



European Commission

Investing in People

GENDER EQUALITY

**Protection and promotion of women's rights, and
women's social and economic empowerment**

Restricted Call for Proposals 2011

Guidelines for grant applicants

Budget line 21.05.01.04

Reference: EuropeAid/131087/C/ACT/Multi

Deadline for submission of Concept Notes:

26 January 2012 at 16:00 hrs (Brussels date and time)

NOTICE

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

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

This is a restricted Call for Proposals. In the first instance, only Concept Notes must be submitted for evaluation. Thereafter, applicants whose Concept Notes have been pre-selected will be invited to submit a Full Application Form. Relevance constitutes the major criterion in pre-selection. Relevance will not be evaluated again when assessing the Full Application. 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. THE PROGRAMME INVESTING IN PEOPLE – GENDER EQUALITY

1.1 BACKGROUND

Gender equality constitutes a fundamental human right and a common value of the European Union (EU). The EU recognises that gender equality and women's empowerment are essential for sustainable development and crucial to meeting international agreed goals such as the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW), the Beijing Platform for Action, the Cairo Programme for Action and the Millennium Development Goals (MDGs).

The EU considers women's economic and political empowerment as a driving force for the achievement not only of gender equality but of overall economic growth and poverty reduction in developing countries. In the European Consensus on Development¹, gender equality and women's empowerment is identified as a critical cross-cutting issue and essential principle of development cooperation. The European Commission's Communication on Gender Equality and Women's Empowerment in Development Cooperation (2007)² and the subsequent Council Conclusions promote equal political, civil, economic, social and cultural rights for men and women, highlighting the need to sustain equal access to and control of resources and equal opportunities to exercise political and economic influence.

The gender commitments of EU development policy are further spelled out in the EU Plan of Action on Gender Equality and Women's Empowerment (2010-2015)³, which aims to reinforce EU coordination on gender equality policies in development cooperation and improve our work on this matter. This Plan of Action contains a series of activities on different issues ranging from including gender in the political and policy dialogue, improving mainstreaming, and better tracking the aid devoted to ensuring equality between women and men.

The operational framework of the EU Plan of Action calls for specific support for action on women's economic empowerment and identifies 'Investing in People' as an appropriate instrument. This call for proposals is intended to strengthen the capacity of actors and structures, including public and private entities and civil society organisations, to support women's equal access to and control of economic resources and to improve availability of and access to services enabling women to participate equally in economic growth.

1.2 DEVELOPMENT OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

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)⁴, and is further defined in the Strategy Paper for the Thematic Programme 2007-2013. Part of the second theme – "Gender Equality and Women's Empowerment" is dedicated to addressing inequalities and promoting women's rights.

¹ Joint Statement by the Council and the representatives of the Government of the Member States within the Council, the European Parliament and the Commission on European Union Development Policy: 'The European Consensus', adopted by the General Affairs and External Relations Council on 22 November 2005 (OJ C 46, 24.2.2006, p. 1). Document available at: <http://eurlex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:C:2006:046:0001:0019:EN:PDF>.

² http://eur-lex.europa.eu/LexUriServ/site/en/com/2007/com2007_0100en01.pdf.

³ SEC (2010) 265 final: http://ec.europa.eu/development/icenter/repository/SEC_2010_265_gender_action_plan_EN.pdf.

⁴ Regulation (EC) No 1905/2006 of the European Parliament and of the Council of 18 December 2006 establishing a financing instrument for development cooperation [Official Journal of the European Union L 378 of 27.12.2006] available at: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2006:378:0041:0071:EN:PDF>

1.2.1 Objective, themes and priorities of this Call for Proposals

The **overall objective** of the call for proposals is to contribute to the promotion of women's social and economic empowerment and rights.

The **specific objectives** are:

To develop and strengthen sustainable initiatives at local and national level promoting:

- women's equal access to and control of economic resources;
- equal access to existing and/or new services that are instrumental to increasing women's social and economic protection and wellbeing and their participation in economic growth;
- dissemination of relevant good practice.

Themes

For the purpose of sustainability, proposals must include at least two out of the following three themes:

1. At 'macro' level: Creation and/or strengthening of a political, normative, legal and economic environment favourable to:

- the improvement of women's equal access to economic resources (decent employment, land, credit), social protection, participation in business and investment opportunities, including through capacity building and support to economic and financial stakeholders and actors;
- the development, improvement and expansion of services conducive to women's economic empowerment, equal access to social protection and participation in economic growth.

Activities may include, but are not limited to:

- support for review, formal adoption and implementation of gender-sensitive policies and strategies, legislation and regulations promoting equal social and economic rights; also in reference to meeting international and regional commitments made by the countries targeted;
- support for the formulation and the adoption of gender-sensitive practices and procedures in economic and financial institutions that promote women's inclusion in the economic and financial sector, employability and social protection and that reduce women's social and economic vulnerability;
- support for the review and reform of the legal and regulatory framework affecting business, also at local government level, with particular reference to opportunities for investment and self-employment for women entrepreneurs and in relation to the issue of businesses owned by women in the informal sector;
- support, through evidence-based advocacy strategies, for documentation on under-documented phenomena hampering the socio-economic empowerment of women, such as women's hardships with regard to the informal economy and new forms of slavery.

2. At 'meso' level: Support for and strengthening at local and national level of the capacity of public bodies, non-state actors and private companies to participate in processes promoting the protection of women's rights in the economic and financial sectors, and women's equal access to and participation in economic opportunities including information exchange, networking and partnership building.

Activities may include, but are not limited to:

- strengthening the capacity of business associations, chambers of commerce and trade unions to represent, lobby and advocate for women's economic interests, job opportunities and working conditions; strengthening the capacity of business development service (BDS) providers to facilitate women's access to market information, technical and managerial skills, appropriate technology and innovation;
- strengthening the capacity of local civil society organisations to advocate and raise awareness of women's economic rights under the law (inheritance, property rights, access to credit, fair treatment at

work, safe working conditions, and disclosure of potential health risks, including risks to reproductive health);

- exchange of best practices among microfinance institutions to counter lending barriers for women and promote gender-sensitive solutions to credit, including tailoring financial products to the needs of women entrepreneurs in their respective economic sectors;
- support for business relationships among women-owned enterprises, including small businesses and women's entrepreneurs, by means of business networks, incubators and other relevant services;
- support for women's participation and a gender-sensitive approach in national and local decision-making processes with regard to control of social and economic resources, including gender-responsive budgeting initiatives;
- support for efforts made to combat contextual factors, including the behaviour of men in society and gender-stereotyping, which affect the socio-economic position of women, notably at work.

3. At 'micro' level: Support for the development and implementation of gender-sensitive initiatives — addressing inequality, discrimination and vulnerability hampering women's full participation in the economy — in an integrated, multi-sector approach.

Activities may include gender-friendly initiatives that facilitate, but are not limited to:

- innovative social and employment services; actions may include support to information and access to child and dependent care services and resources (actions aimed at ensuring protection of women victims of violence, abuse and trafficking may include support for information and access to housing and psychological counselling);
- activities to ensure that employment and workplace policies and practices are free from gender-based discrimination, and implement gender-sensitive recruitment and retention practices while promoting career opportunities for women;
- workplace policies that sustain the advancement of women at all levels and across all business areas, including non-traditional job fields;
- access to information and participation in education, training programmes, including literacy classes, vocational training conducive to employment, career advancement and re-orientation for women; this includes facilitating information and access to networking and mentoring for women;
- facilitation of access to appropriate and sustainable business development services (business planning/counselling, legal information and advice, technical and managerial training, product design and development, procurement, marketing) and to suitable and affordable financial services (e.g. credit, leasing, savings, insurance);
- actions helping women to gain access to justice in relation to their socio-economic rights.

Target groups include: stakeholders in the economic, social and financial sector and related fields such as financial institutions, associations and cooperatives active in the socio-economic sector, trade unions, public/private service providers; local authorities; specialised agencies and autonomous bodies in the economic and financial sector; chambers of commerce and associations of entrepreneurs; business development service providers; professional organisations and related associations; other civil society organisations involved in women's economic empowerment and social protection; networks of professionals and associations of networks.

Priorities

Priority will be given to actions that:

- 1) Clearly identify and focus on the most vulnerable women. Vulnerability should be defined with due consideration for the specific conditions and circumstances that affect women's lives in the countries/areas targeted, including poverty, human rights violations, trafficking and gender-based violence, and other or new forms of social and economic exclusion, including disability. To this end, proposals must clearly identify each specific situation relating to the target area(s) and target groups and include all the essential elements

describing the context in which actions will take place. Where available, concrete and verifiable reference to statistical reports or official data giving technical evidence of the gravity of the situation and related challenges the action intends to address, should be provided; **and**

2) Propose a coherent and integrated (multi-) sectoral approach covering at least two of the above themes (macro, meso and micro themes) to address the needs and constraints of target groups and final beneficiaries; **and**

3) Are submitted by applicants having the nationality⁵ of one of the beneficiary countries of the action (see section 2.1.3), so as to promote ownership and a strong local leadership⁶; **and**

4) Present a multi-actor partnership with different kind of stakeholders among non-state actors, government policy-making institutions, agencies and local authorities, and private companies.

Partnerships

For all actions submitted by applicants not having the nationality of the country or one of the countries where the proposed action is to take place, **partnership with local partner(s) from the said country/ies is considered indispensable**. Any such local partner must have the nationality of the respective country where the action is to take place. The European Commission will attach particular importance to the **quality of the partnership**. In this context, the applicant should clearly demonstrate expected benefits and added value of the proposed partnership. (See section 2.3. below, Concept Note evaluation grid and Full Application evaluation grid).

Added-Value

Actions promoting and/or consolidating public/private partnerships will be considered as **added value**. Similarly, actions developed and implemented with the sustainable participation and involvement of women and their local, regional and national representative fora will be considered as **added value**. To this extent, the applicant should clearly indicate how the action intends to effectively address any potential challenges based on dominant cultural norms and beliefs that could prevent, hamper or diminish the role and impact of women's involvement.

Expected Results:

Some of the expected results are:

- Women have increased economic security.
- Women have more equal access to and control over economic resources through their participation in sustainable local and national level initiatives.
- Women have improved access to existing or new services that ensure their social and economic protection and wellbeing.
- Relevant good practices are disseminated.

This list is not exhaustive.

⁵ 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".

⁶ In the exceptional cases where the involvement of organisations having the nationality of the targeted country as applicant is not possible due to the particular situation in the said country, explanations must be provided which will be examined in the context of the evaluation.

1.3 FINANCIAL ALLOCATION PROVIDED BY THE EUROPEAN COMMISSION

The indicative financial envelope foreseen for this call for proposals is EUR 30 000 000 from the 2011 budget.

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

An indicative amount of EUR 16 490 million of the budget will be allocated to proposals involving countries eligible under the European Neighbourhood and Partnership Instrument (ENPI) and Yemen. The eligible ENPI countries are: Algeria, Armenia, Azerbaijan, Belarus, Egypt, Georgia, Israel, Jordan, Lebanon, Libya, the Republic of Moldova, Morocco, Occupied Palestinian territory, the Russian Federation, Syria, Tunisia and Ukraine. In consideration of the importance of cooperation between the EU and its neighbours, also in addressing gender equality, Yemen is included in this call for proposals in the ENPI countries' indicative budget allocation as gender issues and civil society in Yemen are close to those of the ENPI South region.

Size of grants

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

- Minimum amount: EUR 200 000
- Maximum amount: EUR 1 500 000

A grant may not exceed 100% of the total estimated eligible costs of the action (see also Section 2.1.4). Additionally, any grant requested under this Call for Proposal must further be limited to 80% of the estimated total accepted costs⁷. If there are no taxes or when they may be reclaimed, this percentage will apply to the total estimated eligible costs to ensure the required co-financing. 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.

The grant may exceptionally cover the entire eligible costs of the action if this is deemed essential to carry it out. If that is the case, the applicant must justify any such 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. In the case full financing is granted, the second percentage laid down above (relating to the estimated total accepted costs) will not apply.

⁷ Estimated total accepted costs = estimated total eligible costs + taxes, including VAT, where the beneficiary can show it cannot reclaim them (unless one of the exceptions to the proof obligation indicated in Annex J applies).

2. RULES FOR THIS CALL FOR PROPOSALS

These guidelines set out the rules for the submission, selection and implementation of actions financed under this call, in conformity with the provisions of the Practical Guide to contract procedures for EU external actions.

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

The afore-mentioned Practical Guide and the Glossary can be consulted at:

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

In addition to the Glossary, the following definitions apply:

Applicant	the organisation responsible for submitting the application
Partnership	the grouping of organisations i.e. the main applicant and its partners for the purpose of implementing the proposed action
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
Contractor	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 European Union grant 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 Regulation ⁸

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**
- belong to one of the following categories:
 - non-State actors⁹;

⁸ http://ec.europa.eu/budget/documents/financial_regulation_en.htm

⁹ 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.

- public or para-Statal bodies below the central government level, local authorities and consortia¹⁰ thereof or associations representing them; **and**
 - be nationals¹¹ of:
 - an eligible partner country as listed in Annex K as well as other developing countries specified in the OECD/Development Assistance Committee (OECD/DAC) list¹²
- or**
- an EEA Member State¹³ or an official EU candidate country (Croatia, Iceland, Turkey, The Former Yugoslav Republic of Macedonia).

Furthermore, for proposed actions taking place exclusively in the **least developed countries** as defined by the OECD/Development Assistance Committee (DAC)¹⁴ reciprocal access shall be granted to the members of the aforementioned Committee¹⁵; **and**

- be directly responsible for the preparation and management of the action with their partners, not acting as an intermediary.

(2) Potential applicants may not participate in Calls for Proposals or be awarded grants if they are in any of the situations which are listed in Section 2.3.3 of the Practical Guide to contract procedures for EU external actions (available from the Internet address indicated at the beginning of the section 2).

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

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 also eligible as partners in the proposed action:

- Public bodies or parastatal bodies at central government level;

¹⁰ A formal consortium or association of local authorities may submit an application under the name of the legally constituted consortium or association. If the consortium is an informal grouping, the application must be submitted under the name of a lead local authority with the others acting as partners.

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 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”.

If the applicant's legal personality has been recognised in a country eligible under this section pursuant to the Council of Europe Convention n° 124 on the Recognition of the Legal Personality of International Non- Governmental Organisations

(<http://conventions.coe.int/Treaty/Commun/QueVoulezVous.asp?NT=124&CM=8&DF=07/03/2011&CL=ENG>), the official evidence issued by the country concerned under the said Convention shall determine the nationality of the organisation.

¹² 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, as amended by Regulation (EC) No 960/2009 of 14 October 2009, OJ L270, 15/10/2009, <http://eurlex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2009:270:0008:0011:EN:PDF>

¹³ The 27 EU Member States, Iceland, Liechtenstein and Norway.

¹⁴ 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, as amended by Regulation (EC) No 960/2009 of 14 October 2009, OJ L270, 15/10/2009, <http://eurlex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2009:270:0008:0011:EN:PDF>.

¹⁵ 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.

- international (intergovernmental) organisations, as defined by Article 43 of the Implementing Rules of the Financial Regulation¹⁶;
- companies, firms and other private organisations and businesses provided they make no profit from the grant.

Exceptionally, entities from a partner country which do not have legal personality, may be considered eligible to participate in the Action as partner organisations where this is justified by the particular situation in the said country, provided that their representatives have the capacity to undertake legal obligations on their behalf and assume financial liability. In such cases, the applicant must provide explanations in the Concept Note and, where necessary, in the Full Application form which will be examined in the context of the evaluation.

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. The associates have to be mentioned in Part B section IV - “Associates of the Applicant participating in the Action” of the Grant Application Form.

- Subcontractors

The grant beneficiaries have the possibility to award contracts to subcontractors. Subcontractors are neither partners nor associates, and are subject to the procurement rules set out in Annex IV to the standard grant contract (see Annex F indicated in Section 3 of the present Guidelines).

- Sub-grantees

The grant beneficiaries may award financial support (sub-grants) to third entities (the sub-grantees). Sub-grantees are neither partners nor associates nor contractors. Sub-grantees are subject to the nationality and origin 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

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

Duration

The initial planned duration of an action may not be less than 18 months nor exceed 36 months.

Location

Actions must take place in one or more beneficiary countries or territories eligible under the Development Cooperation Instrument as listed in Annex K to the present guidelines.

If duly justified by the nature of the action, certain activities may take place in countries outside Annex K provided that these activities constitute only a **minor** part of the action and that they contribute **directly** to the objectives of the present call for proposals. To this end, **applicants must provide evidence that such**

¹⁶ 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://ec.europa.eu/budget/documents/financial_regulation_en.htm. NB.: International intergovernmental organisations do not by definition have a nationality and therefore the nationality criterion does not apply to them.

activities add value to the action's results and include all the essential elements describing additional benefits for the main country/ies of action.

Visibility

Applications should include a communication and visibility plan, both in the Full Application and the budget, in line with the EC Communication and Visibility Manual for External Actions:

http://ec.europa.eu/europeaid/work/visibility/index_en.htm

Monitoring and Evaluation¹⁷

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

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.

In case where the applicant foresees to award sub-grants, it must specify in its application (Full Application Form) the total amount of the grant which may be used for awarding sub-grants as well as the minimum and maximum amount per sub-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 concerned only with 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 project. 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 individual political parties;
- actions including proselytism.

Number of applications 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 other applications.

¹⁷ http://ec.europa.eu/europeaid/how/ensure-aid-effectiveness/monitoring-results_en.htm

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).

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 the EU co-financing as a result of these corrections may not be increased.

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

Eligible direct costs

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

Contingency reserve

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

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

Contributions in kind

Contributions in kind are not considered 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 debt service charges
- provisions for losses or potential future liabilities;
- interest owed;
- costs declared by the beneficiary and covered by another action or work programme;

- 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. Nevertheless, these may be considered as part of the estimated total accepted costs of the action for the purpose of co-financing where the Beneficiary (or the Beneficiary's partners) can prove it cannot reclaim them. In such cases, the cost should be included in the Budget under the heading "taxes". Please note however that for the purpose of co-financing, taxes are the only ineligible costs that will be considered within the total accepted costs of the action. Information on taxes can be found in Annex J to these Guidelines
- credit to third parties.

2.2 HOW TO APPLY AND THE PROCEDURES TO FOLLOW

This is a restricted Call for Proposals. In the first instance, only Concept Notes must be submitted for evaluation. Thereafter, applicants whose Concept Notes have been pre-selected will be invited to submit a Full Application Form.

Registration in the PADOR system, available at http://ec.europa.eu/europeaid/work/onlineservices/pador/index_en.htm is **obligatory** both for applicants and partners.

PADOR is an on-line database in which organisations register themselves and update regularly their data. Data provided by organisations in PADOR is used by the European Commission for verifying that the partnership composition requirements are met (see Section 1.2.1), for evaluating the operational and financial capacity criteria as well as for checking the eligibility of the organisations that participate in calls for proposals. This data concerns the organisation itself, it is not linked to a particular project proposal.

Applicants must be registered before submitting the concept note, while partners must be registered prior to submission of the full application. The EuropeAid ID number (assigned upon registration in PADOR) of the applicant organisation must be indicated in the Concept Note and the EuropeAid ID number of the partner(s) must be indicated in the Full application form.

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

- the quick guide **for applicants and partners** (that explains **step by step** the process of registration in PADOR); the Frequently Asked Questions;

These 2 documents are available on the website indicated above.

Notwithstanding the above, if the organisation is in a situation where it is impossible to register in PADOR, it shall submit a justification proving that such impossibility is of a general nature and goes beyond the control of the applicant and/or its partner(s). In this case, the applicant and/or the partners concerned shall complete the "PADOR offline form" (Annex E to the present Guidelines) and to send it by e-mail together with the Concept Note for the applicant or with the full application, for the partner(s).

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

2.2.1 *Concept Note content*

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

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 EU contribution. Only the applicants invited to submit a full proposal will be required to present a detailed budget.

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

Hand-written Concept Notes will not be accepted.

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

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

2.2.2 *Where and how to send concept notes*

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

EuropeAid-Gender@ec.europa.eu

The subject field of the e-mail must bear the reference of the Call for Proposals, and the name of the applicant organisation.

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

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

Concept Notes sent by other means (registered mail, courier service, fax, hand delivery, etc.) or sent to any other e-mail address may be rejected.

Applicants must verify that their Concept Note is complete using the Checklist (Part A, section III of the Grant Application Form). Incomplete Concept Notes may be rejected.

2.2.3 *Deadline for submission of the Concept Notes*

The deadline for the submission of Concept Notes is **26 January 2012 at 16:00 hrs** (Brussels date and time).

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

Any Concept Note sent after the deadline will be rejected.

The applicant is solely responsible for following-up the delivery. In addition to the automatic acknowledgment of receipt indicated in section 2.2.2 above, the European Commission will send a confirmation of reception on the date announced in the indicative calendar (see section 2.5.2) to the contact email indicated in the application form. If the applicant does not receive this confirmation on the said date, it must immediately contact the European Commission at the following email address: EuropeAid-GlobalCalls@ec.europa.eu. The European Commission cannot be held responsible for the non-delivery of any proposal.

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.

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

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

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-pador@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 **three worksheets in Annex B** that have to be completed:

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

Worksheet 2 – "Justification of the budget for the Action" (worksheet 2 must provide a narrative clarification of each budget item demonstrating the necessity of the costs and how they relate to the action and also a justification of the calculation of the estimated costs);

Worksheet 3 – "Expected sources of funding" (worksheet 3 must indicate the amount and percentage of financing per source, i.e. requested EU contribution, applicant's contribution, any other donors' contributions, etc). NB. See section 1.3 for the rules on maximum percentage of EU contribution.

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

Applicants must submit their applications in the same language as their Concept Note.

The Full Application Form should be completed carefully and as clearly as possible to facilitate the evaluation. The reference number allocated to the Concept Note by the European Commission should appear on the cover page of the Full Application Form.

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

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

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

Hand-written applications will not be accepted.

The Full Application Form, the Budget and the Logical framework **must** be submitted **by e-mail**.

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

Only the Full Application Form and the published annexes which must be filled in (Budget, Logical framework) will be evaluated. It is therefore of utmost importance that these documents contain ALL relevant information concerning the action. No supplementary annexes should be sent.

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

The Full Application Form together with the Budget and the Logical framework **must** be submitted **by e-mail only** to the following address:

EuropeAid-Gender@ec.europa.eu

The subject field of the e-mail must bear the reference of the Call for Proposals, the name of the applicant organisation and the number allocated by the European Commission to the application at Concept Note stage.

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

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

Full Applications sent by other means (registered mail, courier service, fax, hand delivery, etc.) or sent to any other e-mail address may be rejected.

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

Applicants must verify that their application is complete using the Checklist (Part B, section VI of the Grant Application Form). Incomplete applications may be rejected.

2.2.7 *Deadline for submission of the Full Application form*

The deadline for the submission of the Full Application Forms will be indicated in the letter sent to the pre-selected applicants.

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

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

2.2.8 *Further information for the Full Application form*

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

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

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

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

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

Questions that may be relevant to other applicants, together with the answers, may 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.

All questions related to PADOR registration should be addressed **to the PADOR help desk:** europeaid-pador@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 & ADMINISTRATIVE CHECKS AND CONCEPT NOTE EVALUATION

The following will be assessed:

- The submission deadline has been respected. If the deadline has not been respected the application will automatically be rejected.
- The Concept Note satisfies all the criteria specified in points 1-3 of the Checklist (part A, section III of the Grant Application Form). If any of the requested information is missing or is incorrect, the application may be rejected on that **sole** basis and the application will not be evaluated further.

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

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

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

	Scores	
	Sub-score	30
1. Relevance of the action		
1.1 How relevant is the proposal to the objectives, themes and priorities of the Call for Proposals? <i>Note:</i> The maximum score will only be allocated if the proposal addresses all priorities and at least two of the themes stipulated in section 1.2.1 of these Guidelines. <i>Note:</i> A score of one point only will be allocated if their proposal does not comply with the partnership composition requirement stipulated in section 1.2.1 of these guidelines.	5x2	
1.2 How relevant to the particular needs and constraints of the target country(ies) or region(s) is the proposal? (including synergy with other EU initiatives and avoidance of duplication)	5x2	
1.3 How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs been clearly defined and does the proposal address them appropriately?	5	
1.4 Does the proposal contain specific added-value elements, such as environmental issues, needs of disabled people, rights of minorities and rights of indigenous peoples or innovation and best practices and other additional elements under 1.2.1 of these Guidelines?	5	

<i>Note:</i> The maximum score will only be allocated if the proposal promotes relevant public-partnership and/or presents actions with women's participation and involvement as stipulated in section 1.2.1 of these guidelines.		
2. Design of the action	Sub-score	20
2.1 How coherent is the overall design of the action? In particular, does it reflect the analysis of the problems involved; take into account external factors and relevant stakeholders?	5x2	
2.2 Is the action feasible and consistent in relation to the objectives and expected results?	5x2	
TOTAL SCORE		50

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

First, only the Concept Notes which have been given a score of a minimum of 30 points will be considered for pre-selection.

Secondly, the list of Concept Notes will be reduced in accordance to the ranking to those whose sum of requested contributions amounts to at least twice the available budget for this Call for Proposals, taking into account the indicative financial envelope foreseen under section 1.3.

Following the Concept Note evaluation, the European Commission will send a letter to all applicants, indicating whether their application was submitted prior to the deadline, informing them of the reference number they have been allocated and whether the Concept Note was evaluated and the results of that evaluation. The preselected applicants will subsequently be invited to submit full applications.

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.

(2) STEP 2: OPENING & ADMINISTRATIVE CHECKS AND EVALUATION OF THE FULL APPLICATION

First, 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 1-6 of the Checklist (Part B, Section VI of the Grant Application Form). If any of the requested information is missing or is incorrect, the application may be rejected on that **sole** basis and the application will not be evaluated further.

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

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

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

The award criteria allow the quality of the 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, if applicable, partners have sufficient experience of project management?	5
1.2 Do the applicant and, if applicable partners have sufficient technical expertise? (notably knowledge of the issues to be addressed.)	5
1.3 Do the applicant and, if applicable, partners have sufficient management capacity? (including staff, equipment and ability to handle the budget for the action)?	5
1.4 Does the applicant have stable and sufficient sources of finance?	5
2. Relevance of the action	30
<i>Score transferred from the Concept Note evaluation</i>	
3. Effectiveness and feasibility of the action	20
3.1 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?	5
3.2 Is the action plan clear and feasible?	5
3.3 Does the proposal contain objectively verifiable indicators for the outcome of the action? Is evaluation foreseen?	5
3.4 Is the partners' level of involvement and participation in the action satisfactory?	5
<i>Note: A score of one point only will be allocated if their proposal does not comply with the partnership composition requirement stipulated in section 1.2.1 of these guidelines.</i>	
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: <ul style="list-style-type: none"> - 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 (where applicable) (<i>will the action have a negative/positive environmental impact?</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 score is less than 12 points for section 1, the application will be rejected.

Provisional selection

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

(3) STEP 3: VERIFICATION OF ELIGIBILITY OF THE APPLICANT AND PARTNERS

The eligibility verification, based on the supporting documents requested by the European commission (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 (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 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

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

All required supporting documents **for applicants** for this Call for Proposals **must be uploaded** in the PADOR¹⁸ system; the deadline for uploading them in the system is the same as the deadline for submission of the Concept Note (see section 2.2.3). **Partners** must upload all their supporting documents in PADOR before the submission of the Full application. Applicants that are already registered in PADOR and need to update their profile and/or supporting documents may do so by the deadline for submission of the Full application.

Any applicant submitting a "PADOR offline form" **must send ALL** relevant supporting documents for this Call for Proposals in their e-mail **together** with the **Concept Note**. Any applicant submitting a "PADOR offline form" for its partner(s) **must send ALL** relevant supporting documents for this Call for Proposals in their e-mail **together** with the **Full Application**.

Required supporting documents for the applicant:

1. **The statutes or articles of association of the applicant organisation¹⁹**. Such documents must prove that the organisation in question meets all the required eligibility criteria indicated in section 2.1.1. above. 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 a PADOR offline form is submitted, must be sent together with the supporting documents.
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 public bodies.
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 public bodies or when the accounts are in practice the same documents as the external audit report already provided pursuant to point 2 of the list above.
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 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 occurred in the meantime.

¹⁸ See section 2.2.

¹⁹ When the organisation is a public body created by a law, a copy of the said law or other official document recognizing the body's public status in accordance with the relevant national law must be provided. If the applicant's legal personality has been recognised in a country eligible under this section pursuant to the Council of Europe Convention n.124 on the Recognition of the Legal Personality of International Non-Governmental Organisations (<http://conventions.coe.int/Treaty/Commun/QueVoulezVous.asp?NT=124&CM=8&DF=07/03/2011&CL=ENG>), the official evidence issued by the country concerned under the said Convention shall determine the nationality of the organisation and must be provided.

Required supporting documents for partners:

The statutes or articles of association of the partner organisation²⁰. Such documents must prove that the organisation in question meets all the required eligibility criteria indicated in section 2.1.2. above. 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 a PADOR offline form is submitted, 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/financing/international_organisations/other_international_organisations/index_en.htm

The European Commission will take the exception to the legal personality criteria for certain partner organisations (as indicated in section 2.1.2) into account when verifying the supporting documents. In such cases, unregistered statutes or articles of association or other proof of the existence of the organisation must be submitted (e.g. funding act, lease contract, utility bills, etc.), together with a mandate to or letter from the representative(s) of the organisation without legal personality certifying his/their capacity to undertake legal obligations on behalf of the said organisation and assume financial liability.

Requirements for all supporting documents:

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, when a PADOR offline form is submitted, 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, when a "PADOR offline form" is submitted, be sent with the supporting documents).

²⁰ When the organisation is a public body created by a law, a copy of the said law or other official document recognizing the body's public status in accordance with the relevant national law must be provided.
If the applicant's legal personality has been recognised in a country eligible under this section pursuant to the Council of Europe Convention n.124 on the Recognition of the Legal Personality of International Non-Governmental Organisations (<http://conventions.coe.int/Treaty/Commun/QueVoulezVous.asp?NT=124&CM=8&DF=07/03/2011&CL=ENG>), the official evidence issued by the country concerned under the said Convention shall determine the nationality of the organisation and must be provided.

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 or at the Eligibility check stage 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
Directorate-General for Development and Cooperation — EuropeAid
Unit DGA2.D.6 Finance, Contracts, Audit - Human and Society Development
Attn. Head of the Calls for Proposals Sector
Office: SC 15 05/93
B-1049 Brussels
Belgium

Applicants who were unsuccessful at the technical evaluation stages of the procedure 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
Directorate-General for Development and Cooperation — EuropeAid
Unit DGA2.D.1 Governance, Democracy, Gender, Human Rights - Human and Society Development
Attn. Head of Unit
Office: SC15 03/70
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
Directorate-General for Development and Cooperation — EuropeAid
DEVCO DGA2.D Human and Society Development
Attn. The Director
Office: SC15 04/02
B-1049 Brussels, Belgium

The European Commission must reply within 90 days of receipt of the said petition.

2.5.2 *Indicative time table*

Preliminary information on the main milestones in the procedure for this call for proposals is available in the table "Ongoing Global Calls for Proposals" under Thematic Programmes on the following EuropeAid webpage: http://ec.europa.eu/europeaid/work/funding/index_en.htm

After the Concept Note submission deadline, a detailed indicative calendar will be published on the same EuropeAid webpage as the other documents relating to this call for proposals: <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> and will be updated in the course of the evaluation procedure, as necessary.

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 grant 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 grant 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 standard grant contract.

2.7 EARLY WARNING SYSTEM AND CENTRAL EXCLUSION DATABASE

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

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

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

3. LIST OF ANNEXES

DOCUMENTS TO BE COMPLETED

ANNEX A: GRANT APPLICATION FORM (WORD FORMAT)

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

ANNEX E: PADOR OFFLINE FORM (ONLY IF IMPOSSIBLE TO REGISTER IN PADOR AND ALSO FOR NATURAL PERSONS) http://ec.europa.eu/europeaid/work/online-services/pador/dispensation_en.htm

DOCUMENTS FOR INFORMATION

ANNEX F: STANDARD CONTRACT (WORD FORMAT) See documents from **E3h_1** to **E3h_10** 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

E3h_5 - ANNEX VI: INTERIM NARRATIVE REPORT

E3h_6 - ANNEX VI: FINAL NARRATIVE REPORT

E3h_7 - ANNEX VI: FINANCIAL REPORT

E3h_8 - ANNEX VII: MODEL REPORT OF FACTUAL FINDINGS AND TERMS OF REFERENCE FOR AN EXPENDITURE VERIFICATION OF AN EC FINANCED GRANT CONTRACT FOR EXTERNAL ACTIONS

E3h_9 - ANNEX VIII: MODEL FINANCIAL GUARANTEE

E3h_10 - ANNEX IX: STANDARD TEMPLATE FOR TRANSFER OF OWNERSHIP OF ASSETS

ANNEX G: FINANCIAL IDENTIFICATION FORM

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

ANNEX H: DAILY ALLOWANCE RATES (PER DIEM):

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

ANNEX I: PROJECT CYCLE MANAGEMENT at

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

ANNEX J: INFORMATION ON THE TAX REGIME APPLICABLE TO GRANT CONTRACTS SIGNED UNDER THE CALL.

ANNEX K: LIST OF ELIGIBLE BENEFICIARY COUNTRIES OR TERRITORIES