



**Contracting Authority: European Commission**

## **Investing in People**

### **Actions for child protection — Violence against children**

### **Restricted call for Proposals**

### **Guidelines for grant applicants**

Budget line 21.05.01.03

Reference: EuropeAid/133527/C/ACT/Multi

Deadline for submission of Concept Notes:

**4 December 2012 at 16:00 hrs (Brussels date and time)**

## 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.

### IMPORTANT

Even though the verification of eligibility is foreseen to be carried out only for the provisionally selected applicants at the end of the procedure, the Evaluation Committee may decide to verify this point at any previous step of the procedure. Consequently, any proposal found to be non-compliant with all the mandatory conditions set in these guidelines can be automatically rejected on that sole basis, at any stage of the procedure and without any prior notice nor clarification request. Applicants are therefore strongly advised to fill in scrupulously the "Check List for Concept Note" (Annex A, Part A, section III), the "Checklist for the Full Application form" (Annex A, Part B, section VI) and the first two pages of the application form where most of the prerequisites are required/listed. Any missing supporting document or any incoherence between the declarations and the supporting documents may lead to the rejection of the proposal on that sole basis.

No modification of the partnership between the Concept Note and the Full Application will be allowed save in exceptional cases, justified by force majeure. Force majeure shall mean any unforeseeable exceptional situation or event beyond the parties' control which prevents either of them from fulfilling any of their obligations, is not attributable to error or negligence on their part and proves insurmountable in spite of all due diligence. In such cases, the applicant must clearly indicate the requested change and justify the request in Part B section VI of the Full Application form. The validity of the justification provided will be examined during the evaluation of the Full Application. Should the justification not be deemed valid, the proposal may be rejected on that sole basis.

A functional mailbox specifically dedicated to this call has been set up. It shall be used exclusively for the purpose explained in paragraph 2.2 of these guidelines i.e. submission of the Concept Notes, clarification requests within the set deadline, submission of the Full Application and in case the applicant does not receive the confirmation of reception on the date announced in the indicative calendar (as explained in paragraph 2.2.3). No other functional mailbox (such as, for example, EuropeAid-GlobalCalls@ec.europa.eu) will be used. The Contracting Authority reserves the right to close this mail box without prior notice once this call for proposals is closed and not to reply to requests which do not fall under one of the afore-mentioned categories. In particular, neither information regarding the indicative time table nor the content of the decision will be given through this mailbox. In that respect, applicants are requested to follow instruction given in paragraphs 2.5.1 and 2.5.2 of these guidelines.

# Table of contents

<b>1. THE PROGRAMME INVESTING IN PEOPLE</b>	<b>4</b>
1.1 Background.....	4
1.2 Objectives of the programme and priority issues .....	5
1.3 Financial allocation provided by the Contracting Authority .....	8
<b>2. RULES FOR THIS CALL FOR PROPOSALS</b>	<b>9</b>
2.1 Eligibility criteria.....	9
2.1.1 Eligibility of applicants: who may apply?.....	9
2.1.2 Partnerships and eligibility of partners.....	11
2.1.3 Eligible actions: actions for which an application may be made.....	12
2.1.4 Eligibility of costs: costs which may be taken into consideration for the grant .....	13
2.2 How to apply and the procedures to follow .....	14
2.2.1 Concept Note content.....	15
2.2.2 Where and how to send Concept Notes.....	15
2.2.3 Deadline for submission of the Concept Notes .....	16
2.2.4 Further information for Concept Note.....	16
2.2.5 Full Application form.....	17
2.2.6 Where and how to send the Full Application form .....	17
2.2.7 Deadline for submission of the Full Application form.....	18
2.2.8 Further information for the Full Application form.....	18
2.3 Evaluation and selection of applications .....	19
2.4 Submission of supporting documents for provisionally selected applications .....	23
2.5 Notification of the Contracting Authority's decision .....	25
2.5.1 Content of the decision.....	25
2.5.2 Indicative time table .....	25
2.6 Conditions applicable to implementation of the action following the Contracting Authority's decision to award a grant .....	26
2.7 Early warning system and central exclusion database.....	26
<b>3. LIST OF ANNEXES</b>	<b>27</b>

# 1. THE PROGRAMME INVESTING IN PEOPLE

## 1.1 BACKGROUND

The thematic programme ‘Investing in People’ pursues a broad approach to development and poverty reduction, with the general aim of improving human and social development in partner countries in accordance with the United Nations Millennium Declaration and the Millennium Development Goals. It is based on Article 12 of the Development Cooperation Instrument (DCI)<sup>1</sup>, and is detailed in the *Strategy Paper for the Thematic Programme 2007-2013*<sup>2</sup>. A component of the fourth theme of the programme – ‘Other aspects of human and social development’ – is dedicated to children’s rights and more specifically to supporting the identification, sharing and dissemination of best practices. To promote prevention of violence against children<sup>3</sup> and implement effective actions to bring child victims of trafficking, violence, armed conflict and child labour into full-time education or vocational training and re-integrating them into society.

The importance of children and their full development for their societies and the special attention required to ensure the realisation of their rights and needs has to be reinforced. Children and adolescents comprise one third of the world’s population and constitute more than half of the population in most developing countries. As a group they form a unique constituency with a particular set of needs and rights. According to the UN Report of 2006, *"violence against children happens everywhere, in every country and society and across all social groups. Extreme violence against children may hit the headlines but children say that daily, repeated small acts of violence and abuse also hurt them. While some violence is unexpected and isolated, most violent acts against children are carried out by people they know and should be able to trust: parents, boyfriends or girlfriends, spouses and partners, schoolmates, teachers and employers. Violence against children includes physical violence, psychological violence such as insults and humiliation, discrimination, neglect and maltreatment. Although the consequences may vary according to the nature and severity of the violence inflicted, the short- and long-term repercussions for children are very often grave and damaging"*. Also, the report "Five Years On", a global update on violence against children, from 2011 confirms that *"Violence continues against children in all settings; some forms of violence in some settings may even be on the increase. The sad reality in 2011 is that children continue to be humiliated, beaten, burned, and sexually abused by the adults in their lives, their parents, teachers, caregivers and employers. Children continue to be traumatized by community violence, trafficking, exposure to domestic violence, and direct physical, verbal, and sexual assault. Areas of progress are too few"*. Too many children are also engaged in armed conflict and slavery. Gender specific vulnerability and risks have to be considered: girls and boys may face specific risks depending on certain forms of hazardous and/or exploitative activities. The main obstacle identified in the efforts to eradicate violence against children, is its continued social acceptance and the false perception that it is a normal part of childrearing<sup>4</sup>. The effective abolition of any form of violence against children is one of the most urgent challenges of our time.

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<sup>1</sup> 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 of 27/12/2006, pp. 41-71. Regulation amended by Commission Regulation (EC) No 960/2009 (OJ L 270, 15.10.2009, p. 8).

<sup>2</sup> [http://ec.europa.eu/development/icenter/repository/how\\_we\\_do\\_strategy\\_paper\\_en.pdf](http://ec.europa.eu/development/icenter/repository/how_we_do_strategy_paper_en.pdf).

<sup>3</sup> Violence as defined in article 19 of the Convention on the Rights of the Child (CRC). <http://www.unicef.org/crc/>

<sup>4</sup> Five Years On: A global update on violence against Children. <http://www.crin.org/violence/search/closeup.asp?infoID=26338>

## 1.2 OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

The "Council Conclusions on the promotion and protection of the rights of the child in the European Union's external action - the development and humanitarian dimensions" (May 26- 27, 2008)<sup>5</sup> outline a comprehensive approach to children in development and identify protection from violence and exploitation and abuse as a priority amongst others.

The Commission Communication, *A Special Place for Children in EU External Action* and *The European Union's Action Plan on Children's Rights in External Action*<sup>6</sup>, support the development of an integrated approach to advance children's rights at international level. It fosters coordination in the use of the EU instruments in external actions to ensure that children's well-being and welfare is taken into account in all the EU's dealings with other countries, including through development cooperation and trade negotiations.

The Action Plan on Children Rights in External Action sets as first priority area the issue of "all forms of violence against children" requiring action at regional and global level. The EU Guidelines on the Rights of the Child<sup>7</sup> address the EU approach towards: (i) specific issues like violence against children, children affected by armed conflicts, child trafficking, etc., (ii) children's rights and needs through specific themes like education and health as well as (iii) increasing mainstreaming of children's rights as one of the cross-cutting issues to consider in all programmes and projects funded by the EC.

Furthermore, the Revised Implementation Strategy of the EU Guidelines on Children and Armed Conflict<sup>8</sup> expands the triggers for the implementation of the existing monitoring and reporting mechanism on grave violations committed against children caught up in conflicts, to include: patterns of killing or maiming, and rape or other sexual violence against children in conflict situations. A global problem that needs to be tackled by the EU in its external policy towards children

In relation to violence against children, the policy framework underlines the need for EU policies and programmes to contribute to:

- Wider ratification of international agreements and protocols to protect children and ensure their rights;
- Support to the amendment of laws and the development of national plans of action to protect children;
- Support the review of legal frameworks to address violence against children more effectively;
- Promote poverty eradication measures addressing root causes of poverty and supporting social protection and inclusion;
- Support initiatives in areas such as eliminating the worst forms of child labour (ratification and improved application of ILO Conventions 29 on forced labour, 105 on the abolition of forced labour, 182 on the elimination of the worst forms of child labour and 138 on the minimum age for admission to employment<sup>9</sup>);
- Identify ways to make a concrete difference on the ground in addressing the situation of children in armed conflicts as indicated in the Fourth European Forum on the Rights of the Child<sup>10</sup> (June 2009).

The **global objective** of this Call for Proposals is to contribute to the eradication of all sorts of violence against children.

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<sup>5</sup> Council Conclusions on the promotion and protection of the rights of the child in the European Union's external action – the development and humanitarian dimensions, 26 and 27 May 2008. [http://www.eu2008.si/en/News\\_and\\_Documents/Council\\_Conclusions/May/0526\\_GAERC-pravice\\_otrok.pdf](http://www.eu2008.si/en/News_and_Documents/Council_Conclusions/May/0526_GAERC-pravice_otrok.pdf)

<sup>6</sup> COM (2008)55 final and SEC (2008)136, [http://ec.europa.eu/development/policies/9interventionareas/humandev/humandevchildren\\_en.cfm](http://ec.europa.eu/development/policies/9interventionareas/humandev/humandevchildren_en.cfm).

<sup>7</sup> EU Guidelines for the Promotion and Protection of the Rights of the Child, 10 December 2007, <http://www.consilium.europa.eu/uedocs/cmsUpload/16031.07.pdf>

<sup>8</sup> [http://www.eeas.europa.eu/human\\_rights/child/ac/2010\\_hr\\_child\\_ac\\_strategy\\_en.pdf](http://www.eeas.europa.eu/human_rights/child/ac/2010_hr_child_ac_strategy_en.pdf)

<sup>9</sup> <http://www.ilo.org/ilolex/english/convdisp1.htm>

<sup>10</sup> The European Forum on the Rights of the Child is a permanent group for the promotion of children's rights, in internal and external action that was launched following the adoption by the European Commission on 4 July 2006 of the Communication "Towards an EU Strategy on the Rights of the Child". The role of the Forum is to advise and assist the Commission and other European Institutions on mainstreaming children's rights, and promotes information exchange on good practices.

Applications must concern **only one** of the following lots:

Lot 1: at the field level

*Specific objective*

The **specific objective** of this lot is to promote structured measures at local and/or national level aiming at

- detecting, preventing and/or responding to any form of violence against children;
- rehabilitating child victims of any form of violence.

This will include all forms of physical or mental violence, injury and abuse, neglect, maltreatment or exploitation, including sexual exploitation and abuse perpetrated in those settings in which children should be taken care of the most: the house and family, the school and other educative settings; care institutions; detention centres; and the community at large.

*Type of actions*

The above-mentioned structured measures will include field activities and interventions, involving a variety of stakeholders, such as: non-State actors (as defined by Article 24(2) of the DCI Regulation<sup>11</sup>) that are involved in combating violence against children, relevant government policy-making institutions and agencies, local authorities, parents associations, traditional leaders, etc.

Proposals are expected to address violence against children **in at least one** of the following **settings**:

**a) At home and in the family**

Activities under this setting may include:

- Actions to implement culturally appropriate and gender-sensitive parenting programmes helping families to provide a violence-free environment;
- Actions to detect, prevent and address domestic and intra-familial violence against children;
- Actions to help detect, prevent, challenge and respond to harmful traditional practices affecting the intellectual and physical development of children, such as early marriage, honour killings, genital mutilation, victimisation through witchcraft, etc.;
- Actions to prevent children from becoming active in hazardous income-generating activities, while promoting actions that will especially provide methods to give children formal or informal education and life skills;
- Actions for children’s empowerment, including surveys and strategic responses on ways to prevent and address violence against them.

**b) In school and other educational settings, care institutions and detention centres**

Activities under this setting may include:

- Actions to detect, prevent and address violence against children inside these institutions. Special attention will be given to the most vulnerable children, such as orphans, children with disabilities, refugee and other displaced children, indigenous children, children from minority groups, children without parental care, sick children or affected by HIV/AIDS, street children, etc.;
- Actions for children’s empowerment, including surveys and strategic responses on ways to prevent and address violence against them;
- Training and education programmes for professionals and non-professionals who work with or for children (teachers, coaches, policemen, etc.), with formulation and implementation of codes of conduct, ethics and standards of practices, incorporating children’s rights.

**c) In the community**

Activities under this setting may include:

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<sup>11</sup> See footnote 1.

- Actions to help detect, prevent and mend harmful traditional practices that might affect the intellectual and physical development of children, such as early marriage, honour killings, female genital mutilation/cutting, victimisation through witchcraft, etc.;
- Actions to detect, prevent and address exploitation, forced labour, servitude and slavery, including practices affecting indigenous, stateless and other displaced children obliged to emigrate and to do domestic work, to beg or to be involved in other degrading or hazardous activities;
- Actions to detect, prevent and penalise trafficking of children for sexual or other hazardous activities and abuse, as well as psychological and other support services for children who are victims of trafficking;
- Actions to detect and prevent recruitment of children in armed groups, their involvement in conflicts, in gangs and organised crime;
- Actions to re-integrate children involved in or affected by trafficking, conflicts, gangs or organised crime groups into society, with their families and their communities;
- Actions for children’s empowerment, including surveys and strategic responses on ways to prevent and address violence against them.

**These lists are not exhaustive.**

For all the three above-mentioned settings, actions developed and implemented with the sustainable participation and involvement of children and their local, regional and national formal representative fora and constituencies will provide added value.

The inclusion among partners of the main competent national and/or local authority in the country where the action will take place will be an added value.

**Priority** will be given to actions that:

- clearly identify gender specificities in the problem and in the methodology they propose to tackle it;
- propose a coherent and integrated approach to address one or more of the indicative settings listed above at local and/or national level and with the involvement of relevant authorities;
- In addition priority will be given to projects submitted by applicants from beneficiaries’ partner countries so as to promote ownership and strong local leadership.

Sub-granting is mandatory for this lot.

## Lot 2 : To tackle regional issues

### *Specific Objectives:*

To fight at multinational level any kind of violence against children that affect border-sharing countries for instance by supporting the signature/ratification of international agreements and protocols to protect children and ensure their rights; by supporting the adoption or revision of national legal frameworks, and/or national plans of action, to protect and implement child rights.

### *Type of actions*

The above-mentioned objectives will be reached via the commitment of a variety of stakeholders, such as: relevant government policy-making institutions and agencies, international organisations, non-State actors (as defined by Article 24(2) of the DCI Regulation<sup>12</sup>), etc.

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<sup>12</sup> See footnote 1.

The activities to be implemented could be:

- Policy dialogue and advocacy activities with national and regional authorities for the signature and/or ratification of international agreements on the Rights of the Child;
- Policy dialogue and advocacy activities with national and regional authorities for the implementation of the above mentioned agreements;
- Identification and implementation at supra-national level of coherent and integrated approaches to address any kind of violence against children that affect a specific region, for instance trafficking for sexual exploitation, worst form of child labour, etc.

**This list is not exhaustive.**

**Priority** will be given to actions that:

- clearly identify the problem to be tackled, with the support of qualitative and quantitative data;
- clearly identify the methodology proposed to tackle the problem, with special attention to gender issues;

For this lot, sub-granting will be considered an added-value.

### **1.3 FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY**

The overall indicative amount made available under this Call for Proposals is EUR 41 000 000. The Contracting Authority reserves the right not to award all available funds. Equally, this amount could be increased, should more funds become available either from the same or from a subsequent budget year.

#### **Indicative allocation of funds by lot**

**Lot 1: EUR 35 000 000**

**Lot 2: EUR 6 000 000**

In the case where the indicative allocation foreseen for a specific lot cannot be used due to insufficient quality or 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 1 500 000

Maximum percentage of EU contribution: the grant awarded by the Contracting Authority will be limited to 80 % of the total 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 Fund<sup>13</sup>.

The grant may 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 full financing in Section II of Part B of the grant application form and the validity of the justification provided will be examined during the evaluation procedure.

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<sup>13</sup> 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](http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm)).

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

In addition to the Glossary, the following definitions apply:

<b>Applicant</b>	the organisation responsible for submitting the application
<b>Partnership</b>	the grouping of organisations i.e. the main applicant and its partners for the purpose of implementing the proposed action
<b>Partner</b>	member organisation of the partnership other than the applicant
<b>Associate</b>	organisation that plays an active role in the action but which cannot benefit from funding under the grant
<b>Contractor</b>	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
<b>Sub-granting</b>	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 <sup>14</sup>

### 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 a legal person **and**
- be non profit making **and**
- belong to one of the following categories:
  - non-state actors<sup>15</sup>;

<sup>14</sup> [http://ec.europa.eu/budget/documents/financial\\_regulation\\_en.htm](http://ec.europa.eu/budget/documents/financial_regulation_en.htm)

<sup>15</sup> 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

- public or para-statal bodies, local authorities and consortia<sup>16</sup> thereof or associations representing them;
- international and regional intergovernmental organisations, as defined by Article 43 of the Implementing Rules of the Financial Regulation<sup>17</sup>; **and**
- be nationals<sup>18</sup> of:
  - an eligible partner country as listed in Annex K of these guidelines;**or**
  - an EEA Member State<sup>19</sup>, an EU acceding country or an official EU candidate country (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)<sup>20</sup> reciprocal access shall be granted to the members of the aforementioned Committee<sup>21</sup>; **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 following Internet address: [http://ec.europa.eu/europeaid/work/procedures/implementation/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm)).

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

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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.

<sup>16</sup> 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.

<sup>17</sup> 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.

<sup>18</sup> Such nationality being determined on the basis of the organisation's statutes which should demonstrate that it has been established by an instrument governed by the internal law of the country concerned. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if they are registered locally or have signed a “Memorandum of Understanding”. International intergovernmental organisations do not by definition have a nationality and therefore the nationality criterion does not apply to them.

<sup>19</sup> The 27 EU Member States, Iceland, Liechtenstein and Norway.

<sup>20</sup> 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>

<sup>21</sup> 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.

Applicants must act with partner organisations 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.

### Partnerships

#### Lot 1

For all actions **partnership with at least 3 local partners (in addition to the applicant) from the concerned country is mandatory**. 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).

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.

Only organisations indicated in Annex A, Part A section I and in Annex A, Part B section IV will be taken into consideration as Partners.

#### Lot 2

**Actions must involve minimum three partners (in addition to the applicant) from three border-sharing countries facing the same violation of child rights**. At least one of the countries involved must be a Least Developed Country or Other Low Income Country as specified in the OECD/Development Assistance Committee (OECD/DAC) list of ODA Recipients<sup>22</sup>.

For this lot, partnership with the competent national authorities (in the field of the action) in at least one of the involved countries is mandatory.

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

- Associates

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

- 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.

- Sub-grantees

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<sup>22</sup> 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>

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*

#### Definition:

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

#### Duration

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

#### Location

##### Lot 1

The Action will only take place in one country and this country must be one of the Least Developed and Other Low Income countries as defined by the OECD/DAC.

##### Lot 2:

Actions must take place in at least three beneficiary countries or territories in the same geographically coherent region (i.e. border sharing), eligible under the Development Cooperation Instrument as listed in Annex K<sup>23</sup> to the present guidelines, and facing the same challenges. One of them must be a Least Developed Country or an Other Low income Country as specified in the OECD/Development Assistance Committee (OECD/DAC) list of ODA Recipients.

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.

#### Sub-granting

Lot 1: sub-granting is compulsory;

Lot 2: sub-granting is permitted.

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 **must** propose awarding sub-grant for lot 1 and may propose it for lot 2. However, sub-granting may not be the main purpose of the action and it must be duly justified.

When the applicant foresees of or awards sub-grants, it has to specify in its application the total amount of the grant which may be used for awarding sub-grants as well as the minimum and maximum amount per sub-

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<sup>23</sup> For this lot 2, South Soudan can be considered as being part of the Annex K under the same conditions as Soudan and Equatorial Guinea

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.

Note that 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 (see [http://ec.europa.eu/europeaid/work/visibility/index\\_en.htm](http://ec.europa.eu/europeaid/work/visibility/index_en.htm)).

#### Number of applications and grants per applicant:

An applicant may submit more than one application under this call for proposals, but each proposal must relate only to a single lot.

An applicant may submit more than 1 application per lot.

Under lot 1, an applicant can submit only 1 application per country.

An applicant may be awarded more than 1 grant under lot 1.

An applicant may be awarded only one grant under lot 2.

An applicant may at the same time be partner in another application.

Partners may take part in more than one application.

The Committee may reject a proposal if it has provisionally selected another which is of a similar nature but has been awarded a higher score.

#### *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 available at [http://ec.europa.eu/europeaid/work/onlineservices/pador/index\\_en.htm](http://ec.europa.eu/europeaid/work/onlineservices/pador/index_en.htm) is **obligatory** both for applicants and partners.

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

- **Phase 1, The Concept Note: Registration in PADOR is obligatory for the applicants**
- **Phase 2, The Full Application: Registration in PADOR is obligatory for all pre-selected applicants and all their partners.**

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 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"<sup>24</sup> 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

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<sup>24</sup> Which corresponds to Sections III and IV of Part B of the application form.

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](mailto: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, Part A).

Concept Notes must be submitted in one of the following EU languages: **English, French, Spanish or Portuguese**, whichever is the one most commonly used by the target populations in the country(ies) in which the action takes place.

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 be modified by the applicant in the Full Application form. No modification of the partnership between the Concept Note and the Full Application will be allowed save in exceptional cases, justified by force majeure, and subject to approval by the evaluation committee. Force majeure shall mean any unforeseeable exceptional situation or event beyond the parties' control which prevents either of them from fulfilling any of their obligations, is not attributable to error or negligence on their part and proves insurmountable in spite of all due diligence. In such cases, the applicant must clearly indicate the requested change and justify the request Part B section VI of the Full Application Form. The validity of the justification provided will be examined during the evaluation of the Full Application. Should the justification not be deemed valid, the proposal may be rejected on that sole basis. 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 contain ALL relevant information concerning the action. No additional annexes should be sent.**

### 2.2.2 *Where and how to send Concept Notes*

The Concept Note together with the Checklist for the Concept Note (Part A section III of the grant application form) and the Declaration by the applicant for the Concept Note (Part A section IV of the grant application form) must be submitted exclusively **by e-mail only** to the following address:

[EuropeAid-Children2012@ec.europa.eu](mailto:EuropeAid-Children2012@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.



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 **4 December 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-Children2012@ec.europa.eu](mailto:EuropeAid-Children2012@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 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. Replies will be given no later than 11 days before the deadline for the submission of Concept Notes.

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

[EuropeAid-Children2012@ec.europa.eu](mailto:EuropeAid-Children2012@ec.europa.eu)

**No individual replies will be given to questions. All questions and answers, as well as other important notices to applicants during the course of the evaluation procedure, will be published on the internet** at the EuropeAid web site

1. [http://ec.europa.eu/europeaid/work/funding/index\\_en.htm](http://ec.europa.eu/europeaid/work/funding/index_en.htm)
2. "Search by reference"
3. "133527"

It is therefore highly recommended to regularly consult the abovementioned website in order to be informed of questions and answers published.

**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.**

All questions related to PADOR registration should be addressed to the PADOR help desk:

[Europeaid-pador@ec.europa.eu](mailto: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. Applications submitted on application documents relating to any other call **may be rejected.**

The elements assessed on the basis of the Concept Note cannot be modified by the applicant in the Full Application form. No modification of the partnership between the Concept Note and the Full Application will be allowed save in exceptional cases, justified by force majeure, and subject to approval by the evaluation committee. Force majeure shall mean any unforeseeable exceptional situation or event beyond the parties' control which prevents either of them from fulfilling any of their obligations, is not attributable to error or negligence on their part and proves insurmountable in spite of all due diligence. In such cases, the applicant must clearly indicate the requested change and justify the request in Annex A, Part B, section VI. The validity of the justification provided will be examined during the evaluation of the Full Application. Should the justification not be deemed valid, the proposal may be rejected on that sole basis. 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 VI 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

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

[EuropeAid-Children2012@ec.europa.eu](mailto:EuropeAid-Children2012@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.**

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 Gant 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 applications will be indicated in the letter sent to the applicants whose application has been preselected.

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 may be sent by e-mail no later than 21 days before the deadline for the submission of applications to the address listed below, indicating clearly the reference of the Call for Proposals. Replies will be given no later than 11 days before the deadline for the submission of applications.

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

**[EuropeAid-Children2012@ec.europa.eu](mailto:EuropeAid-Children2012@ec.europa.eu)**

**No individual replies will be given to questions. All questions and answers, as well as other important notices to applicants during the course of the evaluation procedure, will be published on the internet** at the EuropeAid web site

1. [http://ec.europa.eu/europeaid/work/funding/index\\_en.htm](http://ec.europa.eu/europeaid/work/funding/index_en.htm)
2. "Search by reference"
3. "133527"

It is therefore highly recommended to regularly consult the abovementioned website in order to be informed of questions and answers published.

**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.**

## 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 2.1.1, 2.1.2 and 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 1-3 of the Checklist (Section III 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**

<b>1. Relevance of the action</b>	<b>Sub-score</b>	<b>30</b>
1.1 How relevant is the proposal to the objectives and priorities of the Call for Proposals?*	5x2*	
<i>Note: The maximum score will only be allocated if the proposal addresses all priorities mentioned in section 1.2 of these guidelines : "Objectives of the Programme"</i>		
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, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, or innovation and best practices and the other additional elements indicated under 1.2. of these guidelines such as child participation and the involvement of a relevant local and/or national authority(ies) ?	5	
<b>2. Design of the action</b>	<b>Sub-score</b>	<b>20</b>
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*	
<b>TOTAL SCORE</b>		<b>50</b>

\* 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 at least twice 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 VI 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 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**

<b>Section</b>	<b>Maximum Score</b>
<b>1. Financial and operational capacity</b>	<b>20</b>
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
<b>2. Relevance of the action</b>	<b>30</b>
<i>Score transferred from the Concept Note evaluation</i>	30
<b>3. Effectiveness and feasibility of the action</b>	<b>20</b>
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

<b>4. Sustainability of the action</b>	<b>15</b>
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
<b>5. Budget and cost-effectiveness of the action</b>	<b>15</b>
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
<b>Maximum total score</b>	<b>100</b>

\*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 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 VII 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:

All required supporting documents **for applicants** for this Call for Proposals **must be uploaded** in the PADOR<sup>25</sup> 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 and partners 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 organisation**<sup>26</sup>. 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.

Where the Contracting Authority has recognized the applicant's eligibility for another call for proposals under the same budget line within 2 years before the deadline for receipt of applications, the applicant may submit, instead of its statutes, copy of the document proving the eligibility of the applicant in a former Call (e.g.: copy of the special conditions of a grant contract received during the reference period), unless a change in its legal status has occurred in the meantime.

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](http://ec.europa.eu/europeaid/work/procedures/financing/international_organisations/other_international_organisations/index_en.htm)

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

This obligation does not apply to international organisations.

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)<sup>27</sup>.
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.

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<sup>25</sup> See section 2.2.

<sup>26</sup> 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.

<sup>27</sup> 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 benefits. 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.

#### **Required supporting documents for partners:**

**The statutes or articles of association of the partner organisation**<sup>28</sup>. 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](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).

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.

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<sup>28</sup> 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.



## 2.5 NOTIFICATION OF THE CONTRACTING AUTHORITY'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  
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](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 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). Applicant should be aware that the current revision of COUNCIL REGULATION No 1605/2002 of 25 June 2002 on the "Financial Regulation applicable to the general budget of the European Communities" (OJ L 248, 16.9.2002, p.1., herein after the "Financial Regulation") will impose certain changes to the Contracting Authority's standard grant contract, notably - but not limited to - with regard to interests on pre-financing and on the deadlines for payments owed by the Contracting Authority. Those changes should be considered, for the most part, more favorable to the Applicant.

By signing the Application form (Annex A of these Guidelines), the applicant declares being aware that the current version of the Contractual conditions laid down in the standard grant contract might be amended as a consequence of the revision of the Financial Regulation.

The final version of the standard grant contract will be available in November 2012 and will be made available on the following website at the following address: <http://ec.europa.eu/europeaid/prag/document.do?locale=en>.

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<sup>29</sup>

ANNEX E: FINANCIAL IDENTIFICATION 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](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.

PROJECT CYCLE MANAGEMENT GUIDELINES

[http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101\\_en.htm](http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101_en.htm)

ANNEX K: LIST OF ELIGIBLE BENEFICIARY COUNTRIES OR TERRITORIES UNDER THE DCI REGULATION

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<sup>29</sup> Only applicable where the European Commission is the Contracting Authority or will make the payments under the contracts to be signed.