



Contracting Authority:

Delegation of the European Union to the Federal Republic of Nigeria &
and to the Economic Community of West African States

Civil Society Organisations-Local Authorities Programme Open Call for
Proposals 2014/2015 - Nigeria

Guidelines
for grant applicants

Budget line(s) 21.02.08.03 and 21.02.08.04

Reference: EuropeAid/137-201/DD/ACT/NG

Deadline for submission of full application:

Lot 1: August 28, 2015 at 12 noon Abuja time

Lot 2: October 30, 2015 at 12 noon Abuja time

NOTICE

Notice

This is an open Call for Proposals, where all documents are submitted together (Concept Note and Full Application Form). In the first instance, only the Concept Notes will be evaluated. Thereafter, for the applicants who have been pre-selected, the full proposal will be evaluated. After the evaluation of the full proposals, 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. CIVIL SOCIETY ORGANISATIONS – LOCAL AUTHORITIES PROGRAMME

1.1. BACKGROUND

The thematic programme 'Civil Society Organisations and Local Authorities' (CSOs-LAs) has its legal basis in Regulation 233/2014 of the European Parliament and of the Council of 11 March 2014, establishing a financing Instrument for Development Cooperation (DCI). The DCI defines the objective of the programme as to strengthen civil society organisations and local authorities in partner countries. The programme aims to foster an enabling environment for citizen participation and civil society action and cooperation, exchange of knowledge and experience and capacities of civil society organisations and local authorities in partner countries in support of internationally agreed development goals. The programme will be implemented over the period 2014-2020. The programme is the successor to the thematic programme 'Non State Actors and Local Authorities in Development' (2007-2013).

The European Commission Communication “Increasing the impact of EU Development Policy: an Agenda for Change” (COM 2011) 637 provides the policy direction for EU development cooperation by proposing a concentration of development cooperation around two main pillars:

1. Human rights, democracy and good governance;
2. Inclusive and sustainable growth for human development.

The Communication recognises non-state actors and local authorities as key players in its two pillars. It calls for strengthened "links with civil society organisations, social partners and local authorities, through regular dialogue and use of best practices", in particular to “support the emergence of a local civil society which can effectively contribute to dialogue with public authorities and to oversee public authorities' work".

Furthermore, the European Commission Communication “The roots of democracy and sustainable development: Europe's engagement with Civil Society in external relations”¹ (COM 2012) 490, proposes an enhanced and more strategic EU engagement with CSOs in developing countries, with a particular focus on local civil society organisations. Recognising the importance of constructive relations between states and CSOs, the Communication puts forward three priorities for the EU:

1. Enhance efforts to promote a conducive environment for CSOs in partner countries;
2. Promote meaningful and structured participation in programming and policy processes to build stronger governance and accountability at all levels;
3. Increase local CSOs' capacity to perform their roles as independent development actors more effectively.

In addition, the European Commission Communication “Empowering Local Authorities in partner countries for enhanced governance and more effective development outcomes”² (COM 2013) 280 presents a new policy orientation defining the European Union's strategic priorities to support local authorities and their associations in partner countries to unlock their development potential. The Commission recognises the local public sector in its political role as policy-maker and decision-maker, requiring an adequate level of autonomy, capacity development and financial resources, to participate in a more effective and efficient way in the design and implementation of national development policies and plans.

1.2. OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

The **global objective** of this Call for Proposals is to contribute towards achieving Priority 1 of the CSOs-LAs programme - Focus on country level (Enhancing CSOs and LAs contributions to governance and development processes) - as contained in the Multi-Annual Indicative Programme 2014-2020 for the 'Civil

¹ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2012:0492:FIN:EN:PDF>

² <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2013:0280:FIN:en:PDF>

Society Organisations and Local Authorities' Thematic Programme³. Actions at country level will be at the core of this programme with a view to support CSOs' and LAs' contributions towards reinforced governance, accountability and inclusive policy-making, in their work to ensure people are able to benefit from qualitative social services and profit from job creation. The programme will also support actions aimed at a sustainable territorial development, including in urban contexts, to foster local development and social cohesion. Under this first priority, the Programme distinguishes three strategic objectives based on the recognition of CSOs and LAs specificities:

1. Enhance CSOs' contributions to governance and development processes as:

- a. Actors in governance and accountability;
- b. Partners in promoting social development;
- c. Stakeholders in promoting inclusive and sustainable growth.

2. Enhance LAs contributions to governance and development processes as:

- a. Actors of local governance and creator of a public space at local level;
- b. Providers of public services, including social services, and promoters of inclusive and sustainable growth at local level, according to their institutional mandate.

3. Test pilot actions promoting local development and social cohesion through a territorial multi-stakeholder approach.

Interventions of this programme with regard to CSOs are instrumental for the implementation of EU Country Roadmaps for engagement with CSOs. As envisaged in the Communication 'The Roots of democracy and sustainable development Europe's engagement with Civil Society in external relations', the related Council Conclusions and the European Parliament Resolution on "Local Authorities and Civil Society: Europe's engagement in support of sustainable development" (2012/2288(INI)), the EU and the Member States have developed country roadmaps to activate and ensure structured dialogue and strategic cooperation, improve the impact, predictability and visibility of EU actions, and ensure consistency and synergy throughout the various sectors covered by EU external relations. These roadmaps are also meant to trigger coordination and sharing of best practices with the Member States and other international actors, including for simplification and harmonisation of funding requirements. European Union Delegations coordinate the process locally.

In Nigeria, the following priorities have been identified under the roadmap of EU engagement with civil society as a result of multi-stakeholder consultations:

Priority 1: Identify and document competent civil society drivers of change that can collectively advance public policy and institutional reform in selected thematic sectors and states (e.g. civil society networks, citizen platforms, media, trade unions, research institutions, private sector), and contribute to EU external assistance programming.

Priority 2: Strengthen institutionalised platforms for regular and inclusive multi-stakeholder (governments, civil society and citizens) dialogues on public policy and institutional reform, including budget processes, in selected thematic sectors and states

Priority 3: National, state and grassroots CSOs and networks more effective drivers of change, with a higher level of project management competencies, thematic specialisation and financial sustainability, including in the North.

Priority 4: More effective, simplified and stream-lined regulation of the civil society sector with a view to enhancing civil society credibility, transparency and accountability.

³https://webgate.ec.europa.eu/fpfis/mwikis/aidco/images/3/36/EN_Synthetic_document_for_CSOLA_priorities_20142020_FINAL.pdf

Priority 5: A more coordinated, strategic and results-oriented EU and international development partners' engagement with Nigerian civil society.

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

Lot 1 - CSOs

To enhance Nigerian CSOs' contributions to local governance and development processes in Cross River State and Kano State as a pre-condition for a more equitable, open and democratic society.

Lot 2 - LAs

To strengthen the capacity of local government councils as welfare providers and promoters of inclusive and sustainable growth at local level in Cross River State and Kano State.

The **priority issues** are:

Lot 1 - CSOs

1. Promotion of more accountable, responsive and inclusive local government budgetary processes.

Enhanced civil society organisations/community based organisations/community development associations (CSO/CBO/CDA) platforms' work on citizen/community engagement in budgeting processes from local to state and national levels (budget planning, analyses, tracking, project monitoring, etc.) and capacity building (for evidence based advocacy, lobbying, negotiation and communication skills, alliance-building and networking, especially across state-level grass-roots CSOs/CBOs/CDAs, etc).

2. Enhanced citizen and community engagement for effective and pro-poor service delivery in local government areas, with a focus on health, water and sanitation, social protection, basic infrastructure and electricity.

Enhanced CSO/CBO/CDA platforms' social accountability and public service delivery monitoring mechanisms; enhanced capacities of communities/consumer associations to monitor and engage in sectoral policy dialogue and decision-making on public services provision; CSO actions to enhance social development by improving populations' access to (and benefit from) quality social services etc.; and capacity building (for evidence based advocacy, lobbying, negotiation and communication skills, alliance-building and networking, especially across state-level grass-roots CSOs/CBOs/CDAs and consumer associations, etc).

Lot 2 - LAs

1. Promotion of more accountable, responsive and inclusive local government budgetary processes

Increased public access to budgetary information (publication and dissemination of citizen-friendly budgets and policy documents, audit reports, etc.), strengthening participatory budgeting models (establishing forums for regular and meaningful dialogues between CSOs and local government councils, as well as consultative forums, etc.) and capacity building (on public expenditure management, budget planning, negotiation and communication skills with civil society organisations, etc) for local government council personnel.

2. Enhanced local authorities-led engagement between citizens and communities for effective and pro-poor service delivery in local government areas, with a focus on health, water and sanitation, social protection, basic infrastructure and electricity

Enhanced capacity of local government councils to effectively deliver public services and to take measures to promote inclusive and sustainable growth; increased role of local government councils as catalysts of action by local actors, including via sectoral multi-stakeholder partnerships for service delivery; enhanced capacity of local government councils for policy formulation/planning and management of public finances, etc.) and capacity building (on public expenditure management, budget planning, negotiation and communication skills with civil society organisations, etc) for local government council personnel.

Overall, actions must adopt a rights-based approach according to the local situation and must include cross-cutting issues such as rights of minorities, children and older people, persons with disabilities and life-

threatening diseases and rights of other vulnerable groups, core labour rights and social inclusion, environment and climate change and fight against HIV/AIDS. Actions must also respect the principles of non-discrimination, accountability, transparency, the rule of law, good governance, gender equality and women's empowerment. In addition, conflict prevention, promotion of dialogue and reconciliation, as well as institution building shall be mainstreamed, where relevant.

The **expected results** include:

Lot 1 - CSOs

1. Improved environment, and space for CSOs to operate in and contribute to local democratic governance, budgetary process and local development planning, monitoring and implementation.
2. Improved CSOs capacity, professionalism, competences, structuring and joint actions, including through networks.
3. Enhanced CSOs actions in policy dialogues, governance and accountability; in social and economic sectors (in policy dialogue and monitoring and in implementation as appropriate) from the local to the national levels.
4. Strengthened capacity of CSOs to participate in and contribute to policy dialogue and accountability processes at local, state and national levels.
5. Strengthened capacity of CSOs to effectively advocate for improved access of population and quality of services and participate in policy work.
6. Access to and quality of social services improved in a systemic way, notably for disadvantaged groups and population out of mainstream services.
7. Improved access to - and quality of - services for economic empowerment, notably for disadvantaged groups and population segments out of mainstream services.
8. Increased documentation, sharing and dissemination of knowledge in related areas.

Lot 2 - LAs

1. Improved institutional and operational capacities of local government councils in executing their mandate (i.e. leadership, planning, budgeting, implementation, communication, etc.);
2. Enhanced accountability and transparency of local government councils towards local communities and constituencies as well as other levels of government;
3. Increased participation of local government councils and associations of local government councils in policy processes;
4. Established mechanisms to engage local government councils in dialogue with national authorities, citizens and other relevant stakeholders (multi-level governance approach), with emphasis on transparent decision-making at the local level;
5. Increased coordination and exchange between local government councils and associations of local government councils to promote the role of local government councils as local governance actors;
6. Enhanced capacity of local government councils (in line with their mandate) to effectively deliver public services, notably social services, and to take measures to promote inclusive and sustainable growth;
7. Quality services provided according to the local contexts and demands;
8. Increased role of local government councils as catalysts of action by local actors, including via multi-stakeholder partnerships for service delivery;
9. Improved public awareness on the role of local government councils in services provision, therefore better mobilisation of local communities in what and how services are delivered;

10. Better local government councils' response to urbanisation phenomenon in relation to service provision;

11. Enhanced role of associations of local government councils to assist local government councils in participating in the formulation of national/sector policies affecting the local level as well as in service provision.

1.3. FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this Call for Proposals is:

Lot 1: CSOs

€1,200,000

Lot 2: LAs

€800,000

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: **€300,000**
- Maximum amount: **€400,000**

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 eligible costs of the action.**
- Maximum percentage: **90 % 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 Fund⁴.

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

2. RULES FOR THIS CALL FOR PROPOSALS

These guidelines set out the rules for the submission, selection and implementation of the actions financed under this Call, in conformity with the Practical Guide, which is applicable to the present call (available on the Internet at this address: <http://ec.europa.eu/europeaid/prag/document.do?locale=en>).

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);

(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 a legal person; **and**
- be non-profit-making; **and**
- be one of the following types of entities⁵:

Lot 1 - CSOs

- non-governmental organisations and other relevant non-profit organisations, and networks thereof at local government or state level based in Cross River State or Kano State, though preference will be given to networks; or

- private sector bodies such as consumer associations and trade unions, and networks thereof at local government or state level based in Cross River State or Kano State, though preference will be given to networks; or

⁵ Regulation (EU) No 236/2014 of the European Parliament and of the Council of 11 March 2014 laying down common rules and procedures and for the implementation of the Union's instruments for financing external action

- public sector bodies such as employee trade unions, community-based organisations, community development associations at local government level based in Cross River State or Kano State.

Lot 2 - LAs

- A local government council based in Cross River State or Kano State; or
- A local authority based in a country of the European Union⁶

and

- be one of the following:

Lot 1 - CSOs

nationals of Nigeria⁷ which must have evidence of registration with the Corporate Affairs Commission, Nigeria either as Land Perpetual Succession, Incorporated Trusteeship or Limited by Guarantee (or specifically created by statute in the case of public sector non-profit agencies) or have valid and current state or local government area level registration in Cross River State or Kano State.

Lot 2 - LAs

- must be recognised as a local government council in Cross River State or Kano State under the 1999 Constitution of the Federal Republic of Nigeria; or
- must be recognised as a local authority based in a country of the European Union; **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; **and**
- have a minimum of 2 years documented activities in the proposed action sector, state or local government area.

- (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 Guide⁸;

In Part B section 8 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 must act with co-applicant(s) as specified hereafter.

⁶ See website of the European Union of the Committee of the Regions: <http://cor.europa.eu/en/Pages/home.aspx>

⁷ Such nationality being determined on the basis of the organisation's statutes which should demonstrate that it has been established by an instrument governed by the 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 <http://ec.europa.eu/europeaid/prag/document.do?nodeNumber=2.3.3>

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

Co-applicant(s)

At least one co-applicant is obligatory under this Call for Proposals.

For Lot 1, at least one co-applicant must be a local government council in the state where the applicant is based (i.e. Cross River State or Kano State).

For Lot 2, if the applicant is a local government council in Cross River State or Kano State, at least one co-applicant must be one of the types of entities listed in Section 2.1.1. (1) Lot 1 above. If the applicant is a local authority based in a country of the European Union, co-applicants must include at least one local government council in Cross River State or Kano State **and** at least one of the types of entities listed in Section 2.1.1. (1) Lot 1 above.

All co-applicants must fulfil the same eligibility criteria as for applicants, as listed in Section 2.1.1. (1) above.

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)

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):

Only entities having a structural link with the applicants, in particular a legal or capital link.

This structural link encompasses mainly two notions:

- (i) Control, as defined in Directive 2013/34/EU on the annual financial statements, consolidated financial statements and related reports of certain types of undertakings:

Entities affiliated to a beneficiary may hence be:

- Entities directly or indirectly controlled by the beneficiary (daughter companies or first-tier subsidiaries). They may also be entities controlled by an entity controlled by the beneficiary (granddaughter companies or second-tier subsidiaries) and the same applies to further tiers of control;
- Entities directly or indirectly controlling the beneficiary (parent companies). Likewise, they may be entities controlling an entity controlling the beneficiary;
- Entities under the same direct or indirect control as the beneficiary (sister companies).

- (ii) Membership, i.e. the beneficiary is legally defined as a e.g. network, federation, association in which the proposed affiliated entities also participate or the beneficiary participates in the same entity (e.g. network, federation, association) as the proposed affiliated entities.

The structural link shall as a general rule be neither limited to the action nor established for the sole purpose of its implementation. This means that the link would exist independently of the award of the grant; it should exist before the call for proposals and remain valid after the end of the action.

By way of exception, an entity may be considered as affiliated to a beneficiary even if it has a structural link specifically established for the sole purpose of the implementation of the action in the case of so-called “sole applicants” or “sole beneficiaries”. A sole applicant or a sole beneficiary is an entity formed by several entities (a group of entities) which together comply with the criteria for being awarded the grant. For example, an association is formed by its members.

What is not an affiliated entity?

The following are not considered entities affiliated to a beneficiary:

- Entities that have entered into a (procurement) contract or subcontract with a beneficiary, act as concessionaires or delegates for public services for a beneficiary,
- Entities that receive financial support from the beneficiary,
- Entities that cooperate on a regular basis with the beneficiary on the basis of a memorandum of understanding or share some assets,
- Entities that have signed a consortium agreement under the grant contract.

How to verify the existence of the required link with the beneficiary?

The affiliation resulting from control may in particular be proved on the basis of the consolidated accounts of the group of entities the beneficiary and its proposed affiliates belong to.

The affiliation resulting from membership may in particular be proved on the basis of the statutes or equivalent act establishing the entity (network, federation, association) which the beneficiary constitutes or in which the beneficiary participates.

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 the same eligibility criteria as the applicant and the co-applicant(s). They must sign the affiliated entity(ies) statement in Part B section 5 of the grant application form.

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 **48 months**.

Sectors or themes

Lot 1 - CSOs

1. Promotion of more accountable, responsive and inclusive local government budgetary processes
2. Enhanced citizen and community engagement for effective and pro-poor service delivery in local government areas, with a focus on health, water and sanitation, social protection, basic infrastructure and electricity

Lot 2 - LAs

1. Promotion of more accountable, responsive and inclusive local government budgetary processes
2. Enhanced local authorities-led engagement between citizens and communities for effective and pro-poor service delivery in local government areas, with a focus on health, water and sanitation, social protection, basic infrastructure and electricity

Location

Actions must take place in one or more of the following countries: **Nigeria – Cross River State and Kano State**.

Types of action

The types of actions which are eligible and may be financed under this call are those directly contributing to the achievement of the objectives listed in section 1.2 above.

The actions to be funded must have the form of a project. For the purposes of this Call for Proposals, a project should be understood as a coherent set of qualitative activities (which for example goes beyond merely organising workshops and printing information, educational and communications (IEC) materials) designed to achieve specific measurable results and objectives within a limited timeframe. This timeframe must include the time needed to prepare activities, as well as the time needed to finalise publications (if foreseen), etc.

The CSO-LA programme aims to support projects with a rights-based approach. That means projects should be designed in such a way that they contribute to a structural change and have long-term impact. Activities should be aimed at empowering beneficiaries through an inclusive and participatory approach based on the promotion or protection of rights and not only at the immediate amelioration of needs of a limited group of beneficiaries. The project should also have a “multiplier effect” (i.e. a possibility for replication and extension of the outcomes).

Proposed actions must be conceived to produce specific, measurable results which are in response to a particular issue. In this context, their justification must be based on recent reliable information and broad-

based consultation and participation of project target groups and other stakeholders. Actions must have clear objectives based on a strategy and methodology, an integrated approach with various complimentary activities and be likely to directly address the issue in question. The implementation methods should follow this approach and should contain objective and verifiable indicators to be defined for each individual activity proposed.

The European Union considers the promotion of gender equality, the rights of children, persons belonging to minorities, indigenous peoples and persons with disabilities as crosscutting issues, which must be reflected in all the activities it supports. All proposals must therefore, **where relevant**, have a perspective relevant to these issues which will be assessed in the course of the evaluation of applications.

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;
- actions supporting political parties, groups and movements;
- actions involving proselytism;
- actions which consist fully and exclusively of the production and maintenance of websites, the production of magazines and newspapers, the organisation of conferences or seminars and the production of academic studies or reports (unless a limited part of a broader project). Conferences can only be funded if they form part of a wider range of activities to be implemented in the life-time of the action;
- micro-financing and micro-crediting activities;
- purchase of buildings or offices.

Types of activity

The following list is not exhaustive and appropriate activities that are not mentioned below might also be considered for support. By way of guidance, examples of activities are:

- studies, mapping, research or documentaries on the local context, the project environment, the sector of intervention, identified needs and problems, expected results and impact;
- policy dialogues, consultations and facilitation;
- systematic monitoring and collection of data and research-based advocacy;
- transfers of know-how and experience;
- promotion of best practises and lessons learned;
- collaborations and information sharing between civil society organisations and local government councils, and innovative approaches to strengthen such;
- actions on public information, sensitisation, awareness-raising, engagement, advocacy and mobilization;
- organisation of seminars, conferences (only when the outcomes of these events will be needed and used for the implementation of the action);
- civil society and local government councils networking and coordination;
- training, educational activities and capacity development.

Financial support to third parties⁹

Applicants may not propose financial support to third parties.

Visibility

The Applicants must take all necessary steps to publicise the fact that the European Union has financed or co-financed the Action. As far as possible, actions that are wholly or partially funded by the European Union

⁹ These third parties are neither affiliated entity(ies) nor associates nor contractors.

must incorporate information and communication activities designed to raise the awareness of specific or general audiences of the reasons for the action and the EU support for the action in the country or region concerned, as well as the results and the impact of this support.

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/funding/communication-and-visibility-manual-eu-external-actions_en).

Number of applications and grants per applicants

The applicant may not 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 a co-applicant or an affiliated entity in another application at the same time.

A co-applicant/affiliated entity may not submit more than one application under this Call for Proposals.

A co-applicant/affiliated entity may not be awarded more than one grant under this Call for Proposals.

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

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 an overall 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 amount¹⁰
- 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).

The applicants (and where applicable its affiliated entities) agree that the expenditure verification(s) referred to in Article 15.7 of the General Conditions to the Standard Grant Contract (see Annex G of the Guidelines) will be carried out by the Contracting Authority or any external body authorised by the Contracting Authority: **Delegation of the European Union to the Federal Republic of Nigeria & to the Economic Community of West African States, 21st Crescent, off Constitution Avenue, Central Business District, Abuja, Nigeria. Telephone: (+234-9) 5244021 or 5244022 or 4617836.**

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.

¹⁰ 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.

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;
- salary costs of the personnel of national administrations

2.2. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

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

Registration is obligatory for all applicants, co-applicant(s) and 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/pador>.

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 applicant and/or its affiliated entity(ies). In such cases, the applicants and/or affiliated entity(ies) concerned must complete the ‘PADOR off-line form’¹¹ attached to these Guidelines and send it by the submission deadline, together with the application, to the

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

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 Call for Proposals. 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: <mailto:EuropeAid-IT-support@ec.europa.eu>.

2.2.1. Application forms

Applications must be submitted in accordance with the instructions on the Concept Note and the Full Application form in the Grant Application Form annexes to these Guidelines (Annex A)

Applicants must apply in English,

Any error or major discrepancy related to the points listed in the instructions on the Concept Note or any major inconsistency in the 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 the 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 application form and the published annexes which have to be filled in (budget, logical framework) will be evaluated. It is therefore of utmost importance that these documents contain ALL the relevant information concerning the action. No additional annexes should be sent.

2.2.2. Where and how to send Applications

Applications must be submitted in one original and 1 copy in A4 size, each bound. The complete application form (Part A: concept note and Part B: 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 application form must not be split into several different files). The electronic file must contain **exactly the same** application as the paper version enclosed.

The Checklist (Section 7 of Part B 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 an applicant sends several different applications (if allowed to do so by the Guidelines of the Call), each one has to be sent separately.

The outer envelope must bear the **reference number and the title of the Call for Proposals**, together with [the title and number of the lot,] the full name and address of the applicant, and the words 'Not to be opened before the opening session'.

Applications must be submitted in a sealed envelope by registered mail, private courier service or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) at the address below:

Postal address

**Delegation of the European Union to the Federal Republic of Nigeria & to the Economic Community of West African States
21st Crescent, off Constitution Avenue
Central Business District
Abuja, Nigeria**

Address for hand delivery or by private courier service

Delegation of the European Union to the Federal Republic of Nigeria & to the Economic Community of West African States
21st Crescent, off Constitution Avenue
Central Business District
Abuja, Nigeria

Applications 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 application is complete using the checklist (Section 7 of Part B of the grant application form). Incomplete applications may be rejected.

2.2.3. Deadline for submission of Applications

The deadline for the submission of applications is **August 28, 2015 for Lot 1 (CSOs) and October 30, 2015 for Lot 2 (LAs)** 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 **12 noon local time on the date indicated for each lot** as evidenced by the signed and dated receipt. Any application submitted after the deadline will automatically be rejected.

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

2.2.4. Further information about Applications

An information session on this Call for Proposals will be held:

Date: Thursday, July 30, 2015

Venue: Chelsea Hotel, Plot 123 Cadastral Zone A0, Central Business District, Abuja

Time: 9.00am-10.00am prompt (Registration), 10.00am-1.00pm prompt (Main Session)

Potential applicant organisations wishing to participate in the information session are required to send an email to delegation-nigeria-microprojects-eidhr@eeas.europa.eu providing the following information only:

- Name of organisation
- Names of 2 persons representing the organisation (1 programme staff and 1 finance staff).

The deadline for the receipt of emails from potential applicant organisations wishing to participate in the information seminar is **July 23, 2015 at 12:00 noon local time** as there are a limited number of places available.

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

E-mail address: delegation-nigeria-microprojects-eidhr@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), an action or specific activities.

Questions that may be relevant to other applicants, together with the answers, will be published on the:

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

Delegation of the European Union to the Federal Republic of Nigeria & to the Economic Community of West African States website: http://www.eeas.europa.eu/delegations/nigeria/index_en.htm

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 helpdesk:

<mailto:EuropeAid-IT-support@ec.europa.eu>

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 Application Form satisfies all the criteria specified in points 1-5 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 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.

Firstly, 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 Evaluation Committee will then proceed with the applicants whose proposals have been pre-selected..

(2) STEP 2: EVALUATION OF THE FULL APPLICATION

Firstly, the following will be assessed:

- 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)'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 grid is 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	Maximum Score
1. Financial and operational capacity	20
1.1 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient experience of project management?	5
1.2 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient technical 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 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	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?	/ 5
5.2 Is the ratio between the estimated costs and the expected results satisfactory?	/ 10
Maximum total score	100

Note on section 1. Financial and operational capacity

If the total score for section 1 is less than 12 points, the application will be rejected. If the score for at least one of the subsections under section 1 is 1, the application will also 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 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 entity(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 on 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)¹²:

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)¹³. 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 meantime¹⁴. 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 EUR 750 000 (EUR 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.

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)¹⁵. A copy of the latest account is neither required from (if any) the co-applicant(s) nor from (if any) affiliated entity(ies).
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.

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

13 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.

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

15 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.

6. For CSO applicants and CSO co-applicants, a copy of each organisation's certificate of registration with the Corporate Affairs Commission, Nigeria either as Land Perpetual Succession, Incorporated Trusteeship or Limited by Guarantee or valid and current state or local government authority level registration in Cross River State or Kano State.
7. The most recent published activity report of the applicant organisation.

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 the language of the call for proposals of the relevant parts of these documents proving the applicant(s)'s eligibility, must be attached for the purpose of analysing the application.

Where these documents are in an official language of the European Union other than the language of the call for proposals, it is **strongly** recommended, in order to facilitate the evaluation, to provide a translation of the relevant parts of the documents, proving the applicants' eligibility, into the language of the call for proposals.

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.

NB : In the eventuality that the Contracting Authority is not satisfied with the strength, solidity, and guarantee offered by the structural link between one of the applicants and its affiliated entity, it can require the submission of the missing documents allowing for its conversion into co-applicant. If all the missing documents for co-applicants are submitted, and provided all necessary eligibility criteria are fulfilled, the above mentioned entity becomes a co-applicant for all purposes. The applicant has to submit the application form revised accordingly.

2.5. NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

2.5.1. *Content of the decision*

The applicants 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 (if any)	July 30, 2015	<u>Registration</u> 9.00am-10.00am prompt
	<u>Venue</u> Chelsea Hotel Plot 123 Cadastral Zone Central Business District Abuja	<u>Main Session</u> 10.00am-1.00pm prompt

Deadline for requesting any clarifications from the Contracting Authority	Lot 1: August 7, 2015 Lot 2: October 9, 2015	6.00pm
Last date on which clarifications are issued by the Contracting Authority	Lot 1: August 17, 2015 Lot 2: October 19, 2015	-
Deadline for submission of Application Form	Lot 1: August 28, 2015 Lot 2: October 30, 2015	12 noon
Information to applicants on opening, administrative checks and concept note evaluation (Step 1)	Lot 1: September 2015* Lot 2: December 2015*	-
Information to applicants on the evaluation of the Full Application Form (Step 2)	Lot 1: October 2015* Lot 2: February 2016	-
Notification of award (after the eligibility check) (Step 3)	Lot 1: November 2015* Lot 2: April 2016*	-
Contract signature	Lot 1: December 2015* Lot 2: June 2016	-

***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: <http://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome>
Delegation of the European Union to the Federal Republic of Nigeria & to the Economic Community of West African States website: http://www.eeas.europa.eu/delegations/nigeria/index_en.htm .

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 Guidelines¹⁶). By signing the application form (Annex A of these Guidelines), the applicants agree, 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, those contracts must be awarded in accordance with Annex IV to the standard grant contract.

2.7. EARLY WARNING SYSTEM AND CENTRAL EXCLUSION DATABASE

¹⁶ Complemented by the provisions in Annex e3h11 where at least one of the beneficiaries is an international organisation.

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)¹⁷

Annex D: Legal Entity Sheet¹⁸

Annex E: Financial identification form

Annex F: PADOR offline Form¹⁹

DOCUMENTS FOR INFORMATION

Annex G: Standard Grant Contract

- Annex II: General conditions
- Annex IV: contract award procedures
- Annex V: standard request for payment
- Annex VI: model narrative and financial report
- 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/perdiem_en

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.

Useful links:

Project Cycle Management Guidelines

http://ec.europa.eu/europeaid/aid-delivery-methods-project-cycle-management-guidelines-vol-1_en

The implementation of grant contracts

A Users' Guide

<http://ec.europa.eu/europeaid/companion/document.do?nodeNumber=19&locale=en>

Financial Toolkit

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

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

19 http://ec.europa.eu/europeaid/pador-line-form-0_en . Only applicable in calls under direct management where PADOR is used.

http://ec.europa.eu/europeaid/funding/procedures-beneficiary-countries-and-partners/financial-management-toolkit_en

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