



Contracting Authority

Delegation of the European Union to India

Delegation of the European Union to Bangladesh

Delegation of the European Union to Nepal

Instrument for Stability

Peace-building Partnership Annual Action Programme 2012

Support to in-country actors to prevent and respond to crises in fragile and conflict- affected situations in South Asia

Guidelines for grant applicants

Budget line 19 06 01 01

Reference: IFS-RRM/133-955

Deadline for submission of Concept Notes: 18 March 2013

NOTICE

Notice

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

Table of contents

1. INSTRUMENT FOR STABILITY: PEACE-BUILDING PARTNERSHIP

1.1. Background.....	1
1.2. Objectives of the programme and priority issues	1
1.3. Financial allocation provided by the contracting authority	2

2. RULES FOR THIS CALL FOR PROPOSALS 5

2.1. Eligibility criteria.....	6
2.1.1. Eligibility of applicants (i.e. applicant and co-applicant(s)).....	6
2.1.2. Associates and Contractors	7
2.1.3. Affiliated entities.....	7
2.1.4. Eligible actions: actions for which an application may be made.....	8
2.1.5. Eligibility of costs: costs that can be included	10
2.2. How to apply and the procedures to follow	12
2.2.1. Concept Note content	13
2.2.2. Where and how to send Concept Notes.....	13
2.2.3. Deadline for submission of Concept Notes	14
2.2.4. Further information about Concept Notes.....	14
2.2.5. Full Application forms	14
2.2.6. Where and how to send Full Application forms.....	15
2.2.7. Deadline for submission of Full Application forms	15
2.2.8. Further information about Full Application forms	16
2.3. Evaluation and selection of applications	16
2.4. Submission of supporting documents for provisionally selected applications	20
2.5. Notification of the Contracting Authority's decision	22
2.5.1. Content of the decision.....	22
2.5.2. Indicative timetable.....	22
2.6. Conditions for implementation after the Contracting Authority's decision to award a grant.....	23
2.7. Early warning system and central exclusion database.....	23

3. LIST OF ANNEXES 24

1. INSTRUMENT FOR STABILITY: PEACE-BUILDING PARTNERSHIP

1.1. BACKGROUND

Since its inception in 2006, the Instrument for Stability (IfS) has become an important component of the European Union's foreign policy tool kit, providing the European Union (EU) with a specific financial instrument to allow rapid and flexible responses to sudden or emerging crises in Third Countries (art.3), as well as to support the development of local capacities for conflict-prevention, crisis response and peace-building in conflict-prone countries (art.4.3)¹. The activities funded under the crisis preparedness component (art.4.3) of the IfS constitute the 'Peace-Building Partnership' (PbP).

Since 2007, the IfS PbP has been providing funding globally to civil society organisations active in the field of peace-building. This capacity-building support has served to enhance the general institutional and operational capacity of relevant civil society organisations to anticipate and respond to situations of crisis, to improve their contribution to early warning systems and in the provision of field-based political analysis, and to further develop dialogue networks to develop upstream the capacity of local partners and generate learning of benefit to the peace-building sector as a whole.

The major priority set out in the IfS Strategy Paper 2012-2013 is to strengthen the international and regional capacity to anticipate, analyze, prevent and respond to the threat to stability and human development posed by violent conflict and natural disasters, as well as to improve post-conflict and post-disaster recovery.

The 2012 Annual Action Programme sets out the specific measures that will be taken under the 2012 budget to implement the strategy outlined in the 2012-2013 Strategy Paper. The overall objective outlined for the Peace-building Partnership is to create, restore or consolidate appropriate ways, tools and mechanisms at local and regional level to prevent conflicts and contribute to durable peace. Component 1 seeks to support activities that create, restore or consolidate appropriate ways, tools and mechanisms at local and regional level to prevent conflicts and contribute to durable peace.

Priority interventions that may be supported under the Instrument for Stability article 4.3 have been laid out in the following legal basis and policy documents:

- Regulation (EC) No 1717/2006 of the European Parliament and of the Council of 15 November 2006 establishing an Instrument for Stability;
- The IfS Thematic Strategy Paper 2012-2013;
- The IfS Multi-annual Indicative Programme 2012-2013;
- The 2012 Annual Action Programme of the Crisis Preparedness component of the IfS – Peace-building Partnership (Action Fiche 1).

All documents can be found at http://eeas.europa.eu/ifs/docs/index_en.htm.

The PbP Annual Action Plan (AAP) for 2012 includes country-specific funding, and South Asia was selected as one of the eligible regions to launch a Call for Proposals.

¹ EC Regulation No. 1717/2006 establishing the Instrument for Stability.

1.2. OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

1.2.1 Objectives and priorities of the Peace-Building Partnership

Component 1 of the Peace-building Partnership seeks to strengthen the capacity of civil society organisations and support activities that create, restore or consolidate appropriate ways, tools and mechanisms at local and regional level to prevent conflicts and contribute to durable peace. The aim is to support local initiatives in fragile and conflict-affected areas and in-country capacities for effective conflict management and peace-building, including initiatives with a regional dimension. The actions supported under this programme should contribute to the following overall objectives:

- a) enhancement of the overall capacity of relevant civil society organisations at local level;
- b) improvement of local civil society organisations networking and advocacy skills;
- c) fostering and facilitating dialogue between civil society organisations and local and international institutions.

In line with current EU policy priorities, three thematic areas have been identified as priorities under this Call for Proposals (CfP). Actions to be funded under this CfP will have to address at least one of the following thematic priorities:

1. Women, peace and security

Under this thematic priority, support is given to measures aiming to promote gender considerations at decision-making levels and within civil society, in particular in relation to mechanisms for the prevention, management and resolution of conflicts. Activities could focus on (while not excluding other related areas of focus):

- Empowerment of women activists and women's organisations as well as civil society staff to participate in peace and security processes;
- Development of mechanisms to better respond to gender based violence in situations of crisis and conflict;
- Exchange of practices on the development and implementation of National Action Plans implementing United Nations Security Council Resolutions (UNSCR) 1325² and 1820³;

All proposals on women, peace and security should contribute to the Implementation of the EU Comprehensive approach on UNSCR 1325 and 1820⁴ and should be aligned with existing National Action Plans for UNSC 1325 and 1820 (if existing in the country of implementation), in order to avoid duplication with activities funded under other channels.

2. Children and Youth, Peace and Conflict

Children are often disproportionately affected by armed conflict. Long-lasting conflict environments also have a devastating effect on children and youth growing up knowing only violence, which risks further perpetuating conflict by sowing the seeds for conflict to continue or re-emerge. Moreover, in many countries, children and youth account for a very high percentage of the population but are often not given a proper

² http://www.un.org/events/res_1325e.pdf

³ [http://www.un.org/ga/search/view_doc.asp?symbol=S/RES/1820\(2008\)](http://www.un.org/ga/search/view_doc.asp?symbol=S/RES/1820(2008))

⁴ http://www.consilium.europa.eu/ueDocs/cms_Data/docs/hr/news187.pdf

voice or opportunities to contribute to shaping their societies. Under this thematic priority, the PbP therefore aims to support for example:

- Actions to prevent and reduce the active recruitment of children in armed conflicts and to support their reintegration, including accountability and redress measures;
- Actions aiming to prevent violence against children in conflict or post-conflict contexts;
- Actions aiming at reconnecting youth across geographic or ethnic divides, combating isolation and segregation by building interaction and trust;
- Actions aiming to divert youth from engaging in or being recruited by other violent groups;
- Actions to ensure that national peace negotiations and reconciliation processes are child-sensitive (by effectively promoting and safeguarding the rights of children) and to ensure that the voices of children and youth are heard and their views adequately taken into account.
- Actions to promote child and youth civic engagement, empowering them to play an active role in their communities and public affairs affecting them.

Particular attention will be given to children with disabilities and children from minority groups. All funded actions should be based on international instruments and agreed norms and principles for the protection of children.⁵ In particular, they should contribute to the implementation of the EU Guidelines on Children Affected by Armed Conflict⁶ and the EU Guidelines for the Promotion and Protection of the Rights of the Child.⁷

3. Natural Resources and Conflict

Environmental degradation and competition for natural resources, including water, may exacerbate instability and put pressure on governance systems. Land disputes and access to forests and mineral resources also drive many conflicts in the region. Many of the existing and potential conflicts over natural resources could be exacerbated by the effects of climate change. The Peace-building Partnership is therefore looking to support activities addressing these links, including but not limited to activities such as:

- Development of socio-environmental analysis and risk planning;
- Information gathering, systematic observation and development of monitoring tools;
- Exchange of information and dialogue at local, national or regional level to develop common understanding and avoid potentially contradictory policies;
- Support to mitigation and adaptation measures for affected populations

Proposals may benefit from the recommendations developed under the UN-EU Partnership on Natural Resources and Conflict Prevention which aims to help countries reduce tensions over natural resource and use environmental management for peace-building and conflict prevention. The Partnership has developed Guidance Notes on relevant topics such as Land and Conflict, Extractive Industries and Conflict, Renewable

⁵ See annex 1 of the EU Guidelines on children affected by armed conflict.

⁶ <http://www.consilium.europa.eu/uedocs/cmsUpload/GuidelinesChildren.pdf>

⁷ <http://www.consilium.europa.eu/uedocs/cmsUpload/16031.07.pdf>

Resources and Conflict, etc. The Guidance Notes can be found on <http://www.un.org/en/events/environmentconflictday/uneu.shtml>.

1.2.2. Objectives of this Call for Proposals

The **overall objective** of this Call for Proposals is to support local actors' initiatives for the prevention of conflicts and the consolidation of peace in South Asia, while contributing to the broader objectives listed above in relation to capacity-building, networking and advocacy, and dialogue.

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

1. To strengthen the capacity of and support the efforts of local actors in promoting the role of women and inclusion of gender considerations at decision-making levels and within civil society, in particular in relation to mechanisms for the prevention, management and resolution of conflicts;
2. To support actors working with children and youth in conflict-affected environments, in their various roles as victims of conflict, potential contributors to tension, and potential peace-builders;
3. To strengthen the capacity and voice of local actors working to address links between natural resources and conflict.

All funded actions will actively take gender considerations into account and may include activities specifically focusing on women and/or children. Actions aiming at enhancing coordination and operational cooperation between separate entities and organisations will be particularly encouraged, as will actions that expand, replicate or complement previous initiatives that have proven successful.

With the above objectives in mind, this Call for Proposals aims at achieving the following expected results:

- enhanced institutional and operational capacity of relevant civil society organisations active on conflict-resolution, peace-building and reconciliation efforts, in particular at the local level;
- enhanced capacity and awareness of problems and potential solutions specifically related to women, peace and security; children and youth, peace and conflict; and natural resources and conflict;
- links are forged or consolidated between local, national and regional-level initiatives for the promotion of conflict prevention and peace-building, and partnerships, consortia, platforms and/or networks promoted on specific aspects of both short-term and long-term peace-building;

For the purpose of this Call for Proposals, peace-building is understood as a comprehensive concept that encompasses, generates, and sustains the full array of processes, approaches and stages needed to mitigate conflict and transform it in more sustainable and peaceful relationships. Peace-building projects seek changes in people's perceptions, attitudes and behaviours. Hence, in order to achieve its overall objectives, proposals should be built on a *theory of change*, i.e. assumptions about how the activities implemented will bring about change and produce results in terms of conflict mitigation and peace-building. As an example of how to use theories of change, please see the EU-funded "*Guidance for designing, monitoring and evaluating peacebuilding projects: using theories of change*" which is available at <http://www.careinternational.org.uk/research-centre/conflict-and-peacebuilding/227-guidance-for-designing-monitoring-and-evaluating-peacebuilding-projects-using-theories-of-change>.

1.3. FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this Call for Proposals is €2,000,000. The Contracting Authority reserves the right not to award all available funds, or to increase the allocation should more funds become available.

Indicative allocation of funds by lot/geographical distribution:

Lot 1: India: EUR 400,000

Lot 2: Nepal: EUR 400,000

Lot 3: Bangladesh: EUR 400,000

Lot 4: Multiple countries: EUR 800,000

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

Size of grants

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

Lot 1, 2 and 3:

- minimum amount: EUR 200,000
- maximum amount: EUR 400,000

Lot 4:

- minimum amount: EUR 300,000
- maximum amount: EUR 800,000

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: 80 % 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 sources other than the European Union Budget or the European Development Fund⁸.

2. RULES FOR THIS CALL FOR PROPOSALS

These guidelines set out the rules for the submission, selection and implementation of the actions financed under this Call, in conformity with the Practical Guide to contract procedures for EU external actions, which is applicable to the present call (available on the Internet at this address: http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm).

⁸ Where a grant is financed by the European Development Fund, any mention of European Union financing must be understood as referring to European Development Fund financing.

2.1. ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

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

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

Applicants

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

- be legal persons; **and**
- be non-profit-making; **and**
- be non-state actors, as defined under art. 10.2 of the IfS Regulation. These include: non-governmental organisations, organisations representing indigenous people, local citizens' groups and traders' associations, cooperatives, trade unions, organisations representing economic and social interests, local organisations (including networks) involved in decentralised regional cooperation and integration, consumer organisations, women's and youth organisations, teaching, cultural, research and scientific organisations, universities, churches and religious associations and communities, the media and any non-governmental associations, and private and public foundations likely to contribute to the development or the external dimension of internal policies; **and**
- be established in any country eligible under the relevant strategy. For the purpose of this Call for Proposals, and in accordance with Article 17.5 of the Instrument for Stability Regulation, the award of grant contracts shall be open on a global basis; **and**
- be constituted in accordance with the legislation in force in the country concerned; **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**
- be registered for at least three years at the time of the submission of an application; **and**
- be able to demonstrate that they have regularly carried out activities in the field of development covered by this programme at least during the last two years at the time of the submission of an application.

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

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

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

The applicant may act individually or with co-applicant(s).

Co-applicant(s)

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

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

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

In order to foster coordination among civil society actors working on conflict prevention and peace-building issues at the regional, national and local level, applicants are encouraged to reach out to co-applicants wherever feasible taking into account the nature of the action proposed, and to form consortia that may include local level and grass-root organisations, national NGOs from different eligible countries where relevant, and/or existing representative/coordination structures. The choice of co-applicants should be based on demonstrated skills and proven experience in conflict resolution and peace-building issues in the country or region, and on a clear added value of an organisation in a given topic and/or geographical area.

2.1.2. Associates and Contractors

The following are not co-applicant(s) nor affiliated entity(ies) and do not have to sign the "mandate" or "affiliated entities' statement":

- Associates

Other organisations may be involved in the action. Such associates play a real role in the action but may not receive funding from the grant, with the exception of per diem or travel costs. Associates do not have to meet the eligibility criteria referred to in section 2.1.1. Associates must be mentioned in Part B section 5 — ‘Associates of the Applicant participating in the Action’ — of the Grant Application Form.

- Contractors

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

- Sub-grantees

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

2.1.3. Affiliated entities

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

Affiliated entity(ies)

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

- (i) legal entities together forming one legal entity, including where it is specifically established for the purpose of implementing the action. In this case, the resulting legal entity may apply as a single applicant or co-applicant.

- (ii) legal entities having a link with the applicant, notably a legal or capital link, which is neither limited to the action nor established for the sole purpose of its implementation on the condition that they satisfy the eligibility and non-exclusion criteria of an applicant.

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

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

2.1.4. <i>Eligible actions: actions for which an application may be made</i>

Definition

An action is composed of a set of activities.

Duration

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

Sectors or themes

All projects must conform to the above-described programme objectives, and be directed towards the expected results and priority issues identified for this Call for Proposals in Section 1.2.

Location

This call for proposals is divided into four Lots depending on where the action is implemented:

Lot 1: India

Lot 2: Nepal

Lot 3: Bangladesh

Lot 4: Multiple countries

Actions under Lots 1, 2 and 3 must take place in either India, Nepal or Bangladesh.

Actions under Lot 4 must take place in two or more countries. The project's core activities should focus on India, Nepal and/or Bangladesh, but regional or multi-country projects may also include some activities in, or the involvement of, actors from Bhutan, Sri Lanka, the Maldives and Myanmar in addition to the three countries above.

Under all lots, specific activities such as study tours, participation in seminars, diffusion actions, awareness campaigns, etc. may also be eligible when taking place outside of the countries mentioned above, provided that they are necessary to and do not represent a significant part of the action.

Types of action

Actions must contribute to the achievement of the objectives stressed on in section 1.2 of the present Guidelines (Objectives of the Programme).

Projects should be self-contained operations indicating a coherent set of activities with clearly defined operational objectives, target groups and planned, tangible outcomes, within a limited timeframe. Activities should be designed to meet the specific needs of the target groups identified by the project.

The proposed actions should be designed to produce specific, measurable results in response to identified problems. Proposals must be based on concrete, recent, and verifiable information that can clearly identify specific problems and the related constraints. It is thus necessary to set clear objectives based on a clear and feasible theory of change with specifically tailored strategies and intervention methodologies that incorporate complementary, consistent activities suitable for tackling the identified problems directly. The means to be deployed should stem logically from this approach.

Types of activity

Activities should contribute to the overall objectives and at least one of the priority areas outlined in Section 1.2 of these guidelines.

Gender issues should be mainstreamed in all aspects of the proposed action.

Applications should foresee mechanisms, human resources and budget for the monitoring and evaluation of the proposed action.

Redistribution of the grant

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

In the case of applicants anticipating a redistribution of the grant, they must specify in their applications the objectives and results to be obtained and the types of entity that will be eligible for a sub-grant. A fixed list of the types of activity eligible for sub-grants must be included in the application, together with the criteria for selecting sub-grantees including the criteria for determining the exact amount of each sub-grant. The maximum amount of a sub-grant is €60 000 per third party, except where a redistribution of the grant is the main purpose of the action.

Applicants must comply with the objectives and priorities and guarantee the visibility of the EU financing (see the Communication and Visibility Manual for EU external actions specified and published by the European Commission at http://ec.europa.eu/europeaid/work/visibility/index_en.htm).

The following types of action are ineligible:

- actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences and congresses;
- actions concerned only or mainly with individual scholarships for studies or training courses;
- construction of new buildings
- actions aimed purely at providing humanitarian assistance
- actions that discriminate against specific individuals or groups of people on the basis of gender, sexual orientation, religion, ethnic or political considerations.

Number of applications and grants per applicant

The applicant may not submit more than one application per lot under this Call for Proposals.

The applicant may not be awarded more than one grant per lot 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 may submit more than one application per lot under this Call for Proposals.

A co-applicant may be awarded more than one grant per lot under this Call for Proposals.

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

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

2.1.5. Eligibility of costs: costs that can be included

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

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

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

Simplified cost options may take the form of:

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

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

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

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

- describe the information and methods used to establish the amounts of unit costs, lump sums and/or flat-rates, to which costs they refer, etc.
- clearly explain the formulas for calculation of the final eligible amount⁹

⁹ 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.

- identify the beneficiary who will use the simplified cost option (in case of affiliated entity, specify first the beneficiary), in order to verify the maximum amount per each beneficiary (which includes if applicable simplified cost options of its affiliated entity(ies))

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

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

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

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

Eligible direct costs

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

Contingency reserve

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

Eligible indirect costs

The indirect costs incurred in carrying out the action may be eligible for flat-rate funding, but the total must not exceed 7 % of the estimated total eligible direct costs. Indirect costs are eligible provided that they do not include costs assigned to another budget heading in the standard grant contract. The applicant may be asked to justify the percentage requested before the contract is signed. However, once the flat rate has been fixed in the special conditions of the standard grant contract, no supporting documents need to be provided.

If any of the applicants or affiliated entity(ies) is in receipt of an operating grant financed by the EU, it may not claim indirect costs on its incurred costs within the proposed budget for the action.

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 European Union (including through EDF) grant;
- purchases of land or buildings, except where necessary for the direct implementation of the action, in which case ownership must be transferred to the final beneficiaries and/or local Beneficiary(ies), at the latest at the end of the action;
- currency exchange losses;
- credit to third parties.

2.2. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

Prior registration in PADOR for this Call for Proposals is:

- Phase 1, concept Note: Registration in PADOR is obligatory for applicants (including co-applicants); optional for affiliated entities.
- Phase 2, full proposal: Registration in PADOR is obligatory for all pre-selected applicants (including co-applicants) and all their affiliated entities.

PADOR is an on-line database in which organisations register and update their data regularly, through the EuropeAid website:

http://ec.europa.eu/europeaid/work/online-services/pador/index_en.htm

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

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

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

However, if it is impossible for the organisation to register in PADOR, it must submit a justification proving that this impossibility is general and beyond the control of the applicants and/or its affiliated entity(ies). In such cases, the applicants and/or affiliated entity(ies) concerned must complete the 'PADOR off-line form'¹⁰ attached to these Guidelines and send it by the submission deadline, together with the application, to the address indicated in sections 2.2.2 and 2.2.6. The registration in PADOR will then be carried out by the European Commission service in charge of the CfP. If, at a later stage, the organisation wishes to update its data itself, it will have to send an access request to the PADOR helpdesk.

All questions related to registration in PADOR should be addressed to the PADOR helpdesk at: Europeaid-pador@ec.europa.eu.

¹⁰ Which corresponds to Sections 3 and 4 of Part B of the application form.

2.2.1. Concept Note content

Applications must be submitted in accordance with the Concept Note instructions in the Grant Application Form annexed to these Guidelines (Annex A).

Applicants must apply in English.

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

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

Clarifications will only be requested when information provided is unclear and thus prevents the Contracting Authority from conducting an objective assessment.

Hand-written Concept Notes will not be accepted.

Please note that only the Concept Note form will be evaluated. It is therefore of utmost importance that this document contain ALL relevant information concerning the action. No additional annexes should be sent.

2.2.2. Where and how to send Concept Notes

The Concept Note together with the Checklist for the Concept Note (Part A section 2 of the grant application form) and the Declaration by the applicant for the Concept Note (Part A section 3 of the grant application form) must be submitted in one original and one copy in A4 size, each bound.

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

Where applicants send several different Concept Notes (if allowed to do so by the Guidelines of the Call), each one must be sent separately.

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

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

Postal address and address for hand delivery or by private courier service

Delegation of the European Union to India

Finance Contracts and Audit Section

65 Golf Links

New Delhi 110 003

INDIA

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

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

2.2.3. *Deadline for submission of Concept Notes*

The deadline for the submission of Concept Notes is 18 March 2013 as evidenced by the date of dispatch, the postmark or the date of the deposit slip. In the case of hand-deliveries, the deadline for receipt is at 17.00 hours local time as evidenced by the signed and dated receipt. Any Concept Note submitted after the deadline will be rejected.

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

2.2.4. *Further information about Concept Notes*

An information session on this Call for Proposals will be held on 19 February 2013 in New Delhi. To register for the information session, please send an email to Delegation-India-PBP@eeas.europa.eu at the latest by 17 February 2013.

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

E-mail address: Delegation-India-PBP@eeas.europa.eu

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

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

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

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

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

Europeaid-pador@ec.europa.eu

2.2.5. *Full Application forms*

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

The elements outlined in the Concept Note cannot be modified by the applicant in the full application form. The EU contribution may not vary from the initial estimate by more than 20 %, although applicants are free to adapt the percentage of co-financing required within the minimum and maximum amount and percentages of co-financing, as laid down in these Guidelines under section 1.3.

Applicants must submit their applications in the same language as their Concept Note.

Please complete the full application form carefully and as clearly as possible so that it can be assessed properly.

Any error related to the points listed in the Checklist (Part B, Section 6 of the Grant Application form) or any major inconsistency in the full application form (e.g. if the amounts in the budget worksheets are inconsistent) may lead to the rejection of the application.

Clarifications will only be requested when information provided is unclear and thus prevents the Contracting Authority from conducting an objective assessment.

Hand-written applications will not be accepted.

Please note that only the full application form and the published annexes which have to be filled in (budget, logical framework) will be transmitted to the evaluators (and assessors, if used). It is therefore of utmost importance that these documents contain **ALL** the relevant information concerning the action. **No supplementary annexes should be sent.**

2.2.6. *Where and how to send Full Application forms*

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

Delegation of the European Union to India
Finance Contracts and Audit Section
65 Golf Links
New Delhi 110 003
INDIA

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

Applications must be submitted in one original and one copy in A4 size, each bound. The full application form, budget and logical framework must also be supplied in electronic format (CD-Rom) in a separate and single file (i.e. the full application form must not be split into several different files). The electronic file must contain **exactly the same** application as the paper version.

The Checklist (Section 6 of Part B of the grant application form) and the Declaration by the applicant (Section 7 of Part B of the grant application form) must be stapled separately and enclosed in the envelope

Where applicants send several different applications (if allowed to do so by the Guidelines of the Call), each one must be sent separately.

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

Applicants must verify that their application is complete using the checklist (Section 6 of Part B of the grant application form). Incomplete applications may be rejected.

2.2.7. *Deadline for submission of Full Application forms*

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

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

2.2.8. Further information about Full Application forms

An information session for pre-selected applicants will be held at a date to be specified to those applicants invited to submit a Full Application.

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

E-mail address: Delegation-India-PBP@eeas.europa.eu

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

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

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

No individual replies will be given to questions. All questions and answers as well as other important notices to applicants during the course of the evaluation procedure, will be published on the website <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> [<other websites>]. It is therefore advisable to consult the abovementioned website regularly in order to be informed of the questions and answers published.

2.3. EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by the Contracting Authority with the possible assistance of external assessors. All actions submitted by applicants will be assessed according to the following steps and criteria.

If the examination of the application reveals that the proposed action does not meet the eligibility criteria stated in paragraph 2.1.3, the application will be rejected on this sole basis.

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

The following will be assessed:

- Compliance with the submission deadline. If the deadline has not been met, the application will automatically be rejected.
- The Concept Note satisfies all the criteria specified in points 1-5 of the Checklist (Section 2 of Part A of the grant application form). If any of the requested information is missing or is incorrect, the application may be rejected on that sole basis and the application will not be evaluated further.

The Concept Notes that pass the first administrative check will be evaluated on the relevance and design of the proposed action.

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

The evaluation criteria are divided into headings and subheadings. Each subheading will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Scores

1. Relevance of the action		Sub-score	30
1.1 How relevant is the proposal to the objectives and priorities of the Call for Proposals?		5x2**	
1.2 How relevant to the particular needs and constraints of the target country(ies) or region(s) is the proposal (including synergy with other EU initiatives, avoidance of duplication, building on what works)?		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? Does the action aim to enhance coordination and operational cooperation between separate entities and organisations?		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?		5x2**	
In particular, does it reflect the analysis of the problems involved, take into account external factors and relevant stakeholders?			
2.2 Is the action feasible and consistent in relation to the objectives and expected results?		5x2**	

TOTAL SCORE 50

* Note: A score of 5 (very good) will only be allocated if the proposal specifically addresses more than the required minimum number of priorities as indicated in Section 1.2 (Objectives of the programme) of these guidelines.

**these scores are multiplied by 2 because of their importance

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

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

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

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

STEP 2: EVALUATION OF THE FULL APPLICATION

First, the following will be assessed:

- Compliance with the submission deadline. If the deadline has not been met, the application will automatically be rejected.
- The full application form satisfies all the criteria specified in points 1-8 of the Checklist (Section 6 of Part B of the grant application form). If any of the requested information is missing or is incorrect, the application may be rejected on that **sole** basis and the application will not be evaluated further.

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

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

- have stable and sufficient sources of finance to maintain their activity throughout the proposed action and, where appropriate, to participate in its funding;
- have the management capacity, professional competencies and qualifications required to successfully complete the proposed action. This also applies to any affiliated entity(ies) of the applicants.

The award criteria help to evaluate the quality of the applications in relation to the objectives and priorities, and to award grants to projects which maximise the overall effectiveness of the Call for Proposals. They help to select applications which the Contracting Authority can be confident will comply with its objectives and priorities. They cover the relevance of the action, its consistency with the objectives of the Call for Proposals, quality, expected impact, sustainability and cost-effectiveness.

Scoring:

The evaluation criteria are divided into sections and subsections. Each subsection will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Evaluation Grid

Section	
1. Financial and operational capacity	Yes/No
1.1 Do the applicants and, if applicable, affiliated entity(ies) have sufficient experience of project management?	
1.2 Do the applicants and, if applicable, affiliated entity(ies) have sufficient technical expertise? (especially knowledge of the issues to be addressed.)	
1.3 Do the applicants and, if applicable, affiliated entity(ies) have sufficient management capacity? (including staff, equipment and ability to handle the budget for the action)?	
1.4 Does the applicant have stable and sufficient sources of finance?	
	Maximum Score

2. Relevance of the action	30
<i>Score transferred from the Concept Note evaluation</i>	
3. Effectiveness and feasibility of the action	20
3.1 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?	5
3.2 Is the action plan clear and feasible?	5
3.3 Does the proposal contain objectively verifiable indicators for the outcome of the action? Is any evaluation planned?	5
3.4 Is the co-applicant(s)'s and affiliated entity(ies)'s level of involvement and participation in the action satisfactory?	5
4. Sustainability of the action	15
4.1 Is the action likely to have a tangible impact on its target groups?	5
4.2 Is the proposal likely to have multiplier effects? (Including scope for replication, extension and information sharing.)	5
4.3 Are the expected results of the proposed action sustainable?: - financially (<i>how will the activities be financed after the funding ends?</i>) - institutionally (<i>will structures allowing the activities to continue be in place at the end of the action? Will there be local 'ownership' of the results of the action?</i>) - at policy level (where applicable) (<i>what will be the structural impact of the action — e.g. will it lead to improved legislation, codes of conduct, methods, etc?</i>) - environmentally (if applicable) (<i>will the action have a negative/positive environmental impact?</i>)	5
5. Budget and cost-effectiveness of the action	15
5.1 Are the activities appropriately reflected in the budget?	5x2*
5.2 Is the ratio between the estimated costs and the expected results satisfactory?	5
Maximum total score	80

*these scores are multiplied by 2 because of their importance

Note on Section 1. Financial and operational capacity

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

Provisional selection

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

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

The eligibility verification, based on the supporting documents requested by the Contracting Authority (see Section 2.4) will only be performed for the applications that have been provisionally selected according to their score and within the available financial envelope.

- The Declaration by the applicant (Section 7 of Part B the grant application form) will be cross-checked with the supporting documents provided by the applicant. Any missing supporting document or any incoherence between the Declaration by the applicant and the supporting documents may lead to the rejection of the application on that sole basis.
- The eligibility of applicants, the affiliated entities(ies), and the action will be verified according to the criteria set out in Sections 2.1.1, 2.1.2 and 2.1.3.

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

2.4. SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED APPLICATIONS

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

Supporting documents may be provided through PADOR, see Section 2.2.

1. The statutes or articles of association of the applicants¹¹ and of each affiliated entity(ies) . Where the Contracting Authority has recognised the applicants' eligibility for another call for proposals under the same budget line within 2 years before the deadline for receipt of applications, the applicants may submit, instead of its statutes, a copy of the document proving eligibility in a former Call (e.g. a copy of the special conditions of a grant contract received during the reference period), unless a change in legal status has occurred in the meantime¹². This obligation does not apply to international organisations which have signed a framework agreement with the European Commission. A list of the relevant framework agreements is available at the following address:
http://ec.europa.eu/europeaid/work/procedures/financing/international_organisations/other_international_organisations/index_en.htm
2. An external audit report produced by an approved auditor, certifying the applicant's accounts for the last financial year available where the total amount of the grant exceeds €750 000.

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

12 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)¹³.
4. Legal entity sheet (see annex D of these Guidelines) duly completed and signed by each of the applicants, accompanied by the justifying documents requested there. If the applicants have already signed a contract with the Contracting Authority, instead of the legal entity sheet and supporting documents, the legal entity number may be provided, unless a change in legal status occurred in the meantime.
5. Financial identification form of the applicant conforming to the model attached at Annex E of these Guidelines, certified by the bank to which the payments will be made. This bank should be located in the country where the applicant is established. If the applicant has already submitted a financial identification form in the past for a contract where the European Commission was in charge of the payments and intends to use the same bank account, a copy of the previous financial identification form may be provided instead.
6. The most recent activity report of the Applicant Organisation.
7. For applicants and co-applicants based in India: Copy of the organisation's registration under the Foreign Contributions Registration Act (FCRA).
8. For applicants and co-applicants based in Bangladesh: Copy of registration with the NGO Affairs Bureau or other appropriate Bangladesh authority.
9. For applicants and co-applicants based in Nepal: Copy of relevant official registration document, such as: Agreement signed between INGO and the Social Welfare Council (SWC); Renewed (at least one year before the proposal submission) registration certificate and/or SWC Affiliation certificate of the NGOs; Clearance certificate in case the applicant has been prevented working in Nepal for some reasons, but the prevention released by the time the concept note is submitted.

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

Where such documents are not in one of the official languages of the European Union, a translation into English of the relevant parts of these documents proving the applicant(s)'s eligibility, must be attached and will prevail for the purpose of analysing the application.

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

If the abovementioned supporting documents are not provided before the deadline indicated in the request for supporting documents sent to the applicant by the Contracting Authority, the application may be rejected.

After verifying the supporting documents, the Evaluation Committee will make a final recommendation to the Contracting Authority, which will decide on the award of grants.

13 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. NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

2.5.1. *Content of the decision*

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

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

2.5.2. *Indicative timetable*

	DATE	TIME*
Information meeting	19 February 2013	To be indicated to those registered
Deadline for requesting any clarifications from the Contracting Authority	25 February 2013	-
Last date on which clarifications are issued by the Contracting Authority	7 March 2013	-
Deadline for submission of Concept Notes	18 March 2013	17.00 New Delhi time
Information to applicants on opening, administrative checks and concept note evaluation (Step 1)	29 April 2013*	-
Invitations to submit Full Application Form	29 April 2013*	-
Information meeting	To be indicated to pre-selected applicants	To be indicated to pre-selected applicants
Deadline for submission of Full Application Form	13 June 2013*	-
Information to applicants on the evaluation of the Full Application Form (Step 2)	25 July 2013*	-
Notification of award (after the eligibility check) (Step 3)	8 August 2013*	-
Contract signature	Before 31 December 2013*	-

* **Provisional date.** All times are in the time zone of the country of the Contracting Authority (India).

This indicative timetable may be updated by the Contracting Authority during the procedure. In such cases, the updated timetable will be published on the EuropeAid web site

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

2.6. CONDITIONS FOR IMPLEMENTATION AFTER THE CONTRACTING AUTHORITY'S DECISION TO AWARD A GRANT

Following the decision to award a grant, the Beneficiary will be offered a contract based on the Contracting Authority's standard grant contract (see Annex G of these Guidelines). By signing the application form (Annex A of these Guidelines), the applicant agrees, if awarded a grant, to accept the contractual conditions of the standard grant contract.

Implementation contracts

Where implementation of the action requires the Beneficiary(ies) and its affiliated entity(ies) (if any) to award procurement contracts, it must award the contract to the tenderer offering the best value for money, that is to say, the best price-quality ratio, in compliance with the principles of transparency and equal treatment for potential contractors, care being taken to avoid any conflict of interests. To this end, the Beneficiary must follow the procedures set out in Annex IV to the standard grant contract.

2.7. EARLY WARNING SYSTEM AND CENTRAL EXCLUSION DATABASE

The applicants and, if they are legal entities, the persons who have powers of representation, decision-making or control over them, are informed that, should they be in one of the situations mentioned in:

- Commission Decision of 16.12.2008 on the Early Warning System (EWS) for the use of authorising officers of the Commission and the executive agencies (OJ, L 344, 20.12.2008, p.125) or
- Commission Regulation of 17.12.2008 on the Central Exclusion Database (CED) (OJ L344, 20.12.2008, p.12),

their personal details (name, given name (if natural person), address, legal form and name and given name of the persons with powers of representation, decision-making or control (if legal person)) may be registered in the EWS only or both in the EWS and CED, and communicated to the persons and entities listed in the above-mentioned Decision and Regulation, in relation to the award or the execution of a grant agreement or decision.

3. LIST OF ANNEXES

DOCUMENTS TO BE COMPLETED

Annex A: Grant Application Form (Word format)

Annex B: Budget (Excel format)

Annex C: Logical Framework (Excel format)

Annex D: Legal Entity Sheet

Annex E: Financial identification form

Annex F: PADOR off-line form¹⁴

DOCUMENTS FOR INFORMATION

Annex G: Standard Grant Contract

- Annex II: General conditions applicable to european union-financed grant contracts for external actions
- Annex IV: contract award procedures
- Annex V: standard request for payment
- Annex VI: model narrative and financial report
- Annex VII: model report of factual findings and terms of reference for an expenditure verification of an EU financed grant contract for external action
- Annex VIII: model financial guarantee
- Annex IX: standard template for transfer of ownership of assets

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

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

Annex J: Information on the tax regime applicable to grant contracts signed under the call.

Project Cycle Management Guidelines

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

¹⁴ http://ec.europa.eu/europeaid/work/oneservices/pador/dispensation_en.htm.