



Human Rights and Democracy Thematic Programme for the Lao PDR 2024

Restricted Call for Proposals

Reference: **EuropeAid /179740//DD/ACT/LA**

Submission Concept Note Deadline 8 February 2024
17:00 hrs

(Brussels date and time)

Information Session 18 January 2024

How to apply?





PADOR – Online registration

- **Prior registration in PADOR** (*an on-line database in which organizations register and update information concerning their entity*) for this Call for Proposals is **obligatory**



→ https://international-partnerships.ec.europa.eu/funding-and-technical-assistance/looking-funding_en

- If it is not possible to register online in PADOR for technical reasons, the applicants and/or affiliated entity(ies) must complete the **PADOR OFF- LINE form** attached to the Guidelines for Applicants (Annex F).

→ This form must be **sent together with the application**, by the submission deadline (see sections 2.2.2 and 2.2.3)



EuropeAid offline registration form

☒ Lead applicant

☐ Affiliated entity

☐ Co-applicant

Contact person's name _____

Contact person's e-mail address _____

Contact details

Organisation name

Organisation's e-mail _____

Abbreviation _____

Phone number _____

Address _____

Postal code _____ and / or P.O. Box _____

City _____

Legal data

Established in Statutes or Law

Legal type Legal entity file

Legal form Category



PROSPECT – Online submission

europaaid requires you to authenticate

Sign in to continue

If you are a new user and you do not have an **EU Login account**: click on the "Create an account" link and fill in all the fields.

- **Online submission via PROSPECT** (the electronic system developed by EuropeAid to facilitate the submission of applications for call for proposals) is **obligatory** for this Call for Proposals

→ <https://webgate.ec.europa.eu/europaaid/prospect>




- All questions related to registration in PADOR or the online submission via PROSPECT should be addressed to the IT helpdesk at [EuropeAid-IT- support@ec.europa.eu](mailto:EuropeAid-IT-support@ec.europa.eu) via the online support form in PROSPECT

→ Check that you have all necessary information at hand and start your on-line application in good time



PROSPECT - Online submission



INTERNATIONAL COOPERATION AND DEVELOPMENT

e-Calls
PROSPECT

European Commission > International Cooperation and Development > Funding > PROSPECT

e-Calls PROSPECT

- Calls to apply for
- My applications
- My notifications (0)
- My user settings

e-Calls PADOR

- My organisation

Useful links

- Online support
- How to use PROSPECT

User

Login : - External
Logged:
[Log me out](#)

My PROSPECT

My applications

Show applications which I can ☒ submit or edit ☐ view only for calls that are ☒ ongoing ☒ completed

This list displays by default all applications for ongoing calls that you can modify (submit or edit), including the ones that you have created (owner). [Export list](#)

Deadline	Call	Lead applicant	Title of the action	Nº	Action location(s) (Status	Letter		
							CN	FA	ELG

[Clear selection](#) Page 0 of 0 10 [No records available](#)

List of notifications

	Subject	From	Received on:

[Clear selection](#) [Delete selected](#) Page 0 of 0 10 [No records available](#)



PROSPECT : Online submission

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External User Portal - EN

- e-Calls PADOR
- e-Calls PROSPECT**
 - EOM - Election Observation Missi
 - EVAL - e-Evaluation Tool and Libr
 - FSF - Financial Sanctions Files
 - FSOR - Financial Sanctions Oper
 - ROM - Results Oriented Monitorir

Portail Utilisateur Externe - FR

Portal de Usuario Externo - ES

Portal do Usuario Externo - PT

Relex External Platform

Relex Plateforme Externe - FR

DEVCO Application Knowledge Ba

- EC Internal Users

RELEX Internal Wiki

- EC Internal Users

DEVCO Application Support

Français • Español • Português



Please note that there is a new login procedure (EU Login). The view the [EU Login Guide](#) for more information.

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What is e-Calls PROSPECT?

e-Calls PROSPECT is an electronic system developed for **the management of calls for proposals in the field of external action**. e-Calls PROSPECT allows applicants to submit their proposals online, follow up the status of their application in real time, and receive the evaluation results instantly online! Applicants also receive automatic notifications when new documents (Clarifications, Corrigendum, etc.) are published for their call.

Getting Started...

- [Manual for Applicants](#)
- [E-learning](#)
- [Quick guide on how to create an EU Login account](#)
- [Manual for External Assessors](#)

Contact

If you have a technical problem or a business question contact the [DEVCO APPLICATION Support](#) mailbox.



PROSPECT : Online submission

- ☐ Pay attention to your **application status** (draft/submitted):
- ☐ Ensure that the **e-mail address** you wish to link your application to is valid and will be active and accessible for the complete duration of the selection procedure.
- ☐ Fill in all **mandatory fields** marked with an asterisk (*).
- ☐ Note that when you submit an application online via PROSPECT, it can only be accessed and updated using the **same EU Login account and password** used when first creating the application.
- ☐ Once you have submitted your application, you will **not be able to make any changes.**





Submission of the Application

- The application must be submitted in accordance with the instructions on the concept note and the full applications in the Grant application from annexed to the guideline for applicants (Annex A .1 and Annex A.2)
- Applicant must apply in English
- Application must be submitted online via PROSPECT <https://webgate.ec.europa.eu/europeaid/prospect> following the instructions given in the PROSPECT user manual.
- Upon submission of the application online, the lead applicant will receive and automatic confirmation of receipt in its PROPECT profile.
- Applications by fax or e-mail or any other means are not acceptable



Evaluation – Step 1 (CN)

STEP 1: Administrative Checks and Concept Note Evaluation

The following will be assessed:

- ☐ The deadline has been respected.
=> Out of the deadline : application automatically rejected.
- ☐ The Concept Note satisfies all the criteria specified in the checklist (Annex A.1).
- ☐ If any of the requested information is missing or is incorrect, the application may be rejected on that sole basis and not be evaluated further



Evaluation – Step 2 (CN)

Evaluation of Concept Note:

- The concept note should only be 5 pages long.
- The **concept** must abide strictly to the instructions !
- The applicants must not provide a detailed budget at this stage.

EU requested amount : as per Guidelines 1.3.

The concept notes that pass the administrative check will be evaluated on:

☐ Relevance of the action: max score of 20

- Relevance to objectives and priorities of the call
- Relevance to needs and constraints
- Final beneficiaries/target groups are strategically chosen and clearly identified
- Any specific value added elements

☐ Design of the action: max score of 30

- Coherence of overall design of the action
- Reflection of a robust analysis and capacities of the relevant stakeholders
- External factors (risks and assumptions)
- Feasibility of the action linked to objectives and expected results
- Integration of relevant cross-cutting elements



Evaluation grid - CN

Evaluation Grid

Section	Maximum Score
1. Relevance of the action	20
1.1. How relevant is the proposal to the objectives and priorities of the call for proposals and to the specific themes/sectors/areas or any other specific requirement stated in the guidelines for applicants? Are the expected results of the action aligned with the priorities defined in the guidelines for applicants (section 1.2)?	5
1.2. How relevant is the proposal to the particular needs and constraints of the target country(ies), region(s) and/or relevant sectors (including synergy with other development initiatives and avoidance of duplication)?	5
1.3. How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs (as rights holders and/or duty bearers) and constraints been clearly defined and does the proposal address them appropriately?	5
1.4. Does the proposal contain particular added-value elements (e.g. innovation, best practices) ? [and the other additional elements indicated under 1.2. of the guidelines for applicants]	5



Evaluation grid - CN

2. Design of the action	30
2.1. How coherent is the overall design of the action? Does the proposal indicate the expected results to be achieved by the action? Does the intervention logic explain the rationale to achieve the expected results?	5x2**
2.2. Does the design reflect a robust analysis of the problems involved, and the capacities of the relevant stakeholders?	5
2.3. Does the design take into account external factors (risks and assumptions)?	5
2.4. Are the activities feasible and consistent in relation to the expected results (including timeframe)? Are results (output, outcome and impact) realistic?	5
2.5. To which extent does the proposal integrate relevant cross-cutting elements such as environmental/climate change issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, youth, combating HIV/AIDS (if there is a strong prevalence in the target country/region)?	5
Maximum total score	50



Evaluation –Step 2 (FA)

STEP 2: Evaluation of the Full Application

The full applications that pass the administrative check will be evaluated based on:

- ❑ The selection criteria:
 - ❑ Operational capacity of the lead applicant and the co-applicant(s) and affiliated entity(ies)
 - ❑ Financial capacity of the lead applicant only (not of the co-applicant(s) and affiliated entity(ies))
- ❑ The award criteria: to evaluate the quality of the applications in relation to the objectives and priorities set forth in the guidelines, and to award grants to projects which maximise the overall effectiveness of the call for proposals



Evaluation grid - FA

Section	Maximum Score
1. Financial and operational capacity	20
1.1. Do the applicants and, if applicable, their affiliated entity(ies) have sufficient in-house experience of project management?	5
1.2. Do the applicants and, if applicable, their affiliated entity(ies) have sufficient technical in-house expertise (especially knowledge of the issues to be addressed)?	5
1.3. Do the applicants and, if applicable, their affiliated entity(ies) have sufficient management in-house capacity (including staff, equipment and ability to handle the budget for the action)?	5
1.4. Does the lead applicant have stable and sufficient sources of finance?	5
2. Relevance of the action	20
2.1. How relevant is the proposal to the objectives and priorities of the call for proposals and to the specific themes/sectors/areas or any other specific requirement stated in the guidelines for applicants? Are the expected results of the action aligned with the priorities defined in the guidelines for applicants (section 1.2)?	5
2.2. How relevant is the proposal to the particular needs and constraints of the target country(ies), region(s) and/or relevant sectors (including synergy with other development initiatives and avoidance of duplication)?	5
2.3. How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs (as rights holders and/or duty bearers) and constraints been clearly defined and does the proposal address them appropriately?	5
2.4. Does the proposal contain particular added-value elements (e.g. innovation, best practices) ? [and the other additional elements indicated under 1.2. of the guidelines for applicants]	5

3. Design of the action	15
3.1. How coherent is the design of the action? Does the proposal indicate the expected results to be achieved by the action? Does the intervention logic explain the rationale to achieve the expected results? Are the activities proposed appropriate, practical, and consistent with the envisaged outputs and outcome(s)?	5
3.2. Does the proposal/Logical Framework include credible baseline, targets and sources of verification? If not, is a baseline study foreseen (and is the study budgeted appropriately in the proposal)?	5
3.3. Does the design reflect a robust analysis of the problems involved, and the capacities of the relevant stakeholders?	5
4. Implementation approach	15
4.1. Is the action plan for implementing the action clear and feasible? Is the timeline realistic?	5
4.2. Does the proposal include an effective and efficient monitoring system? Is there an evaluation planned (previous, during or/and at the end of the implementation)?	5
4.3. Is the co-applicant(s)'s and affiliated entity(ies)'s level of involvement and participation in the action satisfactory?	5
5. Sustainability of the action	15
5.1. Is the action likely to have a tangible impact on its target groups?	5
5.2. Is the action likely to have multiplier effects, including scope for replication, extension capitalisation on experience and knowledge sharing?	5
5.3. Are the expected results of the proposed action sustainable? - Financially (e.g. financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs)- Institutionally (will structures allow the results of the action to be sustained at the end of the action? Will there be local 'ownership' of the results of the action?)- At policy level (where applicable) (what will be the structural impact of the action — e.g. improved legislation, codes of conduct, methods) - Environmentally (if applicable) (will the action have a negative/positive environmental impact?)	5
6. Budget and cost-effectiveness of the action	15
6.1. Are the activities appropriately reflected in the budget?	5
6.2. Is the ratio between the estimated costs and the expected results satisfactory?	5x2**
Maximum total score	100



Evaluation – step 3 (Eligibility)

STEP 3: Verification of Eligibility of the applicants, Co-applicant(s) and Affiliated Entity(ies)

- ❑ The eligibility will be verified, based on the **supporting documents**, according to the criteria set out in guidelines (section 2.4).
- ❑ The **Declaration by the lead applicant** (section 5 of Annex A.2) will be cross-checked with the supporting documents provided by the lead applicant.
- ❑ Any missing supporting document or any incoherence between the declaration by the lead applicant and the supporting documents **may** lead to the rejection of the application on that sole basis.



Further Information

- **Questions** may be sent by e-mail no later than 21 days before the deadline for the submission of Full application
E-mail: **delegation-laos-fcs@eeas.europa.eu**
- Replies will be sent no later than 11 days before the deadline for the submission of Full application.
- To ensure equal treatment of applicants, the **contracting authority cannot give a prior opinion** on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities.
- **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 EuropeAid website, as appropriate.
- For reasons of fair and equal treatment the **EU Delegation will not meet with any potential applicants/ co-applicants** regarding this Calls for Proposals in the coming months.



Tentative Timeframe

- **Submission Concept Note** 8 February 2024 (17:00 hrs. Brussels time)
- **Results of concept note (CN) evaluation** March 2024
- **Results of Full application (FA) evaluation** June / July 2024
- **Award letter submission** August / September 2024
- **Signature of contract** October / November 2024

→ All information is in the [Guidelines for Grant Applicants](#)



To summarise

- Read the **guidelines** (and annexes) carefully
- Request **clarification** in the required timeframe
- Fill the **checklist** carefully
- Register/update to **PADOR** a.s.a.p.
- Check **PROSPECT** for any updates
- Make sure you are using the correct **template**
- Submission **deadlines!**

THANK YOU !