



**Contracting Authority:**

The European Union  
Represented by the European Commission

**EU Partnership for Peace Programme**

Guidelines  
for grant applicants

Budget line 19.080101

Reference: **EuropeAid/135-256/L/ACT/PMO**

Deadline for submission of Concept note:

**24 February 2014 at 16:00 local time**

# **NOTICE**

## **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. MIDDLE EAST PEACE PROJECTS (MEPP) – THE EU PARTNERSHIP FOR PEACE PROGRAMME

## 1.1. BACKGROUND

A central objective of the EU in the Middle East is the achievement of enduring peace by means of a just and lasting resolution to the Israeli-Palestinian conflict, with the State of Israel and an independent, democratic, contiguous, sovereign and viable State of Palestine living side by side in peace, security and mutual recognition. This includes a fair solution to the complex issue of Jerusalem, notably through negotiations to resolve the status of Jerusalem as the future capital of two states, and an agreed, just, fair and realistic solution to the issue of Palestinian refugees. It also includes a solution in the Israeli-Syrian and Israeli-Lebanese tracks.

Following a relatively long stalemate in the Middle East Peace Process in past years, the recent efforts of US Secretary of State John Kerry led to the resumption of direct final status negotiations between the Palestinians and the Israelis<sup>1</sup> in July 2013.

At the regional level, the Arab Peace Initiative remains the principal option for a comprehensive settlement of the conflict and normalisation of relations between Israel and its Arab neighbours, and was reinforced by the efforts of the Arab Peace Initiative Follow Up Committee in 2013. The regional approach to the resolution of the Israeli-Arab conflict will have to take into account the recent fundamental changes across the Arab world.

Since 1998, after the 1997 Luxembourg European Council recommended that the EU actively support civil society initiatives in the Middle East as an essential means of reinforcing dialogue and restoring mutual confidence, the EU, through the European Union's People to People (P2P) Programme (1998 - 2001) and its successor, the EU Partnership for Peace Programme (PfP 2002-2013), provided ongoing support to projects in this field.

The programme is also in line with the comprehensive approach to the implementation of the United Nations Security Council Resolutions 1325 and 1820 on Women, Peace and Security by the EU. The EU considers peace processes as providing opportunities to promote women's empowerment, gender equality, gender mainstreaming and respect for women's rights within resulting peace agreements and in its interventions will seek to ensure that these issues are integrated and prioritised in peace-building.

## 1.2. OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

**The global objective** of this Call for Proposals is to help create the conditions for the peace process to advance and provide a solid foundation at societal level for a just and lasting peace in the Middle East.

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

1. to promote civil society peace building and conflict transformation actions, via initiatives which are likely to have an impact on people's everyday lives.
2. to support practical actions aiming at rebuilding mutual trust through reconciliation, building capacity for non-violent approaches to conflict resolution, empowering marginalized parties and launching joint development policies and strategies.
3. to strengthen direct civil society relationships and co-operation based on equality and reciprocity between Palestinians and Israelis, including the Arab minority in Israel.

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<sup>1</sup> Council conclusions on the Middle East Peace Process, FOREIGN AFFAIRS Council meeting Brussels, 22 July 2013  
[http://www.consilium.europa.eu/uedocs/cms\\_data/docs/pressdata/EN/foraff/138293.pdf](http://www.consilium.europa.eu/uedocs/cms_data/docs/pressdata/EN/foraff/138293.pdf)

## PRIORITIES

Applicants can apply for Lot 1 **or** Lot 2. Within Lot 1 applicants may address one of the two priorities, or both.

### LOT 1

#### **Priority 1: "PEACE AS NEGOTIATED POLITICAL RESOLUTIONS"**

##### ***Definition***

Actions under this priority shall aim at one of the following outcomes:

- (i) putting into operation existing proposals for a negotiated settlement of the Israeli-Arab conflict
- (ii) offering support to new leaders, especially women and youth, to participate in a peaceful settlement of the conflict
- (iii) researching and collecting information on the impact and/or of the solution of the conflict. Through increasing knowledge and awareness on possible solutions of the conflict, these actions are intended to impact on the political sphere.

Actions under this priority can be undertaken either at country (national or local) or cross-border level.

##### ***Target groups***

The target groups could be: opinion formers, decision makers, politicians, leaders, media professionals, advocacy groups, etc.

##### ***Added value***

Supporting women's leadership in reconciliation, conflict resolution and peace building efforts.

#### **Priority 2: "PEACE AS A VALUE: EDUCATION FOR PEACE"**

##### ***Definition***

Actions under this priority shall promote tolerance, mutual understanding and confidence both internally and externally (cross-community level).

Actions shall cover the following areas of intervention:

- Capacity building and activities promoting non-violent approaches<sup>2</sup> to conflict resolution;
- Educational programmes designed to address negative attitudes, stereotypes, prejudices, combat incitement and to raise awareness of the "other's" narrative;

Actions under this priority can be undertaken either at country (national or local) or cross-border level.

##### ***Target groups***

The target groups could be: local communities, grass roots organisations or movements, local governments, leaders, public persons, school children, teachers and parents, students, media, youth and women's organisations, non-violent movements, religious associations and groups, etc.

Actions reaching out to communities/parties who would not usually be involved in such activities are particularly encouraged.

##### ***Added value***

Multiplier effect/sustainability: pursuing of structural impact and institutionalisation of results.

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<sup>2</sup> All actions should assess whether they may directly or indirectly lead to violence, even if they have been established for non-violent purposes.

## LOT 2

### "PEACE AS JOINT EFFORTS TOWARDS DEVELOPMENT"

#### **Joint concrete actions for socio-economic development of communities directly affected by the conflict (especially Area C, Seam zone, East Jerusalem, Gaza Strip)**

##### ***Definition***

Actions under this priority shall address local practical and strategic needs in terms of socio-economic development and quality of life of the most conflict affected communities, so as to help maintain the conditions for the viability of the two state solution.

Actions shall target practical issues such as environment, health, water, local governance, community and human development, business, social rights, etc.

Actions under this priority can be undertaken either at country (national or local) or cross-border level. Actions under this priority must involve both Israelis and Palestinians either in a formal partnership or at the level of joint work.

##### ***Target groups***

The target groups could be: grass roots organisations, local authorities, etc of the above mentioned target areas. Single groups, such as youth, women, professionals, economic actors, local decision-makers, farmers, etc., may also be targeted. Actions involving local communities as a whole, thus producing multilevel and long term impact, are encouraged.

##### ***Added value***

- Multiplier effect and/or bottom-up approach: results at local level are disseminated at public opinion level and/or advocated at decision making level in order to increase action's impact.

It is mandatory for all actions under each lot or priority within a lot to include specific activities and appropriate tools, such as surveys, opinion polls, etc. to monitor and measure the proposed project's impact on target groups' attitudes towards the peace process and peaceful coexistence. The logical framework shall therefore be carefully designed with realistic, measurable and time-bound indicators, of both a **quantitative** and **qualitative** nature.

In the spirit of the comprehensive approach to EU implementation of United Nations Security Council Resolutions 1325 and 1820, actions should be formulated using a gender-sensitive perspective (use of disaggregated data for baseline information; gender analysis of target groups' needs; gender-tailored activities; etc.)

For all the above priorities the proposal will need to be based on sound needs assessment and stakeholders' analysis and including baseline data.

For guidance on the project cycle see the Project Cycle Management manual.<sup>3</sup>

**Applicants should note that the EU Partnership for Peace programme exists alongside other EU Programmes, including the European Instrument for Democracy and Human Rights. Synergy with other EU initiatives and avoidance of duplication will be carefully assessed during the evaluation process.**

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<sup>3</sup> See [http://ec.europa.eu/europeaid/multimedia/publications/documents/tools/europeaid\\_adm\\_pcm\\_guidelines\\_2004\\_en.pdf](http://ec.europa.eu/europeaid/multimedia/publications/documents/tools/europeaid_adm_pcm_guidelines_2004_en.pdf).

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

The overall indicative amount made available under this Call for Proposals is €4,700,000. The Contracting Authority reserves the right not to award all available funds.

#### Indicative allocation of funds by lot:

Lot 1 €3,200,000

Lot 2 €1,500,000

If the allocation indicated 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 the other Lot.

#### Size of grants

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

- minimum amount: €250.000
- maximum amount: €500.000

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

- Minimum percentage: 50% of the total estimated eligible costs of the action.
- Maximum percentage: 80% of the total eligible costs of the action (see also Section 2.1.5).

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 sources other than the European Union Budget or the European Development Fund<sup>4</sup>.

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

### 2.1. ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

(1) the actors:

- The **applicant**, i.e. the entity submitting the application form (2.1.1),
- if any, its **co-applicant(s)** (**where it is not specified otherwise the applicant and its co-applicant(s) are hereinafter jointly referred as the "applicants"**) (2.1.1),
- and, if any, **affiliated entity(ies)** to the applicant and/or to a co-applicant(s). (2.1.2);

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<sup>4</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) the actions:

Actions for which a grant may be awarded (2.1.4);

(3) the costs:

- types of cost that may be taken into account in setting the amount of the grant (2.1.5).

### **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 specific types of organisations such as: non-governmental organisations<sup>5</sup>, public sector operators, local authorities, international (inter-governmental) organisations as defined by Article 43 of the Implementing Rules to the EU Financial Regulation<sup>6</sup> **and**
- be established<sup>7</sup> in a Member State of the European Union or one of the ENPI South Countries<sup>8</sup> or a country that is beneficiary of Pre-Accession Assistance<sup>9</sup> or a Member State of the EEA<sup>10</sup> (this obligation does not apply to international organisations) **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](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).

If awarded the Grant contract, 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

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5 For example, but not exclusively, organisations representing national and/or ethnic minorities, local citizens' group and traders' associations, cooperatives, trade unions, organisations representing economic and social interest, consumer organisations, women's and youth organisations, teaching, cultural research and scientific organisations, universities, cross border associations, independent political foundations, community based organisations, and private sector agencies, institutions and organisations.

6 Commission Regulation No 2342/2002, as amended by Commission Regulation No 478/2007: international organisations are international public sector organisations set up by intergovernmental agreements, and specialised agencies set up by such organisations; 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. ([http://ec.europa.eu/budget/documents/financial\\_regulation\\_en.htm#table-1\\_1](http://ec.europa.eu/budget/documents/financial_regulation_en.htm#table-1_1)).

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

8 Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Occupied Palestinian Territory, Syria, Tunisia. In the case of Israel, an organization must have its registered address within Israel's internationally recognized borders.

9 Albania, Bosnia and Herzegovina, Montenegro, Serbia, The former Yugoslav Republic of Macedonia, Turkey.

10 Iceland, Liechtenstein, Norway



represents and acts on behalf of any other co-beneficiary (if any) and coordinate the design and implementation of the Action.

### **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.

Co-applicant(s) must sign the Mandate in Part B section 4 of the grant application form.

If awarded the Grant contract, the co-applicant(s)(if any) will become beneficiaries in the Action (together with the Coordinator).

**For actions presented by applicants from countries and localities other than Palestine<sup>11</sup>, Israel or Jordan, a partnership with a local organization from either of these countries and localities is OBLIGATORY.**

### **2.1.2. *Affiliated entities***

Affiliated entity(ies)

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

**Only the following entities may be considered as affiliated entities to the applicant and/or to co-applicant(s):**

- (i) legal entities together forming one entity, including where it is specifically established for the purpose of implementing the action. In this case, the resulting entity may apply as a applicant or co-applicant whereas the other entities as its affiliated entity(ies).
- (ii) legal entities having a link with the applicants, 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.

If the applicants are awarded a contract, their affiliated entity(ies) will not become Beneficiary(ies) of the Action and signatory(ies) of the Contract. However, they will participate in the design and in the implementation of the Action and the costs they incur (including those incurred for Implementation Contracts and Financial Support to third parties) may be accepted as eligible costs, provided they comply with all the relevant rules already applicable to the Beneficiary(ies) under the Grant Contract.

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

Affiliated entity(ies) must sign the affiliated entity(ies) statement in Part B section 5 of the grant application form.

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<sup>11</sup> In line with UNGA Resolution 67/19, the denomination 'Palestine' will be used on all occasions when referring to what to date has been referred to as 'Palestinian National Authority' or 'occupied Palestinian territory'. This does not entail any recognition of Palestine as a state in line with the December 2009 Council Conclusions.

### **2.1.3. Associates and Contractors**

The following entities are not 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 6 — '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.

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

Definition:

An action is composed of a set of activities.

#### Duration

The initial planned duration of an action may not be lower than 24 months nor exceed 36 months.

#### Sectors or themes

Actions must be in line with the priorities described in point 1.2 of these Guidelines.

#### Location

All actions, regardless of the priority, must be implemented in Palestine and/or Israel and/or Jordan. Specific activities, within the scope of the action and if duly justified, can be implemented also in EU Members States, Europe at large as well as in the other ENPI South countries.<sup>12</sup>

#### Types of action

The types of action to be developed under the projects financed by this programme are described under point 1.2 Objectives of the Programme and Priority Issues. Applicants can apply to Lot 1 **or** to Lot 2.

All actions must take into account the principles which the EU has promoted in the context of its policy towards the Middle East Peace Process, including non-violence. To that end, actions must assess whether or not they may directly or indirectly lead to violence, even if they have been established for non-violent purposes.

The following types of action are ineligible:

- actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences and congresses;
- actions concerned only or mainly with individual scholarships for studies or training courses;

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<sup>12</sup> Algeria, Egypt, Lebanon, Libya, Morocco, Syria, Tunisia

- 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.

#### Types of activity

Examples of the types of activity to be undertaken under the projects financed by this programme are described under point 1.2 Objectives of the Programme and Priority Issues.

#### Financial support to third parties

Applicants may not propose financial support to third parties.

#### Visibility

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

#### Number of applications and grants per applicants

The applicant may not submit more than 1 application under this Call for Proposals.

The applicant may not be awarded more than 1 grant under this Call for Proposals.

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

The applicant may apply to Lot 1 **or** to Lot 2.

A co-applicant may not submit more than 1 application under this Call for Proposals.

A co-applicant may not be awarded more than 1 grant under this Call for Proposals.

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

A co-applicant may apply to Lot 1 **or** to Lot 2.

The affiliated entity(ies) may not 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 COST" (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 amount<sup>13</sup>
- 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).

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<sup>13</sup> 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.

### 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.

### 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;
- credit to third parties.

## **2.2. HOW TO APPLY AND THE PROCEDURES TO FOLLOW**

- **Phase 1, concept note:** Registration in PADOR is obligatory for applicants. Registration is optional though strongly recommended for co-applicant(s) and affiliated entity(ies).
- **Phase 2, full proposal:** Registration in PADOR is **obligatory** for all pre-selected applicant, co-applicant(s) 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](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'<sup>14</sup> 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](mailto: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 2 copies in A4 size, each bound.

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.

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<sup>14</sup> Which corresponds to Sections 3 and 4 of Part B of the application form.

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 lot number and title, the full name and address of the applicant, and the words 'Not to be opened before the opening session' and the equivalent in Arabic or Hebrew.

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:

**WEST BANK and GAZA:**

Postal address

**Mr John Gatt-Rutter**

The Representative

European Union Representative Office for the West Bank, Gaza Strip and UNRWA

P.O. Box 22207

Mount of Olives, 91221

Jerusalem

Address for hand delivery or by private courier service

**Mr John Gatt-Rutter**

The Representative

European Union Representative Office for the West Bank, Gaza Strip and UNRWA

5, George Adam Smith Street

Jerusalem

In Gaza City (postal and hand delivery):

**Mr John Gatt-Rutter**

The Representative

European Union Representative Office for the West Bank, Gaza Strip and UNRWA

Hotel ArcMed Al Mashtal Gaza,

# 1/1000 Salah Khalaf Street, Al Mashtal Area, Gaza City

**ISRAEL:**

Postal address

**Mr Lars Faaborg-Andersen**

Ambassador, Head of the Delegation of the European Union to the State of Israel

P.O. Box 3513

Ramat Gan 52136

Tel Aviv, Israel

Address for hand delivery or by private courier service:

**Mr Lars Faaborg-Andersen**

Ambassador, Head of the Delegation of the European Union to the State of Israel

Paz Tower

5-7 Shoham Street (formerly 31-35 Betzalel Street)

Ramat Gan

Tel Aviv, Israel

**JORDAN:**

Postal address / Address for hand delivery / Delivery by private courier service:

**Ms Joanna Wronecka**

Ambassador, Head of the Delegation of the European Union to the Hashemite Kingdom of Jordan

Al-Ameerah Basma Street - North Abdoun

P.O. Box 852099

11185 Amman, Jordan

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

**Applicants must verify that their Concept Note is complete using the Checklist for Concept Note (Part A section 2 of the grant application form). Incomplete concept notes may be rejected.**

### **2.2.3. *Deadline for submission of Concept Notes***

The deadline for the submission of Concept Notes is **24<sup>th</sup> February 2014** 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 hours 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. *Further information about Concept Notes***

Open information sessions on this call for proposals will be held, tentatively in January 2014, in Ramallah, Jerusalem, and Tel Aviv.

The exact time and locations for the information sessions, as well as possible changes, will be posted on the internet. Applicants are therefore advised to check regularly the web sites of the three EU offices (East Jerusalem, Tel Aviv, and Amman):

- European Union Representative Office (West Bank, Gaza Strip and UNRWA):  
[http://eeas.europa.eu/delegations/westbank/index\\_en.htm](http://eeas.europa.eu/delegations/westbank/index_en.htm)
- Delegation of the European Union to the State of Israel:  
[http://eeas.europa.eu/delegations/israel/index\\_en.htm](http://eeas.europa.eu/delegations/israel/index_en.htm)
- Delegation of the European Union to the Hashemite Kingdom of Jordan:  
[http://eeas.europa.eu/delegations/jordan/index\\_en.htm](http://eeas.europa.eu/delegations/jordan/index_en.htm)

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: **DELEGATION-WEST-BANK-GAZA@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> as well as the websites of the three EU offices (see above). 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](mailto: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 7 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:

#### **WEST BANK and GAZA:**

##### Postal address

**Mr John Gatt-Rutter**

The Representative

European Union Representative Office for the West Bank, Gaza Strip and UNRWA

P.O. Box 22207

Mount of Olives, 91221

Jerusalem

##### Address for hand delivery or by private courier service

**Mr John Gatt-Rutter**

The Representative

European Union Representative Office for the West Bank, Gaza Strip and UNRWA

5, George Adam Smith Street

Jerusalem

##### In Gaza City (postal and hand delivery):

**Mr John Gatt-Rutter**

The Representative

European Union Representative Office for the West Bank, Gaza Strip and UNRWA

Hotel ArcMed Al Mashtal Gaza,

# 1/1000 Salah Khalaf Street, Al Mashtal Area, Gaza City

**ISRAEL:**

Postal address

**Mr Lars Faaborg-Andersen**

Ambassador, Head of the Delegation of the European Union to the State of Israel  
P.O. Box 3513  
Ramat Gan 52136  
Tel Aviv, Israel

Address for hand delivery or by private courier service:

**Mr Lars Faaborg-Andersen**

Ambassador, Head of the Delegation of the European Union to the State of Israel  
Paz Tower  
5-7 Shoham Street (formerly 31-35 Betzalel Street)  
Ramat Gan  
Tel Aviv, Israel

**JORDAN:**

Postal address / Address for hand delivery / Delivery by private courier service:

**Ms Joanna Wronecka**

Ambassador, Head of the Delegation of the European Union to the Hashemite Kingdom of Jordan  
Al-Ameerah Basma Street - North Abdoun  
P.O. Box 852099  
11185 Amman, Jordan

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

Applications must be submitted in one original and 2 copies in A4 size, each bound. The full application form, budget and logical framework must also be supplied in electronic format (CD-Rom) in a separate and 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 7 of Part B of the grant application form) and the Declaration by the applicant (Section 8 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 the equivalent in Arabic or Hebrew.

**Applicants must verify that their application is complete using the checklist (Section 7 of Part B of the grant application form). Incomplete applications may be rejected.**

|  |
|--|
| <b>2.2.7. <i>Deadline for submission of Full Application forms</i></b> |
|--|

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)

|   |
|---|
| <b>2.2.8. <i>Further information about Full Application forms</i></b> |
|---|

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

E-mail address: **DELEGATION-WEST-BANK-GAZA@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> as well as the websites of the three EU offices (see above). 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, 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**

|  |           |           |
|--|-----------|-----------|
| <b>1. Relevance of the action</b>  | Sub-score | <b>30</b> |
| 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 and the other additional elements indicated under 1.2. of these Guidelines? | 5         |           |
| <b>2. Design of the action</b>   | Sub-score | <b>20</b> |
| 2.1 How coherent is the overall design of the action?<br><br>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 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.

## STEP 2: EVALUATION OF THE FULL APPLICATION

First, the following will be assessed:

- 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 1-9 of the Checklist (Section 7 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 affiliated entity(ies) 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 grid is divided into sections and subsections. Each subsection of sections 1 of the evaluation grid will be assessed on whether the criteria has been fulfilled or not. Each subsection of sections 2, 3,4 and 5 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  |                |
|--|----------------|
| <b>1. Financial and operational capacity</b>   | <b>Yes/No</b>  |
| 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?<br>(including staff, equipment and ability to handle the budget for the action)? |                |
| 1.4 Does the applicant have stable and sufficient sources of finance?  |                |
|  | <b>Maximum</b> |

|   | <b>Score</b> |
|---|--------------|
| <b>2. Relevance of the action</b>   | <b>30</b>    |
| <i>Score transferred from the Concept Note evaluation</i>   |              |
| <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?<br>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            |
| <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, extension and information sharing.)  | 5            |
| 4.3 Are the expected results of the proposed action sustainable?:<br><br>- financially ( <i>how will the activities be financed after the funding ends?</i> )<br><br>- 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> )<br><br>- 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> )<br>- 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?   | / 5          |
| 5.2 Is the ratio between the estimated costs and the expected results satisfactory?   | / 10         |
| <b>Maximum total score</b>  | <b>80</b>    |

*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.

## **(2) 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 8 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 applicant, (if any) of the co-applicant(s) and (if any) of their affiliated entity(ies)<sup>15</sup>:

Supporting documents must be provided through PADOR, see Section 2.2

1. The statutes or articles of association of the applicant, (if any) of each co-applicant(s) and (if any) of each affiliated entity(ies)<sup>16</sup>. Where the Contracting Authority has recognised the applicant's, or the co-applicant(s)'s, or their affiliated entity(ies)'s eligibility for another call for proposals under the same budget line within 2 years before the deadline for receipt of applications, it should be submitted, instead of the statutes or articles of association, a copy of the document proving their 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 meantime<sup>17</sup>. This obligation does not apply to international organisations which have signed a framework agreement with the European Commission.
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 €750 000 (€100 000 for an operating grant). The external audit report is not required from (if any) the co-applicant(s)).

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.

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15 No supporting document will be requested for applications for a grant not exceeding EUR 60000.

16 Where the applicant and/or a co-applicant(s) and or an affiliated entity(ies) is a public body created by a law, a copy of the said law must be provided.

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

This obligation does not apply to secondary and higher education establishments.

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)<sup>18</sup>. A copy of the latest account is not required from (if any) the co-applicant(s).
4. Legal entity sheet (see annex D of these Guidelines) duly completed and signed by each of the applicants (i.e. by the applicant and (if any) by each co-applicant(s)), 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 (not from co-applicant(s)) 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. Copy of the official Certificate of Registration issued by the relevant authorities for the Applicant organization and of each partner organization.

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

Where such documents are not in one of the official languages of the European Union or in Arabic or in Hebrew, 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 applicants' 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.

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<sup>18</sup> 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.



## 2.5.2. Indicative timetable

|   | DATE             | TIME*    |
|---|------------------|----------|
| <b>Information meeting (if any)</b>   | January 2014     | tbc      |
| <b>Deadline for requesting any clarifications from the Contracting Authority</b>                        | 03 February 2014 | -        |
| <b>Last date on which clarifications are issued by the Contracting Authority</b>                        | 13 February 2014 | -        |
| <b>Deadline for submission of Concept Notes</b>   | 24 February 2014 | < 16:00> |
| <b>Information to applicants on opening, administrative checks and concept note evaluation (Step 1)</b> | 1 May 2014*      | -        |
| <b>Invitations to submit Full Application Form</b>  | 12 May 2014*     | -        |
| <b>Deadline for submission of Full Application Form</b>   | 30 June 2014*    | -        |
| <b>Information to applicants on the evaluation of the Full Application Form (Step 2)<sup>19</sup></b>   | September 2014   | -        |
| <b>Notification of award (after the eligibility check) (Step 3)</b>                                     | October 2014     | -        |
| <b>Contract signature<sup>20</sup></b>  | November 2014    | -        |

\***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(ies) will be offered a contract based on the Contracting Authority's grant contract (see Annex G of these Guidelines). By signing the application form

<sup>19</sup> Note that according to the financial regulation, notifications to the applicant on the outcome of the evaluation of their applications must take place within 6 months following the submission deadline of the full application, save in exceptional cases, in particular for complex actions, large number of proposals or where there have been delays attributable to the applicants where this limit may be exceeded. Multi-beneficiary calls can be considered as complex actions calls and therefore may benefit from an exemption to the 6 month rule. The 6 months rule only applies in case of direct centralized management.

<sup>20</sup> Note that according to the financial regulation, the signing of a grant contract with the applicant must take place within 3 months from when it was notified the decision to award a contract. However, in exceptional circumstance, in particular for complex actions launched for large number of proposals or where there have been delays attributable to the applicants (or their applications) this limit may be exceeded. The 3 months rule only applies in case of direct centralised management.

(Annex A of these Guidelines), the applicants agree, if awarded a grant, to accept the contractual conditions of the standard grant contract.

If the successful applicant of a call for proposal is an international organisation then the Contracting Authority's grant contract (see Annex G of these Guidelines), including the relevant special provisions for international organisations foreseen to that purpose should be used.

### 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 Framework (Excel format)<sup>21</sup>

Annex D: Legal Entity Sheet<sup>22</sup>

Annex E: Financial identification form

Annex F: PADOR off Line Form<sup>23</sup>

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

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

23 [http://ec.europa.eu/europeaid/work/onlineservices/pador/dispensation\\_en.htm](http://ec.europa.eu/europeaid/work/onlineservices/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](http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm)

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

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)