objective 3 must contribute to achieving at least **two** of the following expected results:

- 3.1 Legal and paralegal services and psychological counselling are provided for children **victims of sexual abuse and sexual exploitation**; their education, reintegration into society and social acceptance supported;
- 3.2 Sensitive and informed media coverage and public debate are fostered to denounce cases of **child trafficking and sexual exploitation** (most notably child prostitution, pornography and sex tourism); Preventive public awareness campaigns are designed and run to reach potential victims.
- 3.3 **Reporting to police, law enforcement and prosecution** of crimes of child labour and sexual exploitation increased;
- 3.4 Wide public, victims and potential victims' knowledge about rights and legal provisions in force bolstered.

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

1. Legal, paralegal and psychological support to victims of sexual abuse and exploitation and, where relevant, to their close relatives, medical care, social services and income generation activities for social reintegration;
2. Alliances between non-State actors, prosecutors, law enforcers and relevant authorities to bring together in one place the various resources (community and government) available to victims of gender-based crimes and child abuse: police gender unit; investigator; prosecutor; medical facility (testing); trauma counselling; etc;
3. A mix ranging from advocacy, dialogue with key stakeholders and policy development workshops to provision of information and feedback to policy makers on GBV, rights of PLWDs and children aimed at creating a legal and policy environment that protects women, children and PLWDs from all forms of abuse and discrimination;
4. Awareness raising and capacity building to decision makers, members of the police and judicial system about their interpretation of, assumptions about women, children and PLWDs rights and obligations (e.g. training of law enforcers and Police Victim Support Units (VSUs) on investigative techniques and interviewing skills, technical assistance to support the standardisation of DNA testing in sexual crimes, and the creation of dedicated sexual offences departments within the Police);
5. Promotion and scale up of best practice examples (police network on GBV, victims shelters);
6. Production of IEC, simplification and domestication into Kiswahili of relevant international, regional and national legal and regulatory frameworks (e.g. *SOSPA 1998, 2004 Employment and Labour Relations Act, United Nations Conventions on the Rights of Persons with Disabilities (UNCPR), Persons with Disabilities Act 2010*);
7. Mass media and awareness campaigns to the wide public on gender, children and PLWDs related laws and rights. Production of campaign material such as TV, radio shows, short documentary films, printed material; organisation of public events, using champions and role models etc.

Priorities

Partnership is strongly encouraged and for all actions submitted by applicants having a nationality other than that of Tanzania or by International (intergovernmental) Organisations, **partnership with local partner(s)** from Tanzania is considered indispensable.⁸

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

Geographical priority

Under the specific objective 1 the priority will be given to actions which have a sub-regional focus on Zanzibar and/or in the 8 regions where Female Genital Mutilation is more prevalent: Arusha, Manyara, Singida, Kilimanjaro, Dodoma, Mara, Mwanza and Shinyanga⁹.

⁸ In the exceptional cases where the involvement of organisations having the nationality of the targeted country is not possible due to the particular local situation, the applicant must provide explanations, which will be examined in the context of the evaluation

⁹ 2009 Tanzania Human Rights report

Applicants must demonstrate in their application that area 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.

1.3 FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this call for proposals is **EUR 600,000**. The Contracting Authority reserves the right not to award all available funds.

Size of grants

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

- **minimum amount: EUR 150,000**
- **maximum amount: EUR 300,000**

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

- For proposals submitted by applicants from Tanzania, the grant may not exceed 95% of the total eligible costs of the action (see also section 2.1.4). The balance must be financed from the applicant's or partners' own resources, or from sources other than the European Community budget or the European Development Fund.

- For proposals submitted by applicants having the nationality of a country other than Tanzania, the grant may not exceed 75% of the total eligible costs of the action (see also section 2.1.4). The balance must be financed from the applicant's or partners' own resources, or from sources other than the European Community budget or the European Development Fund.

The grant may cover the entire costs of the action if this is deemed essential to carry it out. If that is the case, the applicant must justify full financing in section 1.3 of the grant application form.

2. RULES FOR THIS CALL FOR PROPOSALS

These guidelines set out the rules for the submission, selection and implementation of actions financed under this Call, in conformity with the provisions of the Practical Guide to contract procedures for EC external actions, which is applicable to the present call (available on the Internet at this address: http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm).

In addition to the Glossary, the following definitions apply:

Grant: *a direct financial contribution, by way of donation, from the EU budget or the EDF, in order to finance:*

- *either an action intended to help achieve an objective forming part of a European Union policy (action grant);*
- *or the functioning of a body which pursues an aim of general European interest or has an objective forming part of a European Union policy (operational grant).*

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 or its partner(s) in accordance with the appropriate procedures in order to execute specific tasks in implementing the action*

Sub-granting *financial support that may be given to third parties by the beneficiary of the Community where the implementation of the action so requires, subject to the conditions laid down in the Article 120 of the Financial Regulation and the Article 184a of the Implementing Rules of the Financial Regulation¹⁰*

2.1 ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

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

2.1.1 Eligibility of applicants: who may apply?

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

- be legal persons **and**
- be non profit making **and**

¹⁰ http://ec.europa.eu/budget/documents/financial_regulation_en.htm#table-1_1

- belong to one of the following categories as defined per Article 10 of the EIDHR Regulation:
 - a) civil society organisations, including non-governmental non-profit organisations and independent political foundations, community based organisations, and private sector non-profit agencies, institutions and organisations, and networks thereof at local, national, regional and international level
 - be nationals¹¹ of
 1. The United Republic of Tanzania or
 2. of a Member State of the European Union or
 3. of an accession or official candidate country as recognised by the EU or
 4. of a Member State of the European Economic Area (EEA) **and**
 - be directly responsible for the preparation and management of the action with their partners, not acting as an intermediary **and**
 - be able to demonstrate a track record of engagement on human rights issues in Tanzania
- (2) Potential applicants may not participate in calls for proposals or be awarded grants if they are in any of the situations which are listed in Section 2.3.3 of the Practical Guide to contract procedures for EC external actions (available from the following Internet address:
http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm);

In part A, section III of the grant application form (“Declaration by the applicant”), applicants must declare that they do not fall into any of these situations.

2.1.2 Partnerships and eligibility of partners

Eligible applicants of Tanzanian nationality may act individually or with partner organisations. Non-Tanzanian eligible applicants must act in partnership with at least one Tanzanian organisation.

Applicants’ partners participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the grant beneficiary. They must therefore satisfy the eligibility criteria as applicable on the grant beneficiary himself.

The following are not partners and do not have to sign the “partnership statement”:

- Associates

Other organisations may be involved in the action. Such associates play a real role in the action but may not receive funding from the grant with the exception of per diem or travel costs. Associates do not have to meet the eligibility criteria referred to in section 2.1.1. The associates have to be mentioned in Part B section IV - “Associates of the Applicant participating in the Action” of the Grant Application Form.

11 Such nationality being determined on the basis of the organisation's statutes which should demonstrate that it has been established by an instrument governed by the national law of the country concerned. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if the statutes are registered locally or a “Memorandum of Understanding” has been concluded.

- Subcontractors

The grant beneficiaries have the possibility to award contracts to subcontractors. Subcontractors are neither partners nor associates, and are subject to the procurement rules set out in Annex IV to the standard grant contract.

The applicant will act as the lead organisation and, if selected, as the contracting party (the "Beneficiary").

2.1.3 *Eligible actions: actions for which an application may be made*

Definition: An action (or project) is composed of a set of activities.

Duration

The planned duration of an action may not be lower than 12 months nor exceed 24 months.

Sectors or themes

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

Location

Actions must take place in the United Republic of Tanzania.¹²

Types of action

For the purposes of this Call for Proposals, a project should be understood as a coherent set of **qualitative activities** (which for example goes beyond merely organising workshops and printing information, educational and communications (IEC) materials) designed to achieve specific measurable **results** and objectives within a limited timeframe. This timeframe must include the time needed to prepare activities, as well as the time needed to finalise publications (if foreseen), etc.

The EIDHR CBSS programme aims to support projects with a **rights perspective**. That means projects should be designed in such a way that they contribute to a **structural change** and have **long-term impact**. Activities should be aimed at the **promotion or protection of rights** and not only at the immediate amelioration of the situation of a limited group of beneficiaries. The project should have a “multiplier effect” (i.e. a possibility for replication and extension of the outcomes).

Therefore, actions to be funded must be in the form of a coherent project, with a specific and targeted objective. It is important that actions are issue-based and not too broadly defined.

Proposed actions must be conceived to produce specific, measurable results which are in response to a particular issue. In this context, their justification must be based on **recent reliable information** and **broad-based consultation and participation of project target groups and other stakeholders**. Actions must have clear objectives based on a strategy and methodology, an integrated approach with various complimentary activities and be likely to directly address the issue in question. The implementation methods should follow this approach and should contain objective and verifiable indicators to be defined for each individual activity proposed.

All proposals must therefore, where relevant, have a perspective relevant to promotion of **gender equality**, the **rights of children, persons belonging to minorities, indigenous peoples and persons with disabilities** which will be assessed in the course of the evaluation of applications.

¹² Priority regions are specified for objective 1

Sub-granting

In order to **support the achievement of the objectives of the Action**, and in particular where the **implementation of the Action proposed by the Applicant requires financial support to be given to third parties**, the Applicant **may** propose awarding sub-grants. However, sub-granting may not be the main purpose of the Action and it must be duly justified.

Where the Applicant foresees to award sub-grants, it must specify in its application the total amount of the grant which may be used for awarding sub-grants as well as the minimum and maximum amount per grant.

A list with the types of activity which may be eligible for sub-grants must be included in the application, together with the criteria for the selection of the beneficiaries of these sub-grants.

The maximum amount of a sub-grant is limited to EUR 10.000 per third party while the total amount which can be awarded as sub-grants to third parties is limited to EUR 100.000.

The following types of action are ineligible:

- actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses;
- actions concerned only or mainly with individual scholarships for studies or training courses;
- actions which consist exclusively or primarily in capital expenditure, e.g. land, buildings, equipment and vehicles, except in special circumstances;
- actions which discriminate against individuals or groups of people on grounds of their gender, sexual orientation, religious beliefs or lack of them, or their ethnic origin;
- one-off conferences: conferences may only be funded if they form part of a wider range of activities to be implemented over the life-time of the action. For this purpose, 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 or political candidates;
- actions involving proselytism.

Number of applications and grants per applicant

An applicant **may** submit more than one application 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 or associate 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". Note that the eligible costs must be based on real costs based on supporting documents (except for subsistence costs and indirect costs where flat-rate funding applies). Lump-sums, flat-rate financing or a combination thereof may not be used.

Recommendations to award a grant are always subject to the condition that the checking process which precedes the signing of the contract does not reveal problems requiring changes to the budget (for instance arithmetical errors, inaccuracies or unrealistic costs and other ineligible costs). The checks may give rise to requests for clarification and may lead the Contracting Authority to impose modifications or reductions to address such mistakes or inaccuracies. The amount of the grant and the percentage of co-financing as a result of these corrections may not be increased.

It is therefore in the applicant's interest to provide a **realistic and cost-effective budget**.

Eligible direct costs

To be eligible under the Call for Proposals, costs must comply with the provisions of article 14 of the General Conditions to the Standard Grant Contract (see Annex F of the Guidelines).

Contingency reserve

A contingency reserve not exceeding 5% of the direct eligible costs may be included in the Budget of the Action. It can only be used with the **prior written authorisation** of the Contracting Authority.

Eligible indirect costs (overheads)

The indirect costs incurred in carrying out the action may be eligible for flat-rate funding fixed at not more than 7% of the total eligible direct costs.

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

Contributions in kind

Contributions in kind are not considered actual expenditure and are not eligible costs. The contributions in kind may not be treated as co-financing by the Beneficiary.

The cost of staff assigned to the Action is not a contribution in kind and may be considered as co-financing in the Budget of the Action when paid by the Beneficiary or his partners.

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

Ineligible costs

The following costs are not eligible:

- debts and provisions for losses or debts;
- interest owed;
- items already financed in another framework;

- purchases of land or buildings, except where necessary for the direct implementation of the action, in which case ownership must be transferred to the final beneficiaries and/or local partners, at the latest by the end of the action;
- currency exchange losses;
- taxes, including VAT, unless the Beneficiary (or the Beneficiary's partners) cannot reclaim them and the applicable regulations do not forbid coverage of taxes;

2.2 HOW TO APPLY AND THE PROCEDURES TO FOLLOW

Prior registration in PADOR for this Call for proposal is obligatory.

- **Phase 1, The concept note:** Registration in PADOR is obligatory for the applicants of grants above EUR 5,000. Registration is optional but recommended for:
 - Applicants with grants of EUR25,000 or lower
 - The partners
- **Phase 2, The full proposal:** Registration in PADOR is obligatory for all pre-selected applicants and all their partners.

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

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

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

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

2.2.1 *Concept Note content*

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

Applicants must apply in English.

In the Concept note, the applicants must only provide an estimate of the total costs of the action together with the amount of contribution and percentage requested from the Contracting Authority. Only the applicants invited to submit a full application in the second phase will be required to present a detailed budget. This detailed budget may not vary from the initial estimate by more than 20%. The applicant is free to adapt the percentage of co-financing required within the minimum and maximum amount of co-financing, as laid down in the present Guidelines, is respected.

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

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

Hand-written Concept Notes will not be accepted.

Please note that only the Concept Note form will be evaluated. It is therefore of utmost importance that this document contain ALL relevant information concerning the action. **No additional annexes should be sent.**

2.2.2 *Where and how to send concept notes*

The Concept note together with the Checklist for the Concept Note (Part A section II of the grant application form) and the Declaration by the applicant for the Concept Note (Part A section III of the grant application form) must be submitted in one original and 2 copies in A4 size, each bound.

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

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

Concept Notes must be submitted in a sealed envelope by registered mail, private courier service or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) at the address below:

Postal address

The European Union Delegation to the United Republic of Tanzania
P.O. Box 9514
Dar es Salaam, Tanzania

Address for hand delivery or by private courier service

The European Union Delegation to the United Republic of Tanzania
Umoja House, 1st Floor
Garden Road
Dar es Salaam, Tanzania

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

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

2.2.3 *Deadline for submission of the Concept Notes*

The deadline for the submission of Concept Note is 30 June 2010 as evidenced by the date of dispatch, the postmark or the date of the deposit slip. In the case of hand-deliveries, the deadline for receipt is at 16h00 local time as evidenced by the signed and dated receipt. **Any Concept Note submitted after the deadline will automatically be rejected.**

However, for reasons of administrative efficiency, the Contracting Authority may reject any Concept Note received after the effective date of approval of the Concept note evaluation (see indicative calendar under section 2.5.2)

2.2.4 *Further information for Concept Note*

An information session on this call for proposals will be held on 10 June 2010 at 10h00.

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

E-mail address: delegation-tanzania@ec.europa.eu

The Contracting Authority has no obligation to provide further clarifications after this date.

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

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

Questions that may be relevant to other applicants, together with the answers as well as other important notices to applicants during the course of the evaluation procedure, may be published on the internet at the EuropeAid web site <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> , as the need arises. It is therefore highly recommended to regularly consult the abovementioned website in order to be informed of the questions and answers published.

All questions related to PADOR registration should be addressed to the PADOR 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 Part B of the application form annexed to these Guidelines (Annex A). Applicants should keep strictly to the format of the application form and fill in the paragraphs and the pages in order.

The elements contained in the concept note cannot be modified in the full application form. The detailed budget (please provide budget without decimals) may not vary from the initial estimate by more than 20%, while the applicant is free to adapt the percentage of co-financing required as far as the minimum and maximum amount of co-financing, as laid down in this application form, is respected.

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

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

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

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

Hand-written applications will not be accepted.

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

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

Applications must be submitted in a sealed envelope by registered mail, private courier service or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) at the address below:

Postal address

The European Union Delegation to the United Republic of Tanzania
P.O. Box 9514
Dar es Salaam, Tanzania

Address for hand delivery or by private courier service

The European Union Delegation to the United Republic of Tanzania
Umoja House, 1st Floor
Garden Road
Dar es Salaam, Tanzania

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

Applications must be submitted in one original and 2 copies in A4 size, each bound. The full application form, budget and logical framework must also be supplied in electronic format (CD-Rom) in a separate and unique file (e.g. the full application form must not be split into several different files). The electronic format must contain **exactly the same** application as the paper version.

The Checklist (Section V of part B of the grant application form) and the Declaration by the applicant (Section VI of part B of the grant application form) must be stapled separately and enclosed in the envelope

Where an applicant sends several different applications (if allowed to do so by the Guidelines of the Call), each one must be sent separately.

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

Applicants must verify that their application is complete using the checklist (section V of part B of the grant application form). Incomplete applications may be rejected.

2.2.7 *Deadline for submission of the Full Application form*

The deadline for the submission of applications will be indicated in the letter sent to the applicants whose application has been preselected.

However, for reasons of administrative efficiency, the Contracting Authority may reject any application received after the effective date of approval of evaluation report for full applications (see indicative calendar under section 2.5.2)

2.2.8 *Further information for the Full Application form*

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

E-mail address: delegation-tanzania@ec.europa.eu

Contracting Authority has no obligation to provide further clarifications after this date.

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

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

Questions that may be relevant to other applicants, together with the answers, will be published on the internet at website <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome>. It is therefore highly recommended to regularly consult the abovementioned website in order to be informed of the questions and answers published.

2.3 EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by the Contracting Authority with the possible assistance of external assessors. All actions submitted by applicants will be assessed according to the following steps and criteria:

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

(1) STEP 1: OPENING SESSION AND ADMINISTRATIVE CHECK

The following will be assessed:

- The submission deadline has been respected. If the deadline has not been respected the application will automatically be rejected.
- The Concept Note satisfies all the criteria specified in points 1-5 of the Checklist section II of part A of the grant application form). If any of the requested information is missing or is incorrect, the application may be rejected on that sole basis and the application will not be evaluated further.

Following the opening session and the administrative check, the Contracting Authority will send a letter to all applicants, indicating whether their application was submitted prior to the deadline, informing them of the reference number they have been allocated and whether they have been recommended for further evaluation.

(2) STEP 2: EVALUATION OF THE CONCEPT NOTE

The evaluation of the Concept Notes that have passed the first administrative check will cover the relevance of the action, its merits and effectiveness, its viability and sustainability. The Contracting Authority reserves the right not to undertake the evaluation of the Concept Notes whenever considered justified (for example when a less than expected number of applications are received) and to directly send invitations to submit a full application.

Please note that the scores awarded to the Concept Note are completely separate from those given to the Full Application.

The Concept Note will be given an overall score out of 50 points in accordance with the breakdown provided in the Evaluation Grid below. The evaluation shall also verify the compliance with instructions provided in the guidance for Concept Note, part A of the grant application form.

The evaluation criteria are divided into headings and subheadings. Each subheading will be given a score between 1 and 5 in accordance with the following assessment categories: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

	Scores	
1. Relevance of the action	Sub-score	15
1.1 Relevance of the action needs and constraints of the country/region to be addressed in general, and to those of the target groups and final beneficiaries in particular.	5	
1.2 Relevance to the priorities and objectives mentioned in the Guidelines.	5(x2)*	
2. Effectiveness and Feasibility of the action	Sub-score	25
2.1 Assessment of the problem identification and analysis.	5	
2.2 Assessment of the proposed activities (practicality and consistency in relation to the objectives, purpose and expected results).	5(x2)*	
2.3 Assessment of the role and involvement of all stakeholders and, if applicable, proposed partners.	5(x2)*	
3. Sustainability of the action	Sub-score	10
3.1 Assessment of the identification of the main assumptions and risks, before the start up and throughout the implementation period.	5	
3.2 Assessment of the identification of long-term sustainable impact on the target groups and final beneficiaries.	5	
TOTAL SCORE		50

*the scores are multiplied by 2 because of their importance

Once all Concept Notes have been assessed, a list will be established with the proposed actions ranked according to their total score.

Firstly, only the Concept Notes which have been given a score of a minimum of 12 points in the category "Relevance" as well as a minimum total score of 30 points will be considered for pre-selection.

Secondly, the list of Concept Notes will be reduced in accordance to the ranking to those whose sum of requested contributions amounts to twice the available budget for this Call for proposals, taking into account the indicative financial envelopes foreseen by lot. The preselected applicants will subsequently be invited to submit full applications.

(3) STEP 3: EVALUATION OF THE FULL APPLICATION

Restricted Call for Proposals

OPENING SESSION AND ADMINISTRATIVE CHECK OF THE FULL APPLICATION FORM

The following will be assessed:

- The submission deadline has been respected. If the deadline has not been respected the application will automatically be rejected.
- The full application form satisfies all the criteria specified in points 1-8 of the Checklist (Section V. of part B of the grant application form). If any of the requested information is missing or is incorrect, the application may be rejected on that sole basis and the application will not be evaluated further.

Following the opening session and the administrative check, the Contracting Authority will send a letter to all applicants, indicating whether their application was submitted prior to the deadline, and whether their application has been recommended for further evaluation.

EVALUATION OF THE FULL APPLICATION FORM

An evaluation of the quality of the applications, including the proposed budget, and of the capacity of the applicant and its partners, will be carried out in accordance with the evaluation criteria set out in the Evaluation Grid included below. There are two types of evaluation criteria: selection and award criteria.

The selection criteria are intended to help evaluate the applicants' financial and operational capacity to ensure that they:

- have stable and sufficient sources of finance to maintain their activity throughout the period during which the action is being carried out and, where appropriate, to participate in its funding;
- have the management capacity, professional competencies and qualifications required to successfully complete the proposed action. This also applies to any partners of the applicant.

The award criteria allow the quality of the applications submitted to be evaluated in relation to the set objectives and priorities, and grants to be awarded to actions which maximise the overall effectiveness of the call for proposals. They enable the selection of applications which the Contracting Authority can be confident will comply with its objectives and priorities and guarantee the visibility of the EU financing (see http://ec.europa.eu/europeaid/work/visibility/index_en.htm). They cover such aspects as the relevance of the action, its consistency with the objectives of the call for proposals, quality, expected impact, sustainability and cost-effectiveness.

Scoring:

The evaluation criteria are divided into sections and subsections. Each subsection will be given a score between 1 and 5 in accordance with the following guidelines: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Evaluation Grid

Section	Maximum Score
1. Financial and operational capacity	20
1.1 Do the applicant and, if applicable, partners have sufficient experience of project management ?	5
1.2 Do the applicant and, if applicable partners have sufficient technical expertise ? (notably knowledge of the issues to be addressed.)	5
1.3 Do the applicant and, if applicable, partners have sufficient management capacity ? (including staff, equipment and ability to handle the budget for the action)?	5
1.4 Does the applicant have stable and sufficient sources of finance ?	5
2. Relevance	25
2.1 How relevant is the proposal to the objectives and one or more of the priorities of the call for proposals? Note: A score of 5 (very good) will only be allocated if the proposal specifically addresses at least one priority . Note: A score of 5 (very good) will only be allocated if the proposal contains specific added-value elements, such as promotion of gender equality and equal opportunities...	5 x 2
2.2 How relevant to the particular needs and constraints of the target country/countries or region(s) is the proposal? (including synergy with other	5

EC initiatives and avoidance of duplication.)	
2.3 How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs been clearly defined and does the proposal address them appropriately?	5 x 2
3. Methodology	25
3.1 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?	5
3.2 How coherent is the overall design of the action? (in particular, does it reflect the analysis of the problems involved, take into account external factors and anticipate an evaluation ?)	5
3.3 Is the partners' and/or other stakeholders' level of involvement and participation in the action satisfactory?	5
3.4 Is the action plan clear and feasible?	5
3.5 Does the proposal contain objectively verifiable indicators for the outcome of the action?	5
4. Sustainability	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>)? - environmentally (if applicable) (<i>will the action have a negative/positive environmental impact?</i>)	5
5. Budget and cost-effectiveness	15
5.1 Is the ratio between the estimated costs and the expected results satisfactory?	5
5.2 Is the proposed expenditure necessary for the implementation of the action?	5 x 2
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 application will be rejected.

Note on Section 2. Relevance

If the total average score is less than 20 points for section 2, the application will be rejected.

Provisional selection

Following the evaluation, a table listing the applications ranked according to their score and within the available financial envelope will be established as well as a reserve list following the same criteria.

Note: The scores awarded in this phase are completely separate from those given to the concept note of the same application.

(4) STEP 4: VERIFICATION OF ELIGIBILITY OF THE APPLICANT AND PARTNERS

The eligibility verification, based on the supporting documents requested by the Contracting Authority (see section 2.4) will only be performed for the applications that have been provisionally selected according to their score and within the available financial envelope.

- The Declaration by the applicant (Section VI of part B the grant application form) will be cross-checked with the supporting documents provided by the applicant. Any missing supporting document or any incoherence between the Declaration by the applicant and the supporting documents may lead to the rejection of the application on that sole basis.
- The eligibility of the applicant, the partners, and the action will be verified according to the criteria set out in sections 2.1.1, 2.1.2 and 2.1.3.

Following the above analysis and if necessary, any rejected application will be replaced by the next best placed application in the reserve list that falls within the available financial envelope, which will then be examined for the eligibility of its applicant and the partners.

2.4 SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED APPLICATIONS

Applicants who have been provisionally selected or listed under the reserve list will be informed in writing by the Contracting Authority. They will be requested to supply the following documents in order to allow the Contracting Authority to verify the eligibility of the applicants and their partners:¹³

1. The statutes or articles of association of the applicant organisation¹⁴ and of each partner organisation. Where the Contracting Authority has recognized the applicant's eligibility for another call for proposals under the same budget line within 2 years before the deadline for receipt of applications, the applicant may submit, instead of its statutes, copy of the document proving the eligibility of the applicant in a former Call (e.g.: copy of the special conditions of a grant contract received during the reference period), unless a change in its legal status has occurred in the meantime.¹⁵
2. Where the grant requested exceeds EUR 100 000 **for an operating grant**, an external audit report produced by an approved auditor, certifying the applicant's accounts for the last financial year available.
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)¹⁶.
4. Legal entity sheet (see annex D of these Guidelines) duly completed and signed by the applicant, accompanied by the justifying documents which are requested therein. If the applicant has already signed a contract with the Contracting Authority, instead of the legal entity sheet and its supporting documents the legal entity number may be provided, unless a change in its legal status occurred in the meantime.
5. A financial identification form conforming to the model attached at Annex E of these Guidelines, certified by the bank to which the payments will be made. This bank must be located in the country where the applicant is registered. If the applicant has already signed a contract with the European Commission or where the European Commission has been in charge of the payments of a contract, a copy of the previous

¹³ No supporting document will be requested for applications for a grant not exceeding EUR 25 000.

¹⁴ Where the applicant and/or (a) partner(s) is a public body created by a law, a copy of the said law must be provided

¹⁵ To be inserted only where the eligibility conditions have not changed from one call for proposals to the other.

¹⁶ This obligation does not apply to natural persons who have received a scholarship, nor to public bodies nor to international organisations. It does not apply either when the accounts are in practice the same documents as the external audit report already provided pursuant to section 2.4.2.

financial identification form may be provided instead, unless a change in its bank account occurred in the meantime.

Where the requested supporting documents are not uploaded in PADOR they must be supplied in the form of originals, photocopies or scanned versions (i.e. showing legible stamps, signatures and dates) of the said originals. However, the Legal entity sheet and the financial identification form must always be submitted in original.

Where such documents are not in one of the official languages of the European Union or English, a translation into English of the relevant parts of these documents, proving the applicant's eligibility, must be attached and will prevail for the purpose of analysing the application.

Where these documents are in an official language of the European Union other than English, it is **strongly** recommended, in order to facilitate the evaluation, to provide a translation of the relevant parts of the documents, proving the applicant's eligibility, into English.

If the abovementioned supporting documents are not provided before the deadline indicated in the request for supporting documents sent to the applicant by the Contracting Authority, the application may be rejected.

Based on the verification of the supporting documents by the Evaluation Committee it will make a final recommendation to the Contracting Authority which will decide on the award of grants.

2.5 NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

2.5.1 Content of the decision

Applicants will be informed in writing of the Contracting Authority's decision concerning their application and, in case of rejections, the reasons for the negative decision.

Applicants believing that they have been harmed by an error or irregularity during the award process may file a complaint. See further section 2.4.15 of the Practical Guide.

2.5.2 Indicative time table

	DATE	TIME*
Information meeting (if any)	10 June 2010	10h00
Deadline for request for any clarifications from the Contracting Authority	24 June 2010	10h00
Last date on which clarifications are issued by the Contracting Authority	5 July 2010	-
Deadline for submission of Concept Notes	15 July 2010	16h00
Information to applicants on the opening & administrative check (step 1)	22 July 2010	-
Information to applicants on the evaluation of the Concept Notes (step 2)	5 August 2010	-
Invitations for submission of Full Application Form	12 August 2010	-
Deadline for submission of Full Application Form	13 September 2010	-
Information to applicants on the evaluation of the Full Application Form (step 3)	27 September 2010*	-
Notification of award (after the eligibility check) (step 4)	11 October 2010*	-
Contract signature	25 October 2010*	-

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

2.6 CONDITIONS APPLICABLE TO IMPLEMENTATION OF THE ACTION FOLLOWING THE CONTRACTING AUTHORITY'S DECISION TO AWARD A GRANT

Following the decision to award a grant, the Beneficiary will be offered a contract based on the Contracting Authority's standard contract (see Annex F of these Guidelines). By signing the Application form (Annex A of these Guidelines), the applicant declares accepting, in case where it is awarded a grant, the Contractual conditions as laid down in the Standard Contract.

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 BE COMPLETED

ANNEX A: GRANT APPLICATION FORM (WORD FORMAT)

ANNEX B: BUDGET (EXCEL FORMAT)

[ANNEX C: LOGICAL FRAMEWORK (EXCEL FORMAT)]

ANNEX D: LEGAL ENTITY SHEET (EXCEL FORMAT)

ANNEX E: FINANCIAL IDENTIFICATION FORM

DOCUMENTS FOR INFORMATION

ANNEX F: STANDARD CONTRACT

- ANNEX II: GENERAL CONDITIONS APPLICABLE TO EUROPEAN UNION-FINANCED GRANT CONTRACTS FOR EXTERNAL ACTIONS
- ANNEX IV: CONTRACT AWARD PROCEDURES
- ANNEX V: STANDARD REQUEST FOR PAYMENT
- ANNEX VI: MODEL NARRATIVE AND FINANCIAL REPORT
- ANNEX VII: MODEL REPORT OF FACTUAL FINDINGS AND TERMS OF REFERENCE FOR AN EXPENDITURE VERIFICATION OF AN EU FINANCED GRANT CONTRACT FOR EXTERNAL ACTIONS
- ANNEX VIII: MODEL FINANCIAL GUARANTEE

ANNEX G: DAILY ALLOWANCE RATES (PER DIEM), available at the following address:

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

PROJECT CYCLE MANAGEMENT GUIDELINES

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