



Contracting Authority: European Union
Represented by the European Commission

EU-CHINA ENVIRONMENTAL SUSTAINABILITY PROGRAMME

Guidelines
for grant applicants

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Deadline for submission of Concept note: **14 December 2012**

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. EU-CHINA ENVIRONMENTAL SUSTAINABILITY PROGRAMME (ESP)

1.1 BACKGROUND

China has made remarkable progress in sustaining high economic growth, however, it is facing major domestic environmental challenges. Water pollution, mainly caused by extensive pollutants discharged from industrial, domestic and agricultural sources, is a severe problem and has increased despite efforts to control it, aggravating even further the water scarcity the country is facing. Provision of safe drinking water and sufficient water resources for agriculture and industry is identified as an important priority in the 12th 5-year plan. Moreover, high levels of heavy-metal pollution have become a major public health hazard, with repeated reports of children with high levels of lead in the blood and villagers suffering from long-term exposure to heavy metals. There are also widespread concerns about contamination of food, particularly of rice. Five key industries have been identified as major causes of heavy metal pollution¹. Adequate waste management also represents an increasingly important challenge in the country. Many cities and municipalities largely rely on landfills and waste separation and recycling are not carried out effectively. Management of hazardous waste is another pressing issue that the government considers a priority. Episodes of land or water contaminated from inadequate disposal practices or chemical spills continue to be frequent.

While the legislative framework in China is relatively comprehensive, problems remain with the implementation and enforcement of environmental regulations. The newly released 12th 5-year Plan has placed great importance on improving pollution control and moving towards a green economy. In this connection, it stresses the significance of "building a resource-saving and environment-friendly society". It also notes the importance to "develop circular economy and accelerate environmental conservation". It sets reduction targets for major pollutants (such as SO₂, ammonia nitrogen, nitrogen oxide, etc)². It also sets targets for recycling of industrial waste, municipal sewage and municipal solid waste treatment (72%, 85% and 80% respectively) and it identifies among other national priorities the provision of safe drinking water and the reduction of heavy metal pollution³.

The EU has been implementing water, pollution control and sustainable waste policies for decades and is recognised in many policy areas as world leader. In the past China has sought inspiration from European legislation and policy experiences when designing its policies, for instance concerning vehicle emissions, chemicals registration, and the EU Water Framework Directive.

In its Country Strategy Paper (2007-2013), the European Commission (EC) has pledged to assist China in its efforts to address global concerns over the environment, energy and climate change. This priority of cooperation has been confirmed in the Multi-annual Indicative Programme (MIP) for 2011-2013, which states that projects should be developed to promote in China environmental sustainability. The China Europe Water Platform (CEWP), launched in March 2012, is aiming at promoting policy dialogue on water sector reforms, encouraging capacity-building, technical and business cooperation in the water sector.

The proposed project is to support China in its efforts of achieving the environmental targets defined in its 12th 5 Year Plan by reducing water and heavy metal pollution and implementing sustainable waste policies.

1 The five industries include heavy non-ferrous metal ore mining (including associated minerals), heavy non-ferrous metal smelting, lead-acid battery manufacturing, leather and leather manufactured products, chemicals and chemical products.

2 Some examples: reductions of chemical oxygen demand (COD) and SO₂ by 8%, ammonia nitrogen and nitrogen oxide by 10%

3 The 12th Five Year Plan on heavy metal pollution prevention, the first of its kind, was approved in February 2011 and sets regional targets of 15% reduction from 2007 levels in 14 key provinces and halting pollution to 2007 levels in other provinces.

Design of the Programme

The Environmental Sustainability Programme (ESP) will include four complementary components:

- (1) Improvement of water quality;
- (2) Sustainable solid waste management;
- (3) Heavy metal pollution prevention and control; and
- (4) A horizontal policy support and networking mechanism to synthesize results for policy support and dissemination.

The pollution issues addressed by component 1, 2 and 3 have been given high priorities in the 12th Five Year Plan and it has therefore been requested by the beneficiary assistance in attaining these important goals. The horizontal component 4 is designed to maximize project impact through synthesizing results, feeding into policy framework, networking and dissemination.

The proposed action will enhance exchange of experience, know-how and best practice between the EU and China in the fields of water, waste and heavy metal pollution prevention and control.

The programme contributes directly to environmental sustainability through its focus on water, waste and heavy metal pollution. Moreover, it will impinge on other sectors including climate change mitigation through reduction of pollutants, poverty alleviation through improvement of drinking water quality in poor areas, good governance through public awareness and access to information on pollution issues and gender equality by addressing needs and rights equally for both men and women.

1.2 OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

The **global objective** of this Call for Proposals is to support China in its effort of meeting the environmental and climate change targets defined in the 12th Five Year Development Plan.

The **specific objective** of this Call for Proposals is to support the Chinese authorities in their efforts of achieving environmental sustainability by reducing water and heavy metal pollution and implementing sustainable waste policies.

Individual grant projects are expected to practically contribute to the achievement of one or several of the following four results:

1. The improvement of the surface water, groundwater and drinking water quality in pilot areas through pollution discharge management.
2. Improvement of waste management in pilot areas through integrated sustainable waste management approach to achieve more waste reduction, reuse, recycling and recovery, thus minimizing the amount of waste to be disposed.
3. Heavy metal pollution is reduced through support to national and local policy and institutional capacity and pilots on policy implementation at local level.
4. An appropriate policy support and networking mechanism to synthesize results from above 1, 2 and 3 for policy support, networking and dissemination.

The application should clearly indicate which result is targeted as a priority.

Project Advisory Committee (PAC)

Without prejudice to the autonomy of the Grantees in the management of the grants, a Project Advisory Committee (PAC) shall be set up to oversee and provide policy guidance of the project. It will play a key role in disseminating project outputs and recommendations to high level policy makers and other relevant bodies in the field of water, waste and heavy metal pollution prevention and control.

Without prejudice to the EC grants, the responsibilities of the PAC will be to assist the Contracting Authority by reviewing the implementation of the Grant Projects and by providing advice and guidance for the implementation of the Grant Projects. Representatives of the Grant Projects shall attend the PAC meeting upon invitation by both chairs and report to the PAC on their projects' implementation and respond to the questions, advice and guidance made by the PAC. Relevant questions, advice and guidance made by the PAC will be taken into consideration during the monitoring and evaluation of the Grant Projects by the EC.

The PAC will be composed, at least, of:

- one representative appointed by the MOFCOM;
- one representative of the EU Delegation;
- one representative appointed by the Ministry of Environmental Protection;
- one representative appointed by the Ministry of Water Resources;
- one representative appointed by the National Development and Reform Commission
- two representatives from European Commission line DGs

Other experts/stakeholders may also be invited as observers with the right to speak, if needed.

The PAC will be co-chaired by representatives of EU and MOFCOM and conducted in English. All members in the PAC will enjoy equal rights of participation and contribution and reach agreement by consensus. All costs related to the PAC member's participation (e.g. travel, per diems) to the PAC meetings are to be covered by the members themselves. PAC meetings will take place in Beijing.

The PAC will meet at least once a year. Other formal gatherings of the PAC will be organized as needed by consent among chair and members.

1.3 FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this Call for Proposals is EUR 9.000.000. The Contracting Authority reserves the right not to award all available funds.

Lots

To achieve the results highlighted above, the Call for Proposal has been structured into the following four lots corresponding to the four core themes of the ESP:

Lot 1: Improvement of water quality in pilot areas through pollution discharge management.

Lot 2: Sustainable solid waste management in pilot areas to achieve more waste reduction, reuse, recycling and recovery, thus minimizing the amount of waste to be disposed;

Lot 3: Heavy metal pollution prevention and control through support to national and local policy and institutional capacity and pilots on policy implementation at local level;

Lot 4: Policy support and networking mechanism to synthesize results from lot 1, 2 and 3 for policy support, networking and dissemination.

An **indicative** allocation of 30% of the total funds available has been earmarked for each of lots 1-3 mentioned above, and 10% of the total fund available has been earmarked for lot 4. Only **ONE** grant will be awarded in lot 4.

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

Size of grants

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

- minimum amount: EUR 500.000
- maximum amount: EUR 1.000.000

Any grant requested under this Call for Proposals must fall between the following minimum and maximum percentages of **total eligible costs** of the action:

- Minimum percentage: Not applicable.
- Maximum percentage: 80% of the total estimated eligible costs of the action (see also Section 2.1.4).

The balance (i.e. the difference between the total cost of the action and the amount requested from the Contracting Authority) must be financed from the applicant's or partners' own resources, or from sources other than the European Union budget or the European Development Fund⁴.

The Programme aims at a balanced coverage of the grant projects action over the whole country.

⁴ Where a grant is financed by the European Development Fund, any mention of European Union financing must be understood as referring to European Development Fund financing.

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, 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).

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).

<i>2.1.1 Eligibility of applicants: who may apply?</i>
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(1) In order to be eligible for a grant, applicants **must**:

- be legal persons **and**
- be non profit making **and**
- be specific types of organizations such as: non-governmental organizations, public sector operators, universities, independent research organizations or associations, international (inter-governmental) organisations as defined by Article 43 of the Implementing Rules to the EC Financial Regulation⁵ **and,**
- be established in⁶ a Member State of the European Union, or of an official candidate country as recognised by the EC, or of a member State of the European Economic Area, or of the People's Republic of China (excluding Taiwan, Hong Kong and Macao), or any other eligible country stipulated in the eligibility rules of the DCI Regulation (EC regulation no. 1905/2006 of 18 December 2006) (see List of Eligible Countries in Annex K). This obligation does not apply to international organisations **and**
- be duly registered **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

⁵ International organisations are international public-sector organisations set up by intergovernmental agreements as well as specialised agencies set up by them; the International Committee of the Red Cross (ICRC) and the International Federation of National Red Cross and Red Crescent Societies, European Investment Bank (EIB) and European Investment Fund (EIF) are also recognized as international organisations.

⁶ To be 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

external actions (available from the following Internet address:
http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm);

In Part A, section 3 of the grant application form (“Declaration by the applicant”), applicants must declare that they do not fall into any of these situations.

- (3) Potential applicants may not participate in calls for proposals or be awarded grants if they are in a situation of conflict of interest, as highlighted in Section 2.3.6 of the Practical Guide to contract procedures for EU external actions (available from the following Internet address:
http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm).

A conflict of interest may arise where, for instance, an expert/entity has the possibility to obtain privileged information leading to unfair competition in subsequent or related procedures. Or where an expert/entity participating in the preparation of a project (e.g. drafting of the Guidelines) participates in calls for proposals based on this preparatory work, unless they can prove to the Contracting Authority that the involvement in previous stages of the project does not constitute unfair competition. Or where applicants are at the same time authorities from the Beneficiary country, i.e. a central or local government authority in People's Republic of China.

2.1.2 Partnerships and eligibility of partners

Applicants must act with minimum one (1) partner organisation as specified hereafter.

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 eligibility criteria as applicable on the grant beneficiary himself.

The minimum size of partnerships consists of at least one Chinese entity and one European entity. However, in line with the goals of the programme and the desirability to involve China based organizations, it is encouraged to act with more partners.

Each member of a partnership must have a precise and clearly identified role in the implementation of the project. There is no upper limit on the number of members in a partnership. A partnership should be composed in such a way as to allow for the achievement of project objectives in the most effective and cost-efficient manner.

The role of each partnership member organization must be clearly explained in the proposal. Even though the Contracting Authority concludes a contract with the Beneficiary only (i.e. the applicant), all partners should be shown to actively contribute to the implementation of the project. It is strongly recommended that the applicant and its partners draw up an agreement defining the technical and financial rights and obligations of each partnership member. A clear written allocation of responsibilities and a balanced distribution of costs will contribute to the partnership's success.

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 5 - "Associates of the Applicant participating in the Action" of the Grant Application Form.

- Contractors

The grant beneficiaries have the possibility to award contracts. Contractors 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 <i>Eligible actions: actions for which an application may be made</i>

Definition:

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

Duration

The planned duration of an action is 36 months.

The starting date of grant project under Lot 4 should be 6 months later than the latest of the starting dates of grant projects under Lot 1, 2 and 3.

Location

Actions must take place in China, at central and local level. Actions implemented in the locations identified by the Chinese government as priorities or national pilot projects are encouraged. A limited number of activities such as study visits can be carried out in Europe and in well justified cases in third countries.

Sectors or themes

The themes to be addressed have been subdivided in four distinct lots addressing each a specific "core theme" of the Project.

Lot 1: Improvement of water quality in pilot areas through pollution discharge management.

Lot 2: Sustainable solid waste management;

Lot 3: Heavy metal pollution prevention and control;

Lot 4: Policy support and networking mechanism

Types of action

Actions can be developed in urban and/or rural domains as well as in any industry and service sectors in any geographic and socio-economic context observable in People's Republic of China as long as they fall within the scope of the present guidelines.

The type of actions may include but not be limited to the following:

Lot 1: The improvement of the surface water, groundwater and drinking water quality in pilot areas through pollution discharge management

- ✓ Reduction of pollution loads in surface water in pilot municipalities
- ✓ Reduction of emission of persistent toxic substances in pilot areas;

- ✓ Reduction in risks of groundwater pollution and depletion resulting in loss of drinking water sources;
- ✓ Reduction of the risks of accidental pollution causing contamination of drinking water sources;
- ✓ Ecological restoration of polluted water bodies and post restoration evaluation and monitoring of water body ecology
- ✓ Application of river health assessment techniques that contribute to improvement of water quality.

For Lot 2: Sustainable solid waste management;

- ✓ Improvement of waste classification and management
- ✓ Minimization of industrial waste generation via cleaner production audit and Best Available Technology (BAT)/Best Environmental Practices (BEP).
- ✓ Improvement of collection, treatment and disposal of non-industrial wastes (such as waste fluorescent lamps, laboratory waste, etc) via innovative techniques and policy instrument.
- ✓ Improvement of the operation of final disposal options including landfills and incineration.

For Lot 3: Heavy metal pollution prevention and control;

- ✓ Support to the establishment of heavy metal pollution prevention and management strategy;
- ✓ Reduction of heavy metal emission from targeted industries;
- ✓ Support to the establishment of emergency response system on heavy metal pollution accidents;
- ✓ Enhancing the capability of policy implementation at national and local levels.

For Lot 4: Policy support and networking mechanism

- ✓ Targeted policy support and maximising project impact;
- ✓ Support up taking successful results to national and local policy framework through appropriate channels;
- ✓ Establishment of appropriate mechanism for networking and wider dissemination;
- ✓ Awareness raising.

An action should preferably also:

- 1) Build on existing situation and available competence and resources that can be used for assessment, survey, review and documentation of issues;
- 2) Promote, test, and demonstrate practical and good environmental practice;
- 3) Demonstrate practical, tangible and well documented experiences and lessons learned toward policy facilitating results aligned with one or more results as defined in paragraph 1.2;
- 4) Apply adequate replication mechanisms that enable the replication of similar actions by similar stakeholders beyond the project implementation period;
- 5) Replication mechanisms should not just involve isolated capacity building activities or dissemination, but actual utilization of project outputs to change practices.
- 6) Demonstrate practical opportunity for policy and regulatory improvement at central or local levels;
- 7) Avoid duplication of exiting actions.

An action should specify under which Lot it is applying for support even if the action is also contributing to other core themes of the programme. An action is expected to deliver its main tangible(s) result(s) as defined under point 1.2, in the Lot category under which the action has been proposed.

An action will have to be in line with China's legislation and planning.

Types of activities

The project action should include any types of activities chosen and defined by the applicant and the partners, which directly contribute to achieving expected results of the EU-China Environmental Sustainability Programme.

Activities to be defined by each project are at the convenience of the applicant and partners. They should be essential for the project, represent a coherent suite of tasks which directly contribute to the advancement of the stated targeted results of the EU-China Environmental Sustainability Project, which should be aligned with the list of results listed in paragraph 1.2. These activities **may include but not be limited to:**

Lot 1: The improvement of water quality in pilot areas through management of pollution discharge

- Effective pollution load management and control of pollution discharge to support the implementation of *Water Pollution Control Plan in Key Water Basins 2011-2015* approved by the State Council of China; Establishment of water quality target management system; Reduction of major water pollutants to improve water quality in pilot areas; Development and implementation of integrated water pollution management plan in pilot areas; Reduction of major pollution sources from key industries through clean production; Identification of non-point sources pollution and promotion of best available technology for reduction of non-point sources pollution in agricultural areas; Demonstration on restoration of water ecology.
- Risk assessment on aquatic environment in pilot water basins; Identification of key sources of pollution accidents in water basins; Identification of priority list of persistent organic pollutants and plan for prevention and remediation in pilot water basins.
- Identification of sensitive water sources under threat and reduction of risks to drinking water sources; Selection of typical drinking water sources for development of risk prevention and remediation plans; Demonstration on the protection and remediation of contaminated or severely depleted source aquifers that affect central drinking water sources.
- Zoning of water basins based on ecological functions; Introduction and implementation of comprehensive river health monitoring approaches in pilot areas; this involves identification of key elements of water ecological health, health assessment for river basins, and improved methodology on assessment of river health as physical, hydrological and biological systems with functions that support a healthy society.

Lot 2: Sustainable solid waste management

- Demonstration on effective waste classification and management in pilot areas. This may include identification of the key factors of waste classification (such as generated source, characteristics), comparative study and gap analysis between China and EU, demonstration on waste classification and sustainable waste management in pilot areas, drafting report and recommendations on waste classification and management strategy.
- Demonstration of environmentally sound co-processing of solid waste such as municipal solid waste, sludge, package waste, etc. This may include test of best available techniques and best environmental practice to increase waste disposal capacity and reduce energy and resource consumption in resource and energy intensive industrial sectors, comparative study and gap analysis on co-processing management, risk assessment and pollution control technologies in China and EU.
- Demonstration of source reduction model for industrial waste. This may include test of best available techniques and best environmental practice which can reduce toxic material usage or reduce waste generation of non-hazardous or hazardous waste in targeted industrial sectors, comparative study and gap analysis between China and EU experience.

- Improvement of environmental sound final disposal operations. This may include demonstration of advanced operation and management of such facilities, best available techniques and best environmental practices, such as monitoring system, emission reduction measures of dioxin and mercury, methane reduction measures, and leachate reduction and treatment.

Lot 3: Heavy metal pollution prevention and control

- Support to development of national or local level policies, based on EU experiences on heavy metal pollution control.
- Assessment of the heavy metals pollution reduction in the key industries, including the collection of main heavy metals emission data and their overall evaluation.
- Technical approaches and policies for heavy metal pollution remediation in the key regions identified by the *Twelfth Five-Year Plan for Comprehensive Prevention and Control of Heavy Metal Pollution*
- Support on emergency response mechanism for major heavy metal pollution accidents, identification and compensation mechanism for heavy metal pollution damages.
- Capacity building for central and local officials, technical staffs and environmental inspectors in facilities.

Lot 4: Policy support and networking mechanism

- Development of an effective work mechanism to summarize best practices from pilot activities and case studies. This may include setting up a project office, inviting experts in areas of water, solid waste and heavy metals pollution control on regular basis to discuss activities and typical cases in pilot areas in order to monitor and evaluate the results of each grant project.
- Establishment of independent technical expert team(s) to integrate and promote programme results, provide policy support and make recommendations to the drafting and implementation of China's Environmental Protection Plan in the 13th Five-Year period.
- Dissemination of project results through activities, such as international symposium, coordination with other national and international projects, to promote achievements in the areas of water, solid waste and heavy metals pollution control stipulated in *China's 12th Five-Year Plan on Environmental Protection*.
- Policy support and capacity building on water, solid waste and heavy metal pollution control stipulated in *China's 12th Five-Year Plan on Environmental Protection*. Promotion and support on existing policy dialogues and platforms.
- Organization of national and international seminars, thematic workshops networking events, and cross-learning meetings on regular basis during which EU experts will be invited to provide technical assistance to China.
- Organization of Project Advisory Committee meetings and Project Network meetings
- Establishment of a web-based information sharing and outreach platform covering the three areas of water, waste and heavy metal. Activities to enhance public awareness and programme visibility in the effort to support public participation in environmental protection during the 12th five-year plan period, and contribute to the preparation of environmental protection plan in the 13th five-year period.

Performance and impact indicators

Each project proposal should define its own clear, tangible and measurable set of indicators related to the main objectives and targeted results of the EU-China Environmental Sustainability Programme (see 1.2.), especially in terms of policy facilitation. Indicators should focus not only on project outputs, but also on projects impacts, be linked to clear and reasonable measurement methods and check against the baseline situation defined at the start of the project.

Each project proposal should include at least one (but preferably more) quantitatively and qualitatively measurable indicators in the following categories:

1. Environmental improvement in the area(s) concerned by the action;
2. Social improvement in the area(s) concerned by the action;
3. Good practice(s) development and demonstration;
4. Good practice(s) replication potential;
5. Outreach of the action in terms of public population and stakeholder concerned;
6. Central and/or local policy improvement potential;

Visibility

Visibility of the EU financing

The applicant must comply with the objectives and priorities and guarantee the visibility of the EU-financing (see the Communication and Visibility Manual for EU external actions laid down and published by the European Commission at http://ec.europa.eu/europeaid/work/visibility/index_en.htm).

In particular, any grant project seeking EU support under this Call for Proposal should include a specifically budgeted communication and visibility plan of activities that should be included in the work plan of the action.

The communication and visibility plan should be an integrated part of the action work plan, be developed alongside the project activities planning and reinforce the capacity of the action to achieve its targeted results.

The communication and visibility plan should include the following:

- ✓ Objectives;
- ✓ Communication activities including internal kick-off meeting and periodic coordination meetings in China involving applicant and all partners;
- ✓ Visibility activities;
- ✓ Indicators of achievement;
- ✓ Human and Financial Resources.

Project Network

In addition, a grant project needs to contribute to the Project Network. It is obligatory for all projects funded under the EU-China Environmental Sustainability Project to participate in activities organized by the Project Network and to provide project related information for dissemination and visibility.

The costs for such contributions must be included in the action budget to be able to fulfill these obligations.

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 awards or scholarships for studies or training courses.

Number of applications and grants per applicant

An applicant may submit more than one application under this Call for Proposals provided they are addressing clearly different actions.

An applicant may be awarded only ONE grant under this Call for Proposals.

An applicant may at the same time be partner in other application(s) under this Call for Proposals.

Partners may take part in more than one application.

No two applications of the Call for Proposal within a lot and across all the four lots should have the exact same partnership configuration. In such a case the applications submitted shall be rejected on this sole basis.

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 Contracting Authority 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 G of the Guidelines).

Note that taxes, including VAT will only be accepted as eligible costs when the Beneficiary (or, where applicable, its partners) can show it cannot reclaim them. Taxes shall in such case be included in the Budget of the Action under each heading Information on taxes can be found in Annex J to these 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 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 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 actual expenditure and are not eligible costs. The contributions in kind may not be treated as co-financing by the Beneficiary.

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 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;
- credit to third parties.

2.2 HOW TO APPLY AND THE PROCEDURES TO FOLLOW

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

- **Phase 1, The concept note:** Registration in PADOR is obligatory for the applicants.
- **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, 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 off-line form"⁷ in annex of these Guidelines and send it by the submission deadline along with the application to the address indicated in sections 2.2.2 and 2.2.6. Subsequently, the registration in PADOR will be initiated by the European Commission. If, at a later stage, the organisation wishes to update itself its data, an access request will have to be sent to the PADOR helpdesk.

All questions related to the registration in PADOR should be addressed to the PADOR helpdesk at: Europeaid-pador@ec.europa.eu.

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 amount of contribution 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. The elements assessed on the basis of the concept note may not

⁷ Which corresponds to Sections 3 and 4 of Part B of the application form.

be modified by the applicant in the full application form. The EU contribution 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 and percentages of co-financing, as laid down in the present Guidelines under section 1.3.

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 contains 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 2 of the grant application form) and the Declaration by the applicant for the Concept Note (Part A section 3 of the grant application form) must be submitted in one original and 3 (three) 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.

Where an applicant sends several different concept notes (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 lot number and title the full name and address of the applicant, and the words "Not to be opened before the opening session" and "开标会议之前不得开启".

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

Attn: Ms. Maria Luisa WYGANOWSKI
EU Delegation to China & Mongolia
Finance, Contracts and Audit Section
15 Dongzhimenwai Dajie
Sanlitun
Beijing 100600
China

Address for hand delivery or by private courier service

Attn: Ms. Maria Luisa WYGANOWSKI
EU Delegation to China & Mongolia
Finance, Contracts and Audit Section
4th Floor, Qian Kun Mansion
6 Sanlitun Xi Liu Jie
Beijing 100027
China

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 2 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 **14 December 2012** 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 **16:00 Beijing time** as evidenced by the signed and dated receipt. Any Concept Note submitted after the deadline will automatically be rejected.

For reasons of administrative efficiency, the Contracting Authority may also 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*

Information sessions on this Call for Proposals will be held on **30 October, 2012 at 10:30 Beijing time**. The exact venue and time will be confirmed with the publication of a notice on the website at:

<https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome>

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-CHINA-CALL-TENDER@eeas.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-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 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 assessed on the basis of the concept note cannot be modified by the applicant in the full application form. The EU contribution may not vary from the initial estimate by more than 20%, while the applicant is free to adapt the percentage of co-financing required within the minimum and maximum amount and percentages of co-financing, as laid down in these Guidelines under section 1.3.

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 6 of the Grant Application form) or any major inconsistency in the full application form (e.g. the amounts mentioned in the budget worksheets are inconsistent) 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

Attn: Ms. Maria Luisa WYGANOWSKI
EU Delegation to China & Mongolia
Finance, Contracts and Audit Section
15 Dongzhimenwai Dajie
Sanlitun
Beijing 100600
China

Address for hand delivery or by private courier service

Attn: Ms. Maria Luisa WYGANOWSKI
EU Delegation to China & Mongolia
Finance, Contracts and Audit Section
4th Floor, Qian Kun Mansion
6 Sanlitun Xi Liu Jie
Beijing 100027
China

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 3 (three) 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 6 of Part B of the grant application form) and the Declaration by the applicant (Section 7 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" and "开标会议之前不得开启".

Applicants must verify that their application is complete using the checklist (Section 6 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-CHINA-CALL-TENDER@eeas.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.

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 & 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 1-5 of the Checklist (Section 2 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.

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		
1. Relevance of the action	Sub-score	30
1.1 How relevant is the proposal to the objectives and priorities of the Call for Proposals?	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 with regards to the objectives and targeted results mentioned under paragraph 1.2 as well as other environmental issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, or innovation and best practices?	5	
2. Design of the action	Sub-score	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**	
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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.

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 3 (three) times the available budget for this Call for Proposals, taking into account the indicative financial envelopes foreseen by lot.

Following the Concept Note evaluation, 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 the Concept Note were evaluated and the results of that evaluation. The preselected applicants will subsequently be invited to submit full applications.

(2) STEP 2: 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 1-8 of the Checklist (Section 6 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.

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 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. 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 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
4. Sustainability of the action	15
4.1 Is the action likely to have a tangible impact on its target groups?	5
4.2 Is the proposal likely to have multiplier effects? (Including scope for replication and extension of the outcome of the action and dissemination of information.)	5
4.3 Are the expected results of the proposed action sustainable: - financially (<i>how will the activities be financed after the funding ends?</i>) - institutionally (<i>will structures allowing the activities to continue be in place at the end of the action? Will there be local "ownership" of the results of the action?</i>) - at policy level (where applicable) (<i>what will be the structural impact of the action — e.g. will it lead to improved legislation, codes of conduct, methods, etc?</i>) - environmentally (if 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

*the scores are multiplied by 2 because of their importance

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 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 7 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:

Supporting documents may/must be provided through PADOR, see Section 2.2.

1. The statutes or articles of association of the applicant organisation⁸ and of each partner organisation. 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
2. An external audit report produced by an approved auditor, certifying the applicant's accounts for the last financial year available.
This obligation does not apply to international organisations.
This obligation does not apply to public bodies.
This obligation does not apply to secondary and higher education establishments.
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)⁹.
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.

⁸ 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

⁹ 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.

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

This bank account must yield interest or equivalent benefit. If the costs for opening and/or maintaining such an account equals or exceeds the expected interest, applicants may be exempted from this obligation by submitting a declaration of honour to this fact.

6. Certificate of registration of the legal entity to the national competent authority wherever relevant.

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 in Chinese, 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)	30 October, 2012	10:30 Beijing Time
Deadline for request for any clarifications from the Contracting Authority	23 November, 2012	16:00 Beijing Time
Last date on which clarifications are issued by the Contracting Authority	3 December, 2012	-

Deadline for submission of Concept Notes	14 December, 2012	16:00 Beijing Time
Information to applicants on the opening & administrative checks and concept note evaluation (step 1)	30 January, 2013*	-
Invitations for submission of Full Application Form	30 January, 2013*	-
Deadline for submission of Full Application Form	1 st April 2013*	-
Information to applicants on the evaluation of the Full Application Form (step 2)	30 April 2013*	-
Notification of award (after the eligibility check) (step 3)	30 May 2013*	-
Contract signature by the Contracting Authority	30 June 2013 *	-

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

This indicative timetable may be updated by the Contracting Authority during the procedure. In such case, the updated timetable shall be published on internet at the EuropeAid web site <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> .

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 grant contract (see Annex G 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.

If the successful applicant is an international organisation, the model Contribution Agreement with an international organisation or any other contract template agreed between the international organisation concerned and the Contracting Authority will be used instead of the standard grant contract provided that the international organisation in question offers the guarantees provided for in the applicable Financial Regulation, as described in Chapter 6 of the Practical Guide to contract procedures for EU external actions.]

Implementation contracts

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

ANNEX E: FINANCIAL IDENTIFICATION FORM

ANNEX F: PADOR OFF-LINE FORM

DOCUMENTS FOR INFORMATION

ANNEX G: STANDARD GRANT 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 IX: STANDARD TEMPLATE FOR TRANSFER OF OWNERSHIP OF ASSETS

ANNEX H: DAILY ALLOWANCE RATES (PER DIEM), available at the following address:
http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm

ANNEX I: STANDARD CONTRIBUTION AGREEMENT, APPLICABLE IN CASE WHERE THE BENEFICIARY IS AN INTERNATIONAL ORGANISATION

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

ANNEX K: LIST OF COUNTRIES ELIGIBLE UNDER DCI REGULATION (ANNEX I OF DCI REGULATION)

http://ec.europa.eu/europeaid/work/procedures/legislation/legal_bases/documents/dci_en.pdf

PROJECT CYCLE MANAGEMENT GUIDELINES

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