



Contracting Authority
European Commission

European Instrument for Democracy and Human Rights (EIDHR)
Country-Based Support Scheme (CBSS) 2012-2013

Albania
Restricted call for proposals
Guidelines for grant applicants

Budget line: 19.04.01

Reference: EuropeAid/134164/L/ACT/AL

Deadline for submission of Concept Notes: 30 April 2013

Notice

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

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1. EUROPEAN INSTRUMENT FOR DEMOCRACY AND HUMAN RIGHTS

1.1. BACKGROUND

1.1.1. European Instrument for Democracy and Human Rights – Country-Based Support Scheme

The European Union is founded on the principles of liberty, democracy, respect for human rights and the rule of law. Having come into force on 1 January 2007, the European Instrument for Democracy and Human Rights (EIDHR) is the concrete expression of the EU's intention to integrate the promotion of democracy and human rights into all of its external policies.

On the basis of the EIDHR Regulation, the European Commission has adopted a strategy paper for the period 2011-2013 setting out the following objectives:

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

Assistance under the above-mentioned Objective 2 is implemented through Country-Based Support Schemes (CBSS). The CBSS are implemented through the organisation of calls for proposals managed at country level by the Delegations of the European Union in third countries. CBSS are designed to support small-scale and innovative actions by civil society organisations in the field of democratisation and fundamental rights and freedoms.

1.1.2. EIDHR-CBSS in Albania

The importance of respecting human rights and the rule of law is encapsulated in the Stabilisation and Association Agreement between the European Union and the Republic of Albania, which entered into force in April 2009.

In its Opinion on Albania's application for EU membership published in November 2010, the European Commission stated that "the Albanian legal and policy framework regulating human rights and the respect for and protection of minorities is largely in place and broadly corresponds to European and international standards". The Commission also acknowledged that "human rights are broadly respected in Albania".

However, although not the result of intentional state policy, human rights violations occur. The Commission's 2010 Opinion and subsequent annual Progress Reports on Albania have identified some issues of concern in this field. These include the treatment of detained persons, access to justice, gender equality and domestic violence, respect of the rights of the child, living conditions of the Roma minority and Egyptian community, and discrimination based on grounds such as disability and sexual orientation, amongst others.

According to the Local strategy for the implementation of the EU Guidelines on Human Rights Defenders, adopted by EU Heads of Mission to Albania in April 2010, "human rights organisations suffer from weaknesses affecting Albanian civil society in general, e.g. lack of personnel and financial resources, dependence on donor assistance, organisational shortcomings, politicisation and fragmentation". It also highlights the lack of formal mechanisms for civil society participation in policy-making processes related to draft laws and policies with a human rights dimension. Civil society organisations broadly operate in a non-restrictive environment, even if the regime governing the non-profit sector remains unclear and negatively affects their work.

In this regard, the European Union is committed to providing technical and financial support to human rights organisations operating throughout Albania. The overall goal of this support is to strengthen the capacities of civil society organisations, so as to reinforce their role in the consolidation of democracy and the protection and promotion of fundamental rights and freedoms in the country.

Since 2007, the European Commission has allocated a total of EUR 600,000 per year under the EIDHR-CBSS in Albania. These financial allocations have been implemented through regular calls for proposals. As a result, the Delegation of the European Union to Albania has financed in the past few years a significant number of interventions implemented by national and international civil society organisations targeting some of the above-mentioned human rights issues.

This is the fourth call for proposals launched in Albania under the EIDHR-CBSS, managed by the EU Delegation to Albania. In the preparation of the present CBSS, the EU Delegation to Albania has undertaken a series of consultation with a number of relevant stakeholders, including local and international non-governmental organisations (NGOs) and inter-governmental organisations active in the field of human rights protection and promotion throughout the country.

1.2. OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

The **global objective** of this Call for Proposals is to promote the respect for human rights in Albania, and to strengthen the role of civil society organisations in the consolidation of democracy and the rule of law.

The **specific objectives** of this Call for Proposals are:

- 1. Protecting women's rights and promoting gender equality and women's empowerment**
- 2. Protecting the rights of the child**
- 3. Advancing the rights of discriminated groups, focusing on people with disabilities, and lesbian, gay, bisexual and transsexual (LGBT) persons**

These specific objectives are in line with the EIDHR Strategy Paper 2011-2013, as well as with the priority areas of intervention in the human rights field as identified by the European Commission's 2010 Opinion and annual Progress Reports on Albania.

In the interest of complementarity and coherence, the objectives of this call have been identified by the EU Delegation to Albania with a view to selecting priorities which are complementary to other thematic and geographical programmes. It is important to note that assistance in Albania to civil society organisations in the framework of the EIDHR CBSS exists alongside the Civil Society Facility component of the Instrument for Pre-accession Assistance (IPA).

In this regard, a Call for Proposals under the IPA Civil Society Facility was launched by the EU Delegation to Albania on 22 December 2012 (EuropeAid/133945/L/ACT/AL), focusing on the role of civil society organisations in a) the justice sector (i.e. access to justice, fight against corruption, detention system); b) promotion of social and economic inclusion of the Roma minority and Egyptian community; and c) freedom of expression and media freedom.

1.3. FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this Call for Proposals is **EUR 1,080,000**. The Contracting Authority reserves the right not to award all available funds.

Size of grants

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

- **Minimum amount: EUR 50,000**
- **Maximum amount: EUR 150,000**

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

- **Minimum percentage: 50% of the total eligible costs of the action.**
- **Maximum percentage: 95% of the total eligible costs of the action** (see also section 2.1.4).

For proposals submitted by an applicant which is **not established in Albania**, the grant requested may not exceed **80%** of the total eligible costs of the action.

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 Fund¹.

2. RULES FOR THIS CALL FOR PROPOSALS

These guidelines set out the rules for the submission, selection and implementation of the actions financed under this Call, in conformity with 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:

- The applicant, the entity submitting the application form, if any, its co-applicant(s) (where it is not specified otherwise the applicant and the co-applicant(s) are hereinafter jointly referred as the "*applicants*") (2.1.1), and, if any, their affiliated entity(ies) (2.1.3);
- projects for which a grant may be awarded (2.1.3);
- types of cost that may be taken into account in setting the amount of the grant (2.1.4).

¹ 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.

2.1.1. Eligibility of applicants (i.e. applicant and co-applicant(s))

Applicant

(1) In order to be eligible for a grant, the applicant must:

- be legal persons **and**
- be non-profit-making **and**
- be a civil society organisation, such as non-governmental organisations (NGOs), **and**
- be established in² Albania or in a Member State of the European Union, in an accession or official candidate country as recognised by the European Union or in Member State of the European Economic Area, **and**
- be directly responsible for the preparation and management of the action with the co-applicant(s) and affiliated entity(ies), not acting as an intermediary.

(2) The potential applicant may not participate in calls for proposals or be awarded grants if it is in any of the situations 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);

In Part A, section 3 of the grant application form ('Declaration by the applicant'), the applicant must declare that the applicant himself, the co-applicant(s) and affiliated entity(ies) are not in any of these situations.

The applicant may act individually or with co-applicant(s). **In case an applicant is not established in Albania, the involvement in the action of one co-applicant established in Albania is obligatory.**

Co-applicant(s)

Co-applicant(s) participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the applicant.

Co-applicant(s) must satisfy the eligibility criteria as applicable to the applicant himself.

If awarded the Grant contract, the applicant and (if any) the co-applicants will become the Beneficiaries in the Action. In particular, the applicant will become the Beneficiary identified as the **Coordinator** in annex E3h1 (Special conditions). The Coordinator is the main interlocutor of the Contracting Authority. It represents and acts on behalf of any other Beneficiary (if any) and coordinate the design and implementation of the Action.

2 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 and that its head office is located in an eligible country. 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.

In addition to the categories referred to in section 2.1.1, the following are however also eligible:

- international (inter-governmental) organisations as defined by Article 43 of the Implementing Rules to the EC Financial Regulation³ (the obligation to be established in Albania or in an EU Member State, an accession or official candidate country as recognised by the EU or in a Member State of the European Economic Area does not apply to international organisations);
- national/local public sector institutions and public sector operators.

2.1.2. Associates, contractors and sub-grantees

The following are not co-applicant(s) nor affiliated entity(ies) and do not have to sign the "mandate" or "affiliated entities' 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. Associates must be mentioned in Part B section 5 — 'Associates of the Applicant participating in the Action' — of the Grant Application Form.

- **Contractors**

The grant beneficiaries and their affiliated entities are permitted to award contracts. Associates or affiliated entity(ies) cannot be also contractors in the project. Contractors are subject to the procurement rules set out in Annex IV to the standard grant contract.

- **Sub-grantees**

The grant beneficiaries may award financial support (sub-grants) to third entities (sub-grantees). Sub-grantees are neither affiliated entity(ies) nor associates nor contractors. Sub-grantees are subject to the nationality and origin rules set out in Annex IV to the standard grant contract.

2.1.3. Affiliated entities

The applicant and its co-applicant(s) may act with affiliated entity(ies).

Affiliated entity(ies)

The following entities may be considered as affiliated entities to the applicant or to the co-applicant(s):

3 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 are also recognised as international organisations.

- (i) legal entities together forming one legal entity, including where it is specifically established for the purpose of implementing the action. In this case, the resulting legal entity may apply as a single applicant or co-applicant.
- (ii) legal entities having a link with the applicant, notably a legal or capital link, which is neither limited to the action nor established for the sole purpose of its implementation on the condition that they satisfy the eligibility and non-exclusion criteria of an applicant.

Affiliated entity(ies) to the applicant and of the co-applicant(s) participate in designing and implementing the action. The costs incurred by affiliated entity(ies) are eligible in the same way as those incurred by the applicant and by the co-applicant(s) respectively. If awarded the Grant contract, affiliated entity(ies) (if any) will not become the Beneficiaries in the Action

Affiliated entity(ies) must satisfy respectively the eligibility criteria as applicable to the applicant and to the co-applicant(s).

2.1.4. Eligible actions: actions for which an application may be made

Definition:

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

Duration

The planned duration of an action may **not be lower than 12 months nor exceed 36 months**.

Sectors or themes

All projects must be aimed at achieving **at least one** of the three specific objectives identified for this Call for Proposals under Section 1.2.

Location

Actions must take place in Albania. Actions targeting rural and remote areas will be considered of particular relevance under this Call for Proposals, and therefore will be given an advantage under relevance of the action (Section 1.2 of evaluation grid for Concept Notes).

Types of action

The following list of eligible actions under this Call for Proposals is not exhaustive and appropriate actions that are not mentioned below might also be considered for support. By way of guidance, examples of interventions are provided below:

1. Protecting women's rights and promoting gender equality and women's empowerment

- Promoting economic security and economic empowerment of women, including the promotion of women's rights in the labour market, access to property, access to social assistance and economic aid, etc.
- Promoting self-employment alternatives targeting vulnerable women, including those in the informal sector and rural and remote areas.
- Combating domestic violence against women and girls, engaging men and boys in fighting against this phenomenon.
- Facilitating social and economic reintegration of victims of domestic violence and human trafficking.

- Fostering the active participation and representation of women in the political, social, economic and cultural spheres, including promoting equitable representation in decision-making structures.
- Promoting the involvement of civil society organisations in the policy-making process, and in particular in monitoring the implementation by the national and local authorities of the relevant legislative and policy measures.
- Contributing to gender mainstreaming in all levels of the educational and VET system, in partnership with the relevant authorities at central and local level.
- Contributing to gender mainstreaming and gender budgeting at national and local levels.
- Strengthening capacities of women-based civil society organisations in policy advocacy and monitoring of women's rights in the country.

2. Protecting the rights of the child

- Contributing to the implementation and monitoring of the Law on Protection of the Rights of the Child and its by-laws, focusing on children most at risk.
- Increasing awareness on child rights (e.g. through provision of training) amongst all professional groups working for and with children, in particular law enforcement officials.
- Supporting decentralisation of implementation of legislation and policies on the rights of the child at local government level, and contributing to the functioning of child right mechanisms at local level (child rights units, child protection units).
- Promoting reintegration of street children and fighting against child labour.
- Promoting equal access to basic services, notably education and health services, of children throughout the country, in particular in rural and remote areas.
- Contributing to the prevention of school dropout, in particular of children from vulnerable groups and girls in rural and remote areas.
- Advocating, monitoring and providing support systems for children who leave residential childcare institutions at the age of 15 years.
- Combating violence and ill-treatment against children.
- Fighting against internal trafficking of children, protecting children against sexual abuse and exploitation.
- Promoting the rights of children in contact with the law, and contributing to the functioning of the juvenile justice system (access to education and social services, rehabilitation and reintegration support, prevention).
- Facilitating access to vocational training linked to the real market needs through increased contacts with private sector facilitating internship and employment opportunities for young people.

3. Advancing the rights of discriminated groups, focusing on people with disabilities, and lesbian, gay, bisexual and transsexual (LGBT) persons

- Monitoring compliance to UN Convention on the Rights of Persons with Disabilities and the implementation of the National Strategy on Persons with Disabilities.
- Facilitating access to education, vocational training and employment for persons with disabilities.
- Advocating and providing community-based rehabilitation services for disabled people.
- Promoting de-institutionalisation of persons with intellectual disabilities and providing community-based care services.
- Promoting inclusive education of children with disabilities.

- Monitoring and supporting the provision of basic services on a non-discriminatory basis, notably in the healthcare sector, for transgender and LGBT persons in general.
- Providing psychosocial support services to victims of homophobic bullying and violence.
- Monitoring and supporting the implementation of the Law on Protection from Discrimination, and facilitating cooperation between non-profit organisations and the Office of the Commissioner for the Protection against Discrimination, amongst others to raise awareness of the law and to bring cases to the Commissioner's Office.
- Contributing to the inclusion of human rights education in general, and on the principle of equal treatment in particular, in the official curriculum at all levels of education and training activities.
- Conducting awareness-raising activities amongst the public at large and public administration employees in particular, on national and international provisions, including the relevant EU standards, on the implementation of the principle of equal treatment and the fights against discrimination.

Redistribution of the grant (sub-granting)

To **help achieve the objectives of the action**, especially where **the action proposed by the applicants requires financial support to be given to third parties**, the applicants **may** propose awarding sub-grants.

In the case of applicants anticipating a redistribution of the grant, they must specify in their applications the objectives and results to be obtained and the types of entity that will be eligible for a sub-grant. A fixed list of the types of activity eligible for sub-grants must be included in the application, together with the criteria for selecting sub-grantees including the criteria for determining the exact amount of each sub-grant. The maximum amount of a sub-grant is limited to **EUR 5,000** per third party, while the total amount which can be awarded as sub-grants to third parties is **limited to EUR 50,000 and to a maximum of one third of the total eligible costs of the action**.

Applicants 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 specified and published by the European Commission at http://ec.europa.eu/europeaid/work/visibility/index_en.htm).

The following types of action are **ineligible**:

- actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses;
- actions concerned only or mainly with individual scholarships for studies or training courses;
- one-off conferences: conferences can only be funded if 1) they are duly justified and they fall under objectives of the point 1.2 above; and 2) they form part of a wider range of activities to be implemented in the lifetime of the project. For these purposes, preparatory activities for a conference and the publication of the proceedings of a conference do not in themselves constitute such “wider activities”;
- projects which consist entirely or in most part of preparatory works or studies;
- projects supporting individual political parties;
- core funding of the applicants or (where relevant) its partners;
- deficit funding and capital endowments;
- financial subventions to other organisations;
- purchase of land, building and offices;
- retroactive financing for projects that are already in implementation or completed;
- projects taking place outside of Albania;
- purchase of equipment (unless necessary for the successful execution of the project);
- humanitarian activities.

Number of applications and grants per applicant

The applicant may submit more than one application under this Call for Proposals.

The applicant **may not** be awarded more than one grant under this Call for Proposals.

The applicant may be an affiliated entity in another application at the same time.

A co-applicant may submit more than one application(s) under this Call for Proposals.

A co-applicant **may not** be awarded more than one grant(s) under this Call for Proposals.

A co-applicant may be an affiliated entity in another application at the same time.

The affiliated entity(ies) may take part in more than one application.

2.1.5. Eligibility of costs: costs that can be included

Only 'eligible costs' can be covered by a grant. The categories of costs that are eligible and non-eligible are indicated below. The budget is both a cost estimate and a ceiling for 'eligible costs'.

The reimbursement of eligible costs may be based on any or a combination of the following forms:

- actual costs incurred by the Beneficiary(ies) and affiliated entity(ies)
- one or more simplified cost options.

Simplified cost options may take the form of:

- **unit costs:** covering all or certain specific categories of eligible costs which are clearly identified in advance by reference to an amount per unit.
- **lump sums:** covering in global terms all or certain specific categories of eligible costs which are clearly identified in advance.
- **flat-rate financing:** covering specific categories of eligible costs which are clearly identified in advance by applying a percentage fixed ex ante.

The amounts or rates have to be based on estimates using objective data such as statistical data or any other objective means or with reference to certified or auditable historical data of the applicants or the affiliated entity(ies). The methods used to determine the amounts or rates of unit costs, lump sums or flat-rates must comply with the criteria established in Annex K, and especially ensure that the costs correspond fairly to the actual costs incurred by the Grant Beneficiary(ies) and affiliated entity(ies), are in line with their accounting practices, no profit is made and the costs are not already covered by other sources of funding (no double funding). Refer to Annex K for directions and a checklist of controls to assess the minimum necessary conditions that provide reasonable assurance for the acceptance of the proposed amounts.

The applicant proposing this form of reimbursement, must clearly indicate in worksheet no.1 of Annex B, each heading/item of eligible costs concerned by this type of financing, i.e. add the reference in capital letters to "UNIT RATE" (per month/flight etc), "LUMPSUM" or "FLAT RATE" in the Unit column. (see example in Annex K)

Additionally in Annex B, in the second column of worksheet no.2, "Justification of the estimated costs" per each of the corresponding budget item or heading the applicant must:

- describe the information and methods used to establish the amounts of unit costs, lump sums and/or flat-rates, to which costs they refer, etc.
- clearly explain the formulas for calculation of the final eligible amount⁴
- identify the beneficiary who will use the simplified cost option (in case of affiliated entity, specify first the beneficiary), in order to verify the maximum amount per each beneficiary (which includes if applicable simplified cost options of its affiliated entity(ies))

At contracting phase, the Contracting Authority decides whether to accept the proposed amounts or rates on the basis of the provisional budget submitted by the applicant, by analysing factual data of grants carried out by the applicant or of similar actions and by performing checks established by Annex K.

The total amount of financing on the basis of simplified cost options that can be authorised by the Contracting Authority for any of the applicants individually (including simplified cost options proposed by their own affiliated entities) cannot exceed EUR 60,000 (the indirect costs are not taken into account).

Recommendations to award a grant are always subject to the condition that the checks preceding the signing of the contract do not reveal problems requiring changes to the budget (such as arithmetical errors, inaccuracies, unrealistic costs and 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. It is not possible to increase the grant or the percentage of EU co-financing as a result of these corrections.

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).

Contingency reserve

The budget may include a contingency reserve not exceeding 5% of the estimated direct eligible costs. It can only be used with the **prior written authorisation** of the Contracting Authority.

Eligible indirect costs

The indirect costs incurred in carrying out the action may be eligible for flat-rate funding, but the total must not exceed 7% of the estimated total eligible direct costs. Indirect costs are eligible provided that they do not include costs assigned to another budget heading in the standard grant contract. The applicant may be asked to justify the percentage requested before the contract is signed. 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 any of the applicants or affiliated entity(ies) is in receipt of an operating grant financed by the EU, it may not claim indirect costs on its incurred costs within the proposed budget for the action.

4 Examples:- for staff costs: number of hours or days of work * hourly or daily rate pre-set according to the category of personnel concerned;- for travel expenses: distance in km * pre-set cost of transport per km; number of days * daily allowance pre-set according to the country;- for specific costs arising from the organization of an event: number of participants at the event * pre-set total cost per participant etc.

Contributions in kind

Contributions in kind mean the provision of goods or services to a Beneficiary(ies) or affiliated entity(ies) free of charge by a third party. As contributions in kind do not involve any expenditure for a Beneficiary(ies) or affiliated entity(ies), they are not eligible costs.

Contributions in kind may not be treated as co-financing. However, if the description of the action as proposed includes contributions in kind, the contributions have to be made.

Ineligible costs

The following costs are not eligible:

- debts and debt service charges (interest);
- provisions for losses or potential future liabilities;
- costs declared by the Beneficiary(ies) and financed by another action or work programme receiving a Union (including through EDF) grant;
- 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 Beneficiary(ies), at the latest at the end of the action;
- currency exchange losses;
- contributions in kind;
- taxes, including VAT, unless the following conditions are fulfilled: they are not recoverable by any means; it is established that they are borne by the final beneficiary; and they are clearly identified in the project proposal. Information on taxes can be found in Annex J to these Guidelines.

2.2. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

Prior registration in PADOR for this Call for Proposals is **obligatory** and must be carried out as follows:

- **Phase 1, concept note:** registration in PADOR is obligatory for applicants for grants above EUR 60,000.

Registration is optional but recommended for:

- applicants for grants of EUR 60,000 or less;
- their affiliated entity(ies).
- **Phase 2, full proposal:** registration in PADOR is obligatory for all pre-selected applicants and all their affiliated entity(ies).

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

Before starting to register your organisation in PADOR, please read the 'Quick guide' on the website. It explains the registration process.

It is strongly recommended to register in PADOR when you start drafting your proposal and not to wait until just before the deadline of submission.

On the paper version of the proposal you must give your EuropeAid ID (EID). To get this ID, your organisation must enter PADOR to register, save and 'sign' certain obligatory data (the fields shown in orange on each screen) and the related documents (see section 2.4).

However, if it is impossible for the organisation to register in PADOR, it must submit a justification proving that this impossibility is general and beyond the control of the applicants and/or its affiliated entity(ies). In such cases, the applicants and/or affiliated entity(ies).concerned must complete the 'PADOR off-line form'⁵ attached to these Guidelines and send it by the submission deadline, together with the application, to the address indicated in sections 2.2.2 and 2.2.6. The registration in PADOR will then be carried out by the European Commission service in charge of the CfP. If, at a later stage, the organisation wishes to update its data itself, it will have to send an access request to the PADOR helpdesk.

All questions related to 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 Concept Note instructions in the Grant Application Form annexed to these Guidelines (Annex A).

Applicants must apply in **English**.

In the Concept Note, applicants must only provide an estimate of the amount of contribution requested from the Contracting Authority and an indicative percentage of that contribution in relation to the total amount of the Action. Only the applicant invited to submit a full application in the second phase will be required to present a detailed budget. The elements outlined in the Concept Note may not be modified by the applicant in the full application form. The EU contribution may not vary from the initial estimate by more than 20%. Applicants are 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 in section 1.3. Own contributions by the applicants can be replaced by other donors' contributions at any time.

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

Clarifications will only be requested when information provided is unclear and thus prevents 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 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 two copies** in A4 size, each bound.

⁵ Which corresponds to Sections 3 and 4 of Part B of the application form.

An electronic version of the Concept Note must also be submitted. A CD-Rom with the Concept Note in electronic format will be included, along with the paper version, in a sealed envelope as described below. The electronic file must contain **exactly the same** application as the paper version enclosed.

Where applicants send 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 full name and address of the applicant, and the words 'Not to be opened before the opening session' and '*Të mos hapet përpara sesionit të hapjes*'.

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) to the address below:

Postal address:

Delegation of the European Union to Albania
Contract, Finance and Audit Section
17th Floor, ABA Business Centre
Rruga Papa Gjon Pali II
Tirana
Tel. +355.4.2228320

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. <i>Deadline for submission of Concept Notes</i>

The deadline for the submission of Concept Notes is **30 April 2013** 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 local time as evidenced by the signed and dated receipt. Any Concept Note submitted after the deadline will be rejected.

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

2.2.4. <i>Further information about Concept Notes</i>
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An information session on this Call for Proposals will be held on **28 March 2013 at 10:00** at the Delegation of the European Union to Albania in Tirana.

Questions may be sent by e-mail **no later than 21 days before the deadline for the submission of concept notes** to the address(es) below, indicating clearly the reference of the Call for Proposals:

E-mail address:

To:

Ms Carole Svedin Meurice at carole.svedin-meurice@eeas.europa.eu

Copy to:

Ms Alma Delia at alma.delia@eeas.europa.eu

Mr Ivan Manzano Barragan at ivan.manzano-barragan@eeas.europa.eu

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

Replies will be given **no later than 11 days before the deadline for submission of Concept Notes.**

To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, or affiliated entity(ies), an action or specific activities.

Questions that may be relevant to other applicants, together with answers and other important notices in the course of the evaluation procedure, will be published on the EuropeAid website <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> [<other websites>], as the need arises. It is therefore advisable to consult the abovementioned website regularly 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 forms

An applicant invited to submit a full application form following pre-selection of their Concept Note must do so using Part B of the application form annexed to these Guidelines (Annex A). **Applicants should then keep strictly to the format of the application form and fill in the paragraphs and pages in order.**

The elements outlined in 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 %, although applicants are 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. if the amounts in the budget worksheets are inconsistent) may lead to the rejection of the application.

Clarifications will only be requested when information provided is unclear and thus prevents 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, if used). It is therefore of utmost importance that these documents contain **all the relevant information** concerning the action. **No supplementary annexes should be sent.**

2.2.6. Where and how to send Full Application forms

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) to the address below:

Postal address:

Delegation of the European Union to Albania
Contract, Finance and Audit Section
17th Floor, ABA Business Centre
Rruga Papa Gjon Pali II
Tirana

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 two 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 single file (i.e. the full application form must not be split into several different files). The electronic file 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 applicants send 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 '*Të mos hapet përpara sesionit të hapjes*'.

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 Full Application forms

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

However, for reasons of administrative efficiency, the Contracting Authority may reject any application sent in due time but received after the date of approval of evaluation report for full applications (see indicative calendar under Section 2.5.2).

2.2.8. Further information about Full Application forms

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:

To:

Ms Carole Svedin Meurice at carole.svedin-meurice@eeas.europa.eu

January 2013

Copy to:

Ms Alma Delia at alma.delia@eeas.europa.eu

Mr Ivan Manzano Barragan at ivan.manzano-barragan@eeas.europa.eu

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

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

To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, affiliated entity(ies), or an action.

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 website <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> [<other websites>]. It is therefore advisable to consult the abovementioned website regularly 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 will be rejected on this sole basis.

(1) STEP 1: OPENING & ADMINISTRATIVE CHECKS AND CONCEPT NOTE EVALUATION

The following will be assessed:

- Compliance with the submission deadline. If the deadline has not been met, 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 Concept Notes that pass the first administrative check will be evaluated on the relevance and design of the proposed action.

The Concept Note will receive an overall score out of 50 using the breakdown in the evaluation grid below. The evaluation will also check on compliance with the instructions on the Concept Note, which can be found in Part A of the Application Form.

The evaluation criteria are divided into headings and subheadings. Each subheading will be given a score between 1 and 5 as follows: 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, such as environmental issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, or innovation and best practices?	5	
2. Design of the action	Sub-score	20
2.1 How coherent is the overall design of the action? In particular, does it reflect the analysis of the problems involved, take into account external factors and relevant stakeholders?	5x2*	
2.2 Is the action feasible and consistent in relation to the objectives and expected results?	5x2*	

TOTAL SCORE

50

*these scores are multiplied by 2 because of their importance

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

First, only the Concept Notes with a score of **at least 30 points** will be considered for pre-selection.

Secondly, the number of Concept Notes will be reduced, taking account of the ranking, to the number of Concept Notes whose total aggregate amount of requested contributions is equal to 200% of the available budget for this Call for Proposals. The amount of requested contributions of each concept note will be based on the indicative financial envelopes for each lot.

After the evaluation of Concept Notes, the Contracting Authority will send letters to all applicants, indicating whether their application was submitted by the deadline, informing them of the reference number they have been allocated, whether the Concept Note was evaluated and the results of that evaluation. The pre-selected applicants will subsequently be invited to submit full applications.

(2) STEP 2: EVALUATION OF THE FULL APPLICATION

First, the following will be assessed:

Restricted Call for Proposals

- Compliance with the submission deadline. If the deadline has not been met, 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.

The quality of the applications, including the proposed budget and capacity of the applicants and affiliated entity(ies), will be evaluated using the evaluation criteria in the evaluation grid below. There are two types of evaluation criteria: selection and award criteria.

The selection criteria help to evaluate the applicant(s)'s and the co-applicant(s) 's operational capacity and the applicant's financial capacity and to ensure that they:

- have stable and sufficient sources of finance to maintain their activity throughout the proposed action 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 affiliated entity(ies) of the applicants.

The award criteria help to evaluate the quality of the applications in relation to the objectives and priorities, and to award grants to projects which maximise the overall effectiveness of the Call for Proposals. They help to select applications which the Contracting Authority can be confident will comply with its objectives and priorities. They cover 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 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Evaluation Grid

Section	
1. Financial and operational capacity	Yes/No
1.1 Do the applicants and, if applicable, affiliated entity(ies) have sufficient experience of project management?	
1.2 Do the applicants and, if applicable, affiliated entity(ies) have sufficient technical expertise? (especially knowledge of the issues to be addressed.)	
1.3 Do the applicants and, if applicable, affiliated entity(ies) have sufficient management capacity? (including staff, equipment and ability to handle the budget for the action)?	
1.4 Does the applicant have stable and sufficient sources of finance?	
	Maximum Score
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 any evaluation planned?	5
3.4 Is the co-applicant(s)'s and affiliated entity(ies)'s 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, extension and information sharing.)	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	80

*these scores are multiplied by 2 because of their importance

Note on Section 1. Financial and operational capacity

If the answer is negative to one or more of the criteria, the application will be rejected.

Provisional selection

After the evaluation, a table will be drawn up listing the applications ranked according to their score and within the limits of the funds available. In addition, a reserve list will be drawn up following the same criteria to be used if more funds should become available during the validity period of the reserve list.

(3) STEP 3: VERIFICATION OF ELIGIBILITY OF THE APPLICANTS AND AFFILIATED ENTITY(IES)

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 applicants, the affiliated entities(ies), and the action will be verified according to the criteria set out in Sections 2.1.1, 2.1.2 and 2.1.3.

Any rejected application will be replaced by the next best placed application in the reserve list that falls within the available financial envelope.

2.4. SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED APPLICATIONS

An applicant that has been provisionally selected or placed on the reserve list will be informed in writing by the Contracting Authority. It will be requested to supply the following documents in order to allow the Contracting Authority to verify the eligibility of the applicants and their affiliated entity(ies)⁶:

Supporting documents must be provided through PADOR, see Section 2.2:

1. The **statutes or articles of association of the applicants⁷ and of each affiliated entity(ies)**. Where the Contracting Authority has recognised the applicants' eligibility for another call for proposals under the same budget line within 2 years before the deadline for receipt of applications, the applicants may submit, instead of its statutes, a copy of the document proving eligibility in a former Call (e.g. a copy of the special conditions of a grant contract received during the reference period), unless a change in legal status has occurred in the meantime⁸. 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 where the total amount of the grant exceeds EUR 750,000 (EUR 100,000 for an operating grant),

This obligation does not apply to public bodies and international organisations 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.

3. A copy of the **applicant's latest accounts** (the profit and loss account and the balance sheet for the last financial year for which the accounts have been closed)⁹.

6 No supporting document will be requested for applications for a grant not exceeding EUR 60,000.

7 Where applicants and/or (a) affiliated entity(ies) is a public body created by a law, a copy of the said law must be provided.

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

9 This obligation does not apply to natural persons who have received a scholarship or that are in most need in receipt of direct support, nor to public bodies and 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.

4. **Legal entity sheet** (see annex D of these Guidelines) duly completed and signed by each of the applicants, accompanied by the justifying documents requested there. If the applicants have already signed a contract with the Contracting Authority, instead of the legal entity sheet and supporting documents, the legal entity number may be provided, unless a change in legal status occurred in the meantime.
5. A **financial identification form** of the applicant conforming to the model attached at Annex E of these Guidelines, certified by the bank to which the payments will be made. This bank should be located in the country where the applicant is established. If the applicant has already submitted a financial identification form in the past for a contract where the European Commission was in charge of the payments and intends to use the same bank account, a copy of the previous financial identification form may be provided instead.
6. If applicable, a **letter of support from the affiliate(s)**, particularly in those actions involving public/private partnerships (e.g. letter of support of local, regional or central authorities or public agencies), confirming their readiness to cooperate within the framework of this project.

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, a translation into English of the relevant parts of these documents proving the applicant(s)'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.

After verifying the supporting documents, the Evaluation Committee 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*

The applicant will be informed in writing of the Contracting Authority's decision concerning their application and, if rejected, the reasons for the negative decision.

An applicant believing that it has been harmed by an error or irregularity during the award process may lodge a complaint. See further Section 2.4.15 of the Practical Guide.

2.5.2. *Indicative timetable*

	DATE	TIME*
Information meeting	28 March 2013	10:00

Deadline for requesting any clarifications from the Contracting Authority	9 April 2013	16:00
Last date on which clarifications are issued by the Contracting Authority	19 April 2013	-
Deadline for submission of Concept Notes	30 April 2013	16:00
Information to applicants on opening, administrative checks and concept note evaluation (Step 1)	June 2013*	-
Invitations to submit Full Application Form	June 2013*	-
Deadline for submission of Full Application Form	August 2013*	-
Information to applicants on the evaluation of the Full Application Form (Step 2)	October 2013*	-
Notification of award (after the eligibility check) (Step 3)	October 2013*	-
Contract signature	December 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 cases, the updated timetable will be published on the EuropeAid web site

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

2.6. CONDITIONS FOR IMPLEMENTATION AFTER 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 agrees, if awarded a grant, to accept the contractual conditions of the standard grant contract.

Implementation contracts

Where implementation of the action requires the Beneficiary(ies) and its affiliated entity(ies) (if any) 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, the 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:

- 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
- 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 Framework¹⁰

Annex D: Legal Entity Sheet¹¹

Annex E: Financial identification form

Annex F: PADOR off Line Form¹²

10 Optional where the total amount of the grants to be awarded under the Call for Proposals is EUR 100,000 or less.

11 Only applicable where the European Commission is the Contracting Authority or will make the payments under the contracts to be signed.

12 http://ec.europa.eu/europeaid/work/online-services/pador/dispensation_en.htm. Only applicable in centralised calls where PADOR used.

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 action
- 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 J: Information on the tax regime applicable to grant contracts signed under the call

Annex K: Guidelines and Checklist for assessing Budget and Simplified cost options.

Project Cycle Management Guidelines

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