



Contracting Authority:

The European Union represented by the European Commission, itself represented in view of the present procedure by the Delegation of the European Union to Albania, for and on behalf of the Government of Albania

IPA 2014/2015

Civil Society Facility – Civic Initiative and Capacity Building

Albania

Open call for proposals

Guidelines
for grant applicants

BGUE-B2014-22.020401-C1-ELARG DELALB

and

BGUE-B2015-22.020401-C1-NEAR DELALB

Reference: EuropeAid/137239/DD/ACT/AL

Deadline for submission of Concept note / full application:

31 August 2015

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. IPA 2014/15 CIVIL SOCIETY FACILITY - NATIONAL PROGRAMME FOR ALBANIA

1.1. BACKGROUND

Albania signed the Stabilisation and Association Agreement (SAA) with the EU in June 2006. Promotion of Civil Society under the SAA is deemed essential in ensuring the widest possible participation of all the sectors of society in the process of European integration. In this context, Civil Society represents an essential element of democratic public life in the effort to comply with the objectives of the SAA. The European Partnership asks the Government to encourage the active participation of Civil Society Organisations (CSOs) in government decision-making. However, to attain such involvement further efforts are needed.

The Commission Communication on the Enlargement Strategy and Main Challenges 2007-8 and the latest Strategy Documents from 2008 to 2014 underline the importance of civil society being able to play its role in a participatory democracy.

Annual reports indicate that the challenges of the European or Accession Partnerships concern not only state building, governance, and socio-economic reforms, but also better democracy across the society.

The 2014 Progress Report published by the European Commission on 8 October 2014, while register some advancements, still highlights several shortcomings about the active role of civil society.

"Cooperation between state institutions and civil society organisations (CSOs) has improved. Civil society was regularly consulted on policy and legal initiatives, although with limited follow-up. The National Council for European Integration, which has the potential to play a key role in institutionally reflecting the broad national consensus on European integration, has not yet been established.

A new Supervisory Board of the Agency for Support to Civil Society was nominated. The Ministry of European Integration set up a unit for civil society coordination to cooperate with CSOs on European integration.

The new law on access to information has been adopted in September. Access to information and the transparency of policymaking and legislation need to be further improved. Consultations with CSOs need to become more systematic and transparent, including follow-up on their recommendations.

Preparations to set up the National Council for Civil Society, a consultative body to enable regular dialogue between the government and CSOs on key issues related to civil society development in Albania, are at an early stage. No steps have been taken towards revising the tax framework for CSOs and removing provisions that undermine their financial viability, particularly on VAT reimbursement for received grants. Cooperation between CSOs and local government units remains very weak due to the lack of adequate capacity to ensure proper cooperation and funding for CSOs. The civil society sector remains fragmented and overly dependent on donor funding."

EU support to civil society

The 'Civil Society Facility' (CSF) was set up in 2008 to financially support the development of civil society. The CSF aims at contributing to the consolidation and broadening of political reforms and EU alignments and to the progress made to date with regard to the implementation of the EU acquis and participatory democracy in the country.

In 2010 the CSF has been re-organized on a Regional base with a three-year rolling financial horizon. The Project Fiche (PF) covering the period 2011/2013 and identifying the updated rationale for action in Albania was defined through a consultation process involving CSOs, international organizations and other main donors to CSOs active in the country. The PF was then revised for the period 2012/2013 and the relevant decision was adopted by the Commission providing the legal base for the present call for proposals.

In 2013 DG Enlargement has defined, through a large consultation process involving all the IPA countries, ***Guidelines for Support to Civil Society Organizations in the period 2014/20***. The Guidelines identify as priority of EU support to civil society two main goals: 1) achieving an environment that is conducive to civil society activities and 2) building the capacity of CSOs to be effective and accountable independent actors.

- *Conducive Environment*

A country wishing to join the EU needs to have an appropriate legal, judicial and administrative environment for exercising the freedoms of expression, assembly and association. This includes rights for CSOs such as formalised, transparent and non-discriminatory registration procedures, free and independent operation and cooperation between citizens and the absence of disproportionate or unwarranted state interference.

An enabling financial environment is required to make it possible to transpose these rights into practice. In the majority of EU member states, legislation provides benefits to CSOs pursuing activities considered to be in the public interest; this can be achieved through favourable tax rules for private donations, membership fees and philanthropy. Others provide direct, public funding.

Beyond that, CS participation is a key factor in ensuring good quality comprehensive legislation and in developing sustainable policies that reflect people's needs and are accepted by those most concerned by them. This also applies to the reforms a country needs to implement to qualify for EU membership. Having adequate structures and mechanisms for CS cooperation with public institutions as well as free, clear and accessible flows of information on matters of public interest through structured durable mechanisms are of critical importance.

- *CSO Capacity*

CSOs take many forms and operate with different degrees of formality. The Commission will engage with CSOs that are committed to strengthening their own capacity to fulfil their objectives. First and foremost, this requires many CSOs to improve their autonomy, representativeness and accountability by strengthening their membership base, by higher internal governance standards, including democratic structures, monitoring and evaluation, financial management, transparency, geographic outreach and cooperation. Moreover, CSOs can increase their effectiveness by increasing their capacity for analysis, monitoring and advocacy as well as networking, partnership, coalition-building and active involvement in the policy and law making processes. Finally, financial sustainability requires membership development and improved capacity for diversified fundraising targeting public as well as private sources of income.

As an instrument of monitoring the advancements in the fulfilment in each of the IPA countries of the objectives set in the Guidelines, a specific tool was designed: *The Monitoring Matrix on Enabling Environment for Civil Society Development*. Every year a questionnaire measuring advancements in the various aspects of the matrix is administered in each of the IPA countries through an EU funded regional project. The Monitoring Matrix for Albania for the year 2014 – somehow mirroring the results of the Progress Report - showed noticeable advancements in several aspects:

- there is a clarification of economic activity of CSOs
- the Agency for Support to Civil Society has adopted a more open dialogue with the civil society sector
- there is increased cooperation between the state and CSOs in the preparation of strategic documents
- a new Law on Public Notification and Consultation has been adopted

However:

- the legal environment remains not supportive for CSOs involvement in service provision through public funding
- the fiscal framework remains not fully conducive and implementation of rules changes greatly across the country due to lack of updated training of the tax administration at local level.

1.2. OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

The **global objective** of this Call for Proposals is to encourage the active participation of civil society in policy-making and contributing to the fulfilment of Albania's obligations under the EU Albania Stabilisation and Association Agreement.

In this frame, the present Call aims to promote the strengthening of the CSOs capacities in terms of internal structure and governance, partnership at local and national level, administrative capacity and financial sustainability, in accordance with the objective of the DG ELARG Guidelines above.

The specific focus is on the promotion of good governance and respect of rule of law.

The **specific aim** of the grant is to target grass-roots based organizations which are usually not able to take part in EU funding schemes. The applicant is therefore requested to manage **the redistribution of at least 70% of the value of the contract through financial support to third parties (sub-granting)**.

The **expected result** of the present contract is to have a reinforced group of CSOs able to work in a professional and sustainable way addressing – also in collaboration with other CSOs and with the relevant governmental counterparts – good governance and justice issues also at policy level.

Priorities

The proposed actions should address at least one of the priorities listed below in order for the application to be considered:

Lot 1 – Promotion of good governance and fight against corruption

A number of governmental recently approved strategic documents and initiatives call for an increased role of CSOs in the fight against corruption.

– Anticorruption strategy

The strategy includes a number of references to the role of civil society

- a - Improve citizens' access to information
- b - Enhance transparency in planning, detailing, managing and auditing the budget funds
- c - Review and improvement of the system and mechanisms of the public's complaints
- d - Articulation and adoption of anti-corruption policies at the local government level
- e - Encourage the public to actively use complaints mechanisms and systems, report and participate in decision making
- f - Encourage cooperation with civil society in conceiving and implementing anti-corruption measures as well as monitoring of implementing measures by the government

- National anti-corruption campaign

The National Anti-Corruption Coordinator and Minister of State for Local Government recently presented the new national anti-corruption campaign supported by the UNDP, World Bank and OSCE – a citizen feedback mechanism using sms messages to report corruption and bribery in public hospitals and at the immovable Property Registration Offices, as well as a telephone number and website to report corruption.

- Action plan for Key Priority 3: fight against corruption

The action plan includes a number of references to the role of civil society

- a - Enhancing communication with civil society through well-established annual platforms of communication and cooperation
- b - Review of the legal framework on access to information and its implementation, proposing amendments to the existing law and accompany the process of drafting in broad consultation with civil society
- c - Well-established and operational green lines and portals in each institution
- d - Prepare annual plans of cooperation with the civil society, undertaking joint initiatives in tackling corruption in different sectors

Actions intended to build over the above mentioned governmental initiatives, with a view to monitor and improve their effectiveness, will be supported under the present call. Examples of eligible actions under this lot are listed under point 2.1.4 below.

Lot 2 – Monitoring of judiciary system and access to justice

The proper functioning of the judicial system is one of the main priorities in the accession process and is the subject of one of the key priority for opening accession negotiations.

The 2014 Progress Report in this regard noticed the following:

"Albania needs to vigorously pursue judicial reform with the constructive cooperation of all stakeholders and through continued engagement with the Venice Commission, including on the new judicial reform strategy for 2014-20 which is being prepared, and a comprehensive review of the applicable legislative framework.

...

Training for judges and judicial staff needs to be improved. The role of the Council of Prosecutors should be reinforced. Full public access to all court decisions needs to be ensured without delay.

...

Further measures are required to ensure that the appointment, promotion and transfer of judges are clearly based on merit and other objective criteria. Expeditious and transparent court proceedings should be ensured.

The functioning of the judicial system continues to be affected by politicisation, limited accountability, poor inter-institutional cooperation, insufficient resources and backlogs.

...

The disciplinary system for magistrates needs to be substantially improved, including through a more transparent and efficient inspection system. Corruption in the judiciary remains a serious concern."

Civil society based actions addressing the above mentioned problems are eligible under the present call. Examples of eligible actions under this lot are listed under point 2.1.4 below.

Lot 3 – Monitoring living conditions in prisons and pre-detention structures

The 2014 Progress Report in this regard noticed the following:

"Poor infrastructure and problems with maintenance of recently built infrastructures persist. Issues of privacy and confidentiality for sentenced inmates' conversation need to be addressed. Inmates continue to depend on food equipment and medicines from their families . . . Anticorruption measures and the internal audit system need to be strengthened. The high turn-over of prison and prison police staff limited the effectiveness of training".

Preparations have begun for the establishment of a medical institute for the treatment of detainees with mental illnesses. Concerns remain over the lack of appropriate health care services for people with mental illnesses. Community-based mental health services need to be further developed.

...

Cases of ill-treatment of juveniles in detention were frequently reported, and one investigation was launched against a prison police official for torture. A lack of coordination persists between the justice and protection systems for juveniles coming out of the justice system, who need support to reintegrate into society."

Civil society based actions addressing the above mentioned problems are eligible under the present call. Examples of eligible actions under this lot are listed under point 2.1.4 below.

Lot 4 – Re-use of assets confiscated to organized crime

The Law 10192/2009 "On preventing and sticking at organized crime and trafficking through preventive measures against assets" sets up under art.34 the "Agency for administration of sequestrated and confiscated assets" (AAPSK). The AAPSK is the institution responsible for the administration of the sequestrated and confiscated assets.

Under the implementing Decision n.632 of 23 July 2010 of the Council of Ministers, chapter II.1 on the use of the assets identifies non-profit organizations as subjects which can be given in usufruct the assets.

The AAPSK has currently at its disposal a number of immovable assets (apartment, business unit and land) which might be put at disposal, in particular through "non-profit organisations that have as the object of their activity the social, cultural and health rehabilitation of persons [lit. strata] in need, especially those affected or endangered by crime, including therapeutic centres and organisations, centres of re-training and curing users of narcotic substances, as well as centres of assistance and rehabilitation of the victims of trafficking in human beings".

In other countries affected by serious problems of organized crimes, the re-use of confiscated assets in collaboration with civil society organizations has proved to be a valid tool to reaffirm the value of legality and show the possibility of citizen's actions against organized crime.

The contribution of an experienced international organization to possible action under this Lot is considered of critical importance. A possible sequence of eligible actions is presented under section 2.1.4 below.

1.3. FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this Call for Proposals is **EUR 3,400,000**.

Indicative allocation of funds by lot:

Lot 1 – 1,200,000.00 EURO

Lot 2 – 1,200,000.00 EURO

Lot 3 – 500,000 EURO

Lot 4 – 500,000 EURO

In the case where the minimum percentage foreseen for a specific lot cannot be used due to insufficient quality or number of proposals received, the Contracting Authority reserves the right to reallocate the remaining funds to another lot.

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:

Lot 1 – Minimum amount: EUR 500,000

Maximum amount: EUR 1,300,000

Lot 2 – Minimum amount: EUR 500,000

Maximum amount: EUR 1,300,000

Lot 3 – Minimum amount: EUR 450,000

Maximum amount: EUR 550,000

Lot 4 – Minimum amount: EUR 450,000

Maximum amount: EUR 550,000

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

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

The balance (i.e. the difference between the total cost of the action and the amount requested from the Contracting Authority) must be financed from the applicant's or partners' own resources, or from sources other than the European Union budget or the European Development Fund¹.

1.4. SUSPENSION CLAUSE

The use of financial allocation mentioned under point 1. 3 is subject to the ratification by the Albanian Parliament of the signature of the Framework Agreement for IPA II, which sets the rule for use of the whole of the IPA II funding.

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/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))
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Applicant

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

- be legal persons **and**
- be non-profit-making **and**
- be a civil society organisation, such as non-governmental organisations (NGOs), **and**

¹ Where a grant is financed by the European Development Fund, any mention of European Union financing must be understood as referring to European Development Fund financing..

- be established in² Albania or in a Member State of the European Union, in an accession or official candidate country as recognised by the European Union or in Member State of the European Economic Area, **and**
- be directly responsible for the preparation and management of the action with the co-applicant(s) and affiliated entity(ies), not acting as an intermediary.

(2) The potential applicant may not participate in calls for proposals or be awarded grants if it is in any of the situations listed in Section 2.3.3 of the Practical Guide to contract procedures for EU external actions (available from the following Internet address):

http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm);

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

In case an applicant is not established in Albania, the involvement in the action of one co-applicant established in Albania is obligatory.

Co-applicant(s)

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

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

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

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

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

3 International organisations are international public-sector organisations set up by intergovernmental agreements as well as specialised agencies set up by them; the International Committee of the Red Cross (ICRC) and the International Federation of National Red Cross and Red Crescent Societies are also recognised as international organisations.

2.1.2. Affiliated entities

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

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

Duration

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

Sectors or themes

All projects must be aimed at addressing **at least one** of the Lot identified for this Call for Proposals under Section 1.2.

Location

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

Types of action and relevant activities

Lot 1 – Promotion of good governance and fight against corruption

In order to illustrate what type of actions would be eligible some examples are given below. These examples are only to give an idea while the purpose is to support the actions which the applicants and sub-grantees are pursuing in their own business plan and strategy within the overall objective of the call and the lot.

- monitoring of anti-corruption policies and practices, including the creation of permanent monitoring structure and of CSOs networks analysing the corruption phenomena and the effectiveness of the governmental measures implemented
- setting-up of prizes and professional trainings for investigative journalists against corruption
- promote increased transparency for management of public funds and participatory governance, including monitoring public institutions such as Tax and Customs Administration about anti-smuggling, not adequate treatment of taxpayers and economic operators, publishing the national accounts, trade statistics, tax revenues transparent reporting and statistics, expenditure and especially investment statistics
- assisting the public school of journalism to create an anti-corruption online page with video, radio, and text works dedicated on anti-corruption
- monitoring of political party financing and electoral campaign including financing and creation of websites, leaflets, or social media pages where it can be denounced
- promotion of the identification and adoption of transparency measure at central and local level of the public administration, including participatory budgeting, regular publication of the contracts awarded, etc
- raise intolerance to corruption by organising public events, fine/visual art competitions with schools, producing and directing documentaries, commercials based on reality, film festival on this thematic, etc

Lot 2 – Monitoring of judiciary system and access to justice

In order to illustrate what type of actions would be eligible some examples are given below. These examples are only to give an idea while the purpose is to support the actions which the applicants and sub-grantees are pursuing in their own business plan and strategy within the overall objective of the call and the lot.

- Monitoring of the performance of the law enforcement authorities and the judiciary, especially for abuse of office or corruption related-cases, fraud, environmental crime cases, and creation of credible and useful database
- Creation of a "situation" room concept for the follow up through youth active engagement
- Engagement of law and social sciences students in "access to justice" activities
- Provision of legal aid to vulnerable groups of the population and use of this cases as examples for concerned students

Lot 3 – Monitoring living conditions in prisons and pre-detention structures

In order to illustrate what type of actions would be eligible some examples are given below. These examples are only to give an idea while the purpose is to support the actions which the applicants and sub-grantees are pursuing in their own business plan and strategy within the overall objective of the call and the lot.

- Developing actions aiming at promoting human rights and monitoring their respect, as well as legislation implementation in Albania, through 'watch-dog' activities;
- Promote capacity building actions initiated by civil society organisations, including: police officers training, undertaking measures for the improvement of ill-treatment situation in police stations by preventing torture and violation of personal human dignity and in support to further improvement of pre-detention conditions and torture prevention.

Lot 4 – Re-use of assets confiscated to organized crime

Hereafter, a possible sequence of eligible actions is presented. The applicants are free to propose alternative sequences which might reasonably guarantee the expected results of sustainable re-use of the confiscated assets.

- Analysis of international best practices in the re-use of confiscated assets
- Support and technical assistance to the AAPSK for definition of detailed operational protocols for giving in use and monitor the entrustment of assets to non-profit organizations
- Organize and implement awareness campaign, at national level and particularly in the areas where confiscated assets are available, about the possibility for non-profit organizations to be entrusted of the re-use of confiscated assets
- Support organizations interested for submitting to the AAPSK requests for receiving assets in use in preparing proposal for sustainable re-use of the assets
- Provide support to the organizations selected by the AAPSK for re-use of assets, including financial support for restructuring of premises and start-up costs of new activity
- Secure due visibility to the results of the re-use projects

Financial support to third parties (sub-granting)

Under this Call, financial support to third parties may be the main purpose of the action.

In compliance with the present guidelines and notably of any conditions or restrictions in this section, applicants should define mandatorily in section 2.1.1 of the grant application form:

- (i) the objectives and results to be obtained with the financial support
- (ii) the different types of activities eligible for financial support, on the basis of a fixed list
- (iii) the types of persons or categories of persons which may receive financial support
- (iv) the criteria for selecting these entities and giving the financial support
- (v) the criteria for determining the exact amount of financial support for each third entity, and
- (vi) the maximum amount which may be given.

In all events, the mandatory conditions set above for giving financial support (points (i) to (vi)) have to be strictly defined in the contract as to avoid any exercise of discretion.

The specific aim of the grant is to out-reach small/grass-root based organizations (including associations of young professionals, students' associations, citizens' initiatives etc.).

The applicant is requested to manage the **redistribution of at least 70% of the value of the contract through financial support to third parties (sub-granting).**

The applicant is requested to have previous experience in managing sub-granting scheme, including the capacity to identify, select and coach the grass-root organizations, in order to favour their strengthening and consolidation.

The maximum amount of a financial support to third party (sub-grant) will be as follow:

Lot 1: up to **EUR 50,000** per third party, while the preferred target would be grants of a lower value;

Lot 2: up to **EUR 50,000** per third party, while the preferred target would be grants of a lower value;

Lot 3: up to **EUR 200,000** per third party;

Lot 4: up to **EUR 200,000** per third party;

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 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).

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

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

Number of applications and grants per applicant

The applicant may 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 not 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(s) under this Call for Proposals.

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

A co-applicant/affiliated entity may not 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
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Only ‘eligible costs’ can be covered by a grant. The categories of costs that are eligible and non-eligible are indicated below. The budget is both a cost estimate and a ceiling for ‘eligible costs’.

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

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

Simplified cost options may take the form of:

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

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

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

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

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

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

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

Recommendations to award a grant are always subject to the condition that the checks preceding the signing of the contract do not reveal problems requiring changes to the budget (such as arithmetical errors, inaccuracies, unrealistic costs and ineligible costs). The checks may give rise to requests for clarification and may lead the Contracting Authority to impose modifications or reductions to address such mistakes or

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

inaccuracies. It is not possible to increase the grant or the percentage of EU co-financing as a result of these corrections.

It is therefore in the applicant's interest to provide a **realistic and cost-effective budget**.

Eligible direct costs

To be eligible under the Call for Proposals, costs must comply with the provisions of Article 14 of the General Conditions to the Standard Grant Contract (see Annex G of the Guidelines).

Contingency reserve

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

Eligible indirect costs

The indirect costs incurred in carrying out the action may be eligible for flat-rate funding, but the total must not exceed 4 % 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;
- contributions in kind;
- taxes, including VAT, unless the following conditions are fulfilled: they are not recoverable by any means; it is established that they are borne by the final beneficiary; and they are clearly identified in the project proposal. Information on taxes can be found in Annex J to these Guidelines.

2.2. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

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

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'⁵ attached to these Guidelines and send it by the submission deadline, together with the application, to the address indicated in sections 2.2.2 and 2.2.6. The registration in PADOR will then be carried out by the European Commission service in charge of the 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: Europeaid-pador@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 4 copies 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.

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

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

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

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

Address for hand delivery or by private courier service

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

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

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. <i>Deadline for submission of Applications</i>
--

The deadline for the submission of applications is **31 August 20105** 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 hours local time 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. <i>Further information about Applications</i>

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: jozef.gonda@eeas.europa.eu cc stefano.calabretta@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>

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

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

Europeaid-pador@ec.europa.eu

2.3. 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 complementary actions and measures for sustainability undertaken within the country, possibility of leverage effect with other actions, as well as promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous	5	

peoples, or innovation and best practices?		
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?:	5

<ul style="list-style-type: none"> - 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. 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)⁶:

Supporting documents may/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)⁷ 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 meantime⁸. 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.

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

7 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.

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

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

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 and will prevail 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.

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.

⁹ This obligation does not apply to natural persons who have received a scholarship or that are in most need in receipt of direct support, nor to public bodies and to international organisations. It does not apply either when the accounts are in practice the same documents as the external audit report already provided pursuant to Section 2.4.2.

2.5.2. Indicative timetable

	DATE	TIME*
Information meeting	An announcement will be published on the Delegation website	
Deadline for requesting any clarifications from the Contracting Authority	10 August 2015	xxx
Last date on which clarifications are issued by the Contracting Authority	20 August 2015	xxx
Deadline for submission of Application Form	31 August 2015	16.00
Information to applicants on opening, administrative checks and concept note evaluation (Step 1)	20 September 2015	xxx
Information to applicants on the evaluation of the Full Application Form (Step 2)¹⁰	October 2015	xxx
Notification of award (after the eligibility check) (Step 3)	October 2015	xxx
Contract signature¹¹	31 November 2015	xxx

***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 Guidelines¹²). By signing the application form

10 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.

11 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.

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

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)

Annex D: Legal Entity Sheet

Annex E: Financial identification form

Annex F: PADOR off Line Form¹³

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

¹² Complemented by the provisions in Annex e3h11 where at least one of the beneficiaries is an international organisation.

¹³ http://ec.europa.eu/europeaid/work/onlineservices/pador/dispensation_en.htm. Only applicable in centralised calls where PADOR used.

- Annex V: standard request for payment
- Annex VI: model narrative and financial report
- Annex VII: model report of factual findings and terms of reference for an expenditure verification of an EU financed grant contract for external action
- Annex VIII: model financial guarantee
- Annex IX: standard template for transfer of ownership of assets

Annex H: Daily allowance rates (Per diem), available at the following address:
http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm

Annex 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/multimedia/publications/publications/manuals-tools/t101_en.htm **The implementation of grant contracts - A Users' Guide**

<http://ec.europa.eu/europeaid/companion/document.do?chapterId=497>

Financial Toolkit

http://ec.europa.eu/europeaid/work/procedures/financial-management-toolkit_en.htm

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