



Contracting Authority: European Commission

Investing in People: Good health for all

**Promoting sexual and reproductive health and rights — universal
access to reproductive health**

Restricted call for Proposals

Guidelines
for grant applicants

21.050101

Reference: EuropeAid/134837/C/ACT/Multi

Deadline for submission of Concept note:

10 December 2013 at 16:00 hrs (Brussels date and time)

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 full applications have been evaluated, an eligibility check will be done on applicants who 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' enclosed with the application.

IMPORTANT

Even though the verification of eligibility is foreseen to be carried out only for the provisionally selected applicants at the end of the procedure, the Evaluation Committee may decide to verify this point at any previous step of the procedure. Consequently, any proposal found to be non-compliant with all the mandatory conditions set in these guidelines can be automatically rejected on that sole basis, at any stage of the procedure and without any prior notice nor clarification request. Applicants are therefore strongly advised to fill in scrupulously the "Checklist for the Concept Note" (Annex A, Part A, section 2), the "Checklist for the Full Application form" (Annex A, Part B, section 7) and the first two pages of the application form where most of the prerequisites are required/listed. Any missing supporting document or any incoherence between the declarations and the supporting documents may lead to the rejection of the proposal on that sole basis.

No modification of the partnership between the Concept Note and the Full Application will be allowed save in exceptional cases, justified by force majeure and accepted by the Evaluation Committee. Force majeure shall mean any unforeseeable exceptional situation or event beyond the parties' control which prevents either of them from fulfilling any of their obligations, is not attributable to error or negligence on their part and proves insurmountable in spite of all due diligence. In such cases, the applicant must clearly indicate the requested change and justify the request in Part B section 7 of the Full Application form. The validity of the justification provided will be examined during the evaluation of the Full Application. Should the justification not be deemed valid, the proposal may be rejected on that sole basis.

A functional mailbox specifically dedicated to this call has been set up: EuropeAid-134837SRH@ec.europa.eu. It shall be used exclusively for the purpose explained in paragraph 2.2 of these guidelines i.e. submission of the Concept Notes, clarification requests within the set deadline, submission of the Full Application and in case the applicant does not receive the confirmation of reception on the date announced in the indicative calendar (as explained in paragraph 2.2.3). No other functional mailbox (such as, for example, EuropeAid-GlobalCalls@ec.europa.eu) will be used. The Contracting Authority reserves the right to close this mail box without prior notice once this call for proposals is closed and not to reply to requests which do not fall under one of the afore-mentioned categories. In particular, neither information regarding the indicative time table nor the content of the decision will be given through this mailbox. In that respect, applicants are requested to follow instruction given in paragraphs 2.5.1 and 2.5.2 of these guidelines.

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1. INVESTING IN PEOPLE: GOOD HEALTH FOR ALL

1.1. BACKGROUND

This call for proposals is part of the wider ‘Investing in People’ programme. The programme pursues a broad approach to development and poverty reduction, with the general aim of improving human and social development levels in partner countries in accordance with the *United Nations Millennium Declaration* and the Millennium Development Goals. It is based on Article 12 of the Development Cooperation Instrument (DCI),¹ and is further defined in the *Strategy Paper for the Thematic Programme 2007-2013*² and the *Mid-term review of the Strategy Paper* adopted on 5 November 2010³. The ‘Good health for all’ theme of the multiannual indicative programme 2011-2013 addresses three key health areas: 1) strengthening health systems, improving health services and supporting capacity of partner countries to confront health challenges, 2) addressing the main communicable diseases, and 3) implementing the Cairo Agenda of the International Conference on Population and Development (ICPD)⁴ on sexual and reproductive health and rights.

The general sexual and reproductive health and rights objectives are to improve reproductive and sexual health in developing countries and to secure the right of women, men and adolescents to good reproductive and sexual health by providing financial assistance and appropriate expertise — with a view to promoting a holistic approach to, and increased recognition of, reproductive and sexual health and rights as defined in the International Conference on Population and Development (ICPD) programme of action. This includes safe motherhood and universal access to a comprehensive range of safe and reliable reproductive and sexual healthcare, services, supplies, education and information (including information on all kinds of family planning methods). It also includes reducing maternal mortality and morbidity rates, with particular reference to the countries and populations where these are highest.

The aforementioned Regulation is implemented through multiannual programming documents adopted by the European Commission (EC), which set out in detail the thematic and geographic priorities. The current programming document covers the period 2011-2013, and the present call for proposals is published under the 2013 annual action plan.⁵

1.2. OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

Description of the objectives and priorities of the programme covered by this call for proposals: **Promoting sexual and reproductive health and rights – universal access to reproductive health**

The **overall objective** of this call for proposals is to contribute to poverty reduction and to improving the wellbeing of populations in developing countries through better reproductive health and informed family planning choices.

¹ Regulation (EC) No 1905/2006 of the European Parliament and of the Council of 18 December 2006 establishing a financing instrument for development cooperation, OJ L378, 27/12/2006, http://eur-lex.europa.eu/smartapi/cgi/sga_doc?smartapi!celexplus!prod!DocNumber&lg=en&type_doc=Regulation&an_doc=2006&nu_doc=1905 as amended by Commission Regulation (EC) No 960/2009 of 14 October 2009, OJ L270, 15/10/2009, <http://eurlex.europa.eu/Notice.do?val=502660%3Acs&lang=en&list=502660%3Acs%2C&pos=1&page=1&nbl=1&pgs=10&hwords=>.

² http://ec.europa.eu/development/icenter/repository/how_we_do_strategy_paper_en.pdf.

³ http://ec.europa.eu/development/icenter/repository/investing_people_mid-term_review.pdf.

⁴ <http://www.unfpa.org/public/home/publications/pid/1973>.

⁵ http://ec.europa.eu/europeaid/work/ap/aap/2013_en.htm

The **specific objective** is to contribute to improved universal access to reproductive health, MDG 5.B, in developing countries which have the worst indicators.

Priority will be given to measures that (assessed in section 1.1 of the concept note evaluation grid):

1. clearly identify and target the most vulnerable people with the least access to reproductive health;
2. collaborate closely with the public sector in the country where the action takes place, including them as a partner,⁶ and support the implementation of public policy and capacity building designed to give better access to Sexual Reproductive Health (SRH).

In addition, proposals which demonstrate the following aspects will be considered favourably (assessed in section 1.4 of the concept note evaluation grid):

- promote comprehensive measures to increase tailored access to reproductive health at local, national or — where relevant — regional level;
- add value and seek synergy with existing SRH measures and with other major health projects and initiatives in the country;
- demonstrate alignment with national or subnational health policies, strategies and plans and include strategies on how to ensure country ownership and credible sustainability;
- align with relevant national and international policies, such as the programme of action of the ICPD and its daughter agreements and support regional agreements in the domain, such as the Maputo Plan of Action and the Campaign for Accelerated Reduction of Maternal Mortality in Africa (CARMMA) in Africa. Furthermore, alignment with best practices and UN guidelines in the field of sexual and reproductive health will be valued;⁷
- strengthen local civil society organisations and local authorities (technical cooperation, capacity building, redistribution of grants).

Results

It is expected that the selected measures will contribute especially to the MDG 5.B targets and indicators. As such they will: increase contraceptive prevalence rates, reduce adolescent birth rates, increase antenatal care coverage, and narrow the current family planning shortfall in communities where the action is taking place. As appropriate, they will also contribute to progress in the MDG 5.A and 6.A indicators: maternal mortality ratio, proportion of births attended by skilled health personnel, HIV prevalence among population aged 15-24 years, condom use at least for high-risk sex, and the proportion of the population aged 15-24 years with comprehensive correct knowledge of HIV/AIDS.

⁶ Public sector bodies may apply if they belong to the ‘local authority’ category. See section 2.1.1, footnote 12. Other types of public bodies can take part as associates.

⁷ By way of example, see WHO guidelines on adolescent RH services; essential interventions, commodities and guidelines for reproductive, maternal, newborn and child health or UNFPA Family Planning Handbook: http://www.who.int/maternal_child_adolescent/documents/sex_rep_health/en/index.html
http://www.who.int/pmnch/topics/part_publications/essential_interventions_18_01_2012.pdf
<http://www.unfpa.org/public/publications/pid/397>.

Each selected project should include SMART⁸ indicators for measuring success. Baseline values should be provided in the application. The quality and relevance of indicators will be evaluated in the full proposal phase, under point 3.3 in the evaluation grid.

1.3. FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this Call for Proposals is € 28 000 000.

The Contracting Authority reserves the right not to award all available funds. Equally, this amount could be increased, should more funds become available either from the same or from a subsequent budget year.

Size of grants

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

- minimum amount: € 2 000 000
- maximum amount: € 6 000 000

Any grant requested under this Call for Proposals must respect the following maximum percentage of total eligible costs of the action:

- maximum percentage: 80% of the total eligible costs of the action (see also Section 2.1.5).

Only for actions taking place exclusively in the least developed or other low-income countries as indicated in OECD DAC,⁹ may the EU requested contribution cover up to 90% of the eligible costs.

The grant may cover the entire eligible costs of the action if this is deemed essential to carry it out. If that is the case, the applicant must justify full financing in Section 2 of Part B of the grant application form and the validity of the justification provided will be examined during the evaluation procedure.

Should the Evaluation Committee consider the reasons stated to be not justified, the maximum percentage of 80% or if applicable, of 90% will then be applied.

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 Fund¹⁰.

⁸ SMART indicators are specific, measurable, attainable, reachable, and time-bound.

⁹ <http://www.oecd.org/dac/stats/DAC%20List%20used%20for%202012%20and%202013%20flows.pdf>.

¹⁰ Where a grant is financed by the European Development Fund, any mention of European Union financing must be understood as referring to European Development Fund financing.

2. RULES FOR THIS CALL FOR PROPOSALS

These guidelines set out the rules for the submission, selection and implementation of the actions financed under this Call, in conformity with the Practical Guide 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).

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

(2) the actions:

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

(3) the costs:

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

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

Applicant

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

- be legal persons **and**
- be non-profit-making **and**
- be a non-governmental organisation¹¹ or a local authority¹² **and**

¹¹ The term non-governmental organisation is equivalent to the terms of Civil Society Organisations (CSOs) and to the term Non-State Actors (NSA). These are organisations representing indigenous peoples, organisations representing national and/or ethnic minorities, local traders' associations and citizens' groups, cooperatives, trade unions, organisations representing economic and social interests, organisations fighting corruption and fraud and promoting good governance, civil rights organisations and organisations combating discrimination, 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 independent foundations, including independent political foundations.

¹² The term 'local authority' (LA) refers to public institutions with legal personality, component of the State structure, below the level of central government and accountable to citizens. Local authorities are usually composed of a deliberative or policy-making body (council or assembly) and an executive body (the Mayor or other executive officer), directly or indirectly elected or selected at local level. The term encompasses different tiers of government, e.g. villages, municipalities, districts, counties, provinces, regions, etc. [Reference: COM(2013) 280 final, 15.05.2013].

- have at least five years⁷ experience of working in the field relevant to this call for proposals (assessed in Section 1.2 of the full application evaluation grid) **and**
- be established in¹³ a Member State of the European Union or in a developing country where the action is taking place **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.

In addition to the categories listed above, applicants from the following countries are also eligible:

- Iceland, Lichtenstein and Norway;¹⁴
- Turkey, the Former Yugoslav Republic of Macedonia, Montenegro, Serbia.¹⁵

Furthermore, for actions proposed and taking place **exclusively in the least developed countries**, applicants from Australia, Canada, Japan, New Zealand, Switzerland and United States may also apply.¹⁶

(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.

Partnership

Partnership arrangements between actors and which build local ownership and capacity are strongly encouraged in this call. Applicants must therefore act **with at least one co-applicant** as specified hereafter.

Either the applicant or the co-applicant **must be established in the country** where the action is to take place.

For multi-country actions, the partnership must involve **at least one local¹⁷ organisation** (applicant, co-applicant or affiliate) **per country** where the action is to take place, taking into account the minimum (one applicant and one co-applicant) indicated in the first paragraph above.

The Contacting Authority will attach particular importance to the quality of the partnership. In this context, the applicant should demonstrate the expected benefits and added value of the proposed partnership (see Section 2 of the concept note evaluation grid and section 3 of the full application evaluation grid).

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 for the Contracting Authority. The

http://ec.europa.eu/europeaid/what/civilsociety/documents/com_2013_280_local_authorities_in_partner_countries_en.pdf

¹³ 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.

¹⁴ As members of the European Economic Area EEA.

¹⁵ As official EU candidate countries.

¹⁶ As members of the OECD/Development Assistance Committee (DAC).

¹⁷ See footnote 13.

Coordinator represents and acts on behalf of any other co-beneficiary and coordinates the design and implementation of the Action.

Co-applicant(s)

Having at least one co-applicant is obligatory in this call (see previous point 'Partnership').

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 categories are however also eligible as co-applicants in the proposed action:

- international (inter-governmental) organisations as defined by Article 43 of the Rules of Application to the EC Financial Regulation;¹⁸
- private companies, especially if they can offer particular access and means, on condition that no profit is derived from their involvement in the action;
- non-governmental organisations based in other developing country¹⁹ than where the action is taking place.

Co-applicant(s) must have at least three years' experience of working (instead of the five years requirement for the applicant) in the field relevant to this call for proposals (assessed in Section 1.2 of the full application evaluation grid).

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) will become beneficiaries in the action (together with the Coordinator).

2.1.2. *Affiliated entities*

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

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

- (i) legal entities together forming one entity, including where that entity is established specifically for the purpose of implementing the action. In this case, the resulting entity may apply as an applicant or co-applicant, whereas the other entities may apply only as affiliated entity(ies); or
- (ii) legal entities having a link with the applicants, notably a legal or capital link, which is neither limited to the action nor established for the sole purpose of its implementation, on condition that they satisfy the eligibility and non-exclusion criteria of an applicant.

Where 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 implementation of the action, and the costs they incur (including those incurred for implementation contracts and financial

18 International organisations are international public-sector organisations set up by intergovernmental agreements and any 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.

¹⁹ See footnote 9.

support for 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 eligibility criteria as applicable to the applicant and to the co-applicant(s), as the case may be.

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

2.1.3. Associates and contractors

The following entities are neither 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 at the same time be contractors in the project. Contractors are subject to the procurement rules set out in Annex IV to the standard grant contract.

- Redistribution of the grant

The grant beneficiaries may award financial support to third entities. These entities are neither affiliated entity(ies), nor associates, nor contractors. However, they are subject to the nationality and origin rules set out in Annex IV to the standard grant contract.

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

Definition:

An action is composed of a set of activities.

Duration

The initial planned duration of an action may not be less than 36 months nor more than 60 months.

Sectors or themes and indicative activities

Applicants are expected to propose a comprehensive approach to tackling the problems of access to reproductive health. Proposals must therefore relate to at least three of the following four **target groups**:

1. Actions targeting **decision-makers, opinion leaders and/or professionals** at government, regional and/or community levels

Action may for example, focus on several of the following, non-exhaustive list of activities:

- policy dialogue and advocacy about adequate financing for and equity of access to quality family planning and sexual and reproductive health services of different population groups, such as young people, those living in poverty, and other underserved groups;

- provision of information and advocacy regarding the improved availability of, access to, and use of voluntary family planning supplies,²⁰ advocacy related to improving supplies planning, forecasting, procurement, supply chain management and distribution;
- actions holding decision-makers and the public sector responsible and accountable for: health expenditure, policy planning and implementation, equal access to and quality of sexual and reproductive health services, tracking health expenditure, follow-up of health indicators and results, keeping citizens informed of the government's actions and results;
- actions aimed at changing prevailing gender norms and beliefs, including harmful practices, and cultural barriers that are detrimental to SRH;
- working with public service providers to upgrade their standards and procedures, integrate SRH and HIV services, and provide professional education in the area of reproductive health;
- informing people about a rights-based approach to health in general and sexual and reproductive health in particular.

2. Activities targeting **young people** and aimed at improving their access to reproductive health services

Action may, for example, focus on several of the following, non-exhaustive list of activities:

- awareness campaigns, sexuality education and behaviour change communication, targeting young people in school and outside;
- work with young people and public sector service providers with a view to making services more youth-friendly and accessible to hard-to-reach groups such as young people not in education, young unmarried and married people;
- work with communities to remove barriers preventing young people from accessing reproductive health services, including cutting down on harmful cultural practices, and changing gender norms and beliefs;
- where services are not available to young people, provision of youth-friendly basic reproductive health services,²¹ in established agreement with the public sector when possible (see also the Section 'Types of Activity').

3. Activities targeting **underserved or hard-to-reach communities and other disadvantaged or vulnerable groups** lacking access to and means for voluntary family planning and reproductive health services

Action may, for example, focus on several of the following, non-exhaustive list of activities:

- awareness campaigns, sexuality education and behaviour change communication;
- work with public sector providers to improve access to and the quality of existing services;
- work with communities to change gender norms and prevailing perceptions, and to remove barriers to accessing reproductive health services;

²⁰ [Modern methods as defined by WHO: http://www.who.int/mediacentre/factsheets/fs351/en/](http://www.who.int/mediacentre/factsheets/fs351/en/) .

²¹ In this context the basic sexual and reproductive health services mean: family-planning counselling and provision of a wider range of family planning methods; prevention and treatment of reproductive tract infections and sexually transmitted diseases; breast and cervical cancer screening as appropriate and referral to other necessary services.

- in underserved areas where services are not offered, provide basic reproductive health services²² and, in exceptional and justified cases, other relevant reproductive health services,²³ in established agreement with the public sector when possible (see also the Section ‘Types of Activity’).
4. Activities strengthening **local civil society organisations and local authorities** working on SRHR and access to reproductive health services

Action may, for example, focus on several of the following, non-exhaustive list of activities:

- build the capacity, knowledge and skills of local civil society and community-based organisations to do advocacy work, participate in policy dialogue and serve as watchdogs in their communities and at other levels of decision-making; enable them to hold decision-makers and public sector authorities to account on health expenditure and the equity and quality of SRH services; enable civil society to engage in SRHR awareness-raising and to provide effective information, education and counselling on SRHR to populations in their communities;
- knowledge sharing and dissemination, networking with other civil society organisations, consolidating or strengthening north-south, south-south and/or cross-country partnerships for joint and improved advocacy for MDG 5.B;

NB However, taking into account the similar scope of the local call for proposals ‘Regional African CSO Network for Millennium Development Goal 5’, multi-country actions exclusively aimed at establishing a regional networking platform between national platforms of advocacy and service-delivery civil society organisations (CSOs) from Burundi, Kenya, Rwanda, Tanzania, and Uganda will **not be considered eligible** under this call.

- build the capacity of relevant local authorities and share knowledge with them in order to improve access to quality SRH services.

Location

The actions must take place in one or more least developed, low income or lower middle income countries as defined in the [OECD DAC list](#),²⁴ excluding Kosovo.

Further to Decision No 2/12 of the ACP-EU Council of Ministers of 15 June 2012 to approve the request of **South Sudan** to accede to the ACP-EU Partnership Agreement (<http://eurlex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2012:175:0001:0002:EN:PDF>), proposals submitted by entities established in South Sudan are eligible under the present call for proposals.

²² See previous footnote.

²³ As defined in the ICPD Programme of Action, Chapter VII Actions 7.6.: ‘...Reproductive health care in the context of primary health care should, inter alia, include: family-planning counselling, information, education, communication and services; education and services for prenatal care, safe delivery and post-natal care, especially breast-feeding and infant and women’s health care; prevention and appropriate treatment of infertility; abortion as specified in paragraph 8.25, including prevention of abortion and the management of the consequences of abortion; treatment of reproductive tract infections; sexually transmitted diseases and other reproductive health conditions; and information, education and counselling, as appropriate, on human sexuality, reproductive health and responsible parenthood. Referral for family-planning services and further diagnosis and treatment for complications of pregnancy, delivery and abortion, infertility, reproductive tract infections, breast cancer and cancers of the reproductive system, sexually transmitted diseases, including HIV/AIDS, should always be available, as required. Active discouragement of harmful practices, such as female genital mutilation, should also be an integral component of primary health care, including reproductive health-care programmes.’

²⁴ <http://www.oecd.org/dac/stats/DAC%20List%20used%20for%202012%20and%202013%20flows.pdf>

However, for actions involving **South Sudan** as action location, the signature of any resulting grant contract will be subject to the completion of the accession procedure by South Sudan. South Sudan's accession procedure will be finalised when the authorities of South Sudan deposit an act of accession to the Agreement with the General Secretariat of the Council of the European Union.

In addition to the above and further to the non-ratification of the revised Cotonou Agreement by **Sudan** and **Equatorial Guinea**, these countries can only be included as action location in the context of an action having a regional scope, if their participation is indispensable for the implementation of such actions. This will be examined on a case by case basis, taking into account the justification provided by the applicants concerned, during the evaluation procedure.

Multi-country actions

Proposals can have a multi-country focus in this call. However, such cases, a clear explanation of the added value of a multi-country approach (as opposed to a single country approach) is required. Adequate and enhanced measures to mitigate management, coordination and monitoring problems must be included in the project design (assessed in Section 2.1 of the concept note evaluation grid).

The following types of action are ineligible:

- actions concerned solely or mainly with individual sponsorship for participation in workshops, seminars, conferences and congresses;
- actions concerned solely or mainly with individual scholarships for studies or training courses;
- one-off conferences: conferences can only be funded if they form part of a wider range of activities throughout the lifetime of the action. For these purposes, preparations for a conference and publishing the proceedings of the conference do not, in themselves, constitute such 'wider activities';
- actions supporting political parties;
- actions including proselytism.

Types of activity

Provision of services:

Provision of basic SRH services by civil society organisations can be part of eligible activities under this call, if both of the following conditions are met:

- if service-provision is part of a more comprehensive action embracing awareness raising and advocacy work targeting underserved groups, and
- when relevant and justified reasons exist for civil society to provide such services.

However, close collaboration with public authorities, and preferably public agreements on outsourcing services to civil society, or joint intervention involving civil society and public provider, should be established in the interests of better sustainability and ownership.

In this context, 'basic sexual and reproductive health services' mean: family-planning counselling and provision of a wider range of family planning methods; prevention and treatment of reproductive tract infections and sexually transmitted diseases; breast and cervical cancer screening as appropriate, and referral to other necessary services.

In exceptional and well justified cases, all other relevant reproductive health services as defined in the ICPD programme of action,²⁵ can also be provided in close collaboration with authorities, and preferably through a

²⁵ See footnote 23

public agreement on outsourcing services to civil society, or a joint intervention involving civil society and a public provider, which should be established in the interests of better sustainability and ownership.

Where any service delivery component by a civil society organisation (CSO) is part of the project, **a unit cost analysis and a quantified financial sustainability assessment must be provided** at the full application phase.

Where SRH services are provided by a public sector operator under a local authority which is an applicant or co-applicant for this call, all SRH services as defined in the ICPD (see the previous footnote) and considered relevant by the public sector operator can be accepted as eligible activities, provided that they are additional, i.e. are an improved or extended set of services targeting new underserved groups which have not benefitted from such services before.

Financial support to third parties

Applicants may propose financial support to third parties in order to help achieving the objectives of the action.

The maximum amount of financial support per third party is € 60 000.

In compliance with the present guidelines and notably of any conditions or restrictions set above, 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.

Visibility

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

Number of applications and grants per applicant(s)

The applicant may submit more than 1 application under this Call for Proposals.

The applicant may be awarded 2 grants under this Call for Proposals.

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

2.1.5. Eligibility of costs: costs that can be included

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

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

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

Simplified cost options may take the form of:

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

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

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

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

- describe the information and methods used to establish the amounts of unit costs, lump sums and/or flat-rates, to which costs they refer, etc.;
- clearly explain the formulas for calculation of the final eligible amount;²⁶
- 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**.

²⁶ 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.

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

2.2. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

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

- **Phase 1, concept note:** Registration in PADOR is obligatory for applicant.

Registration is optional though strongly recommended for:

- co-applicant(s) and affiliated entity(ies).
- **Phase 2, full proposal:** Registration in PADOR is obligatory for all pre-selected applicant, co-applicant(s) and all their affiliated entity(ies).

PADOR is an on-line database in which organisations register and update their data regularly, through the EuropeAid website: http://ec.europa.eu/europeaid/work/onlineservices/pador/index_en.htm

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.

You have to indicate on the proposal the EuropeAid ID (EID). To get this identification, your organisation must register, save and ‘sign’ (committing your responsibility) in PADOR obligatory data (on each screen the fields written in orange) 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’²⁷ 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

2.2.1. *Concept Note content*

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

Concept Notes must be submitted in one of the following EU languages: **English, French, Spanish or Portuguese**, whichever is the one most commonly used by the target populations in the country(ies) in which the action takes place.

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.

²⁷ Which corresponds to Sections 3 and 4 of Part B of the application form.

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

Clarifications will only be requested when information provided is unclear, thus preventing 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 exclusively **by e-mail only** to the following address:

EuropeAid-134837SRH@ec.europa.eu

The subject field of the e-mail must bear the reference of the Call for Proposals, and the name of the applicant organisation.

Where applicants send several different Concept Notes (if allowed to do so by these Guidelines, see Section 2.4), each one must be sent separately.

The Applicant will receive an automatic acknowledgement of receipt following the submission of a Concept Note. Please note that if several Concept Notes are sent from the same e-mail address on the same day, **only one** acknowledgement of receipt will be generated.

Concept Notes sent by other means (registered mail, courier service, fax, hand delivery, etc.) or sent to any other e-mail address may be rejected.

Applicants must verify that their Concept Note is complete using the Checklist (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 **10 December 2013 at 16:00 hrs** (Brussels date and time).

Applicants are strongly advised **not to wait until the last day** to submit their Concept Notes, since heavy Internet traffic or a fault with the Internet connection (including electricity failure, etc.) could lead to difficulties in submission. The Contracting Authority cannot be held responsible for any delay due to such afore-mentioned difficulties.

Any Concept Note sent after the deadline will be rejected.

The applicant is solely responsible for following-up the delivery. In addition to the automatic acknowledgment of receipt indicated in section 2.2.2 above, the European Commission will send a confirmation of reception on the date announced in the indicative calendar (see section 2.5.2) to the contact email indicated in the application form. If the applicant does not receive this confirmation on the said date, it must immediately contact the European Commission at the following email address:

EuropeAid-134837SRH@ec.europa.eu

The European Commission cannot be held responsible for the non-delivery of any proposal.

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 as per section 2.5.2)

2.2.4. Further information about Concept Notes

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

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

E-mail address: EuropeAid-134837SRH@ec.europa.eu

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 internet at the EuropeAid web site:

1. http://ec.europa.eu/europeaid/work/funding/index_en.htm
2. "Search by reference"
3. "134837"

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

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.

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

Applicants invited to submit a Full Application form following the pre-selection of the Concept Note must do so by using the Part B of the application form annexed to these Guidelines (Annex A). Applicants should keep strictly to the format of the application form and fill in the paragraphs and the pages in order. Applications submitted on application documents relating to any other call **may be rejected**.

The elements assessed on the basis of the Concept Note cannot be modified by the applicant in the Full Application form. No modification of the partnership between the Concept Note and the Full Application will be allowed save in exceptional cases, justified by force majeure, and subject to approval by the evaluation committee. Force majeure shall mean any unforeseeable exceptional situation or event beyond the parties' control which prevents either of them from fulfilling any of their obligations, is not attributable to error or negligence on their part and proves insurmountable in spite of all due diligence. In such cases, the applicant must clearly indicate the requested change and justify the request in Annex A, Part B, section 7. The validity of the justification provided will be examined during the evaluation of the Full Application. Should the justification not be deemed valid, the proposal may be rejected on that sole basis. The EU contribution may not vary from the initial estimate by more than 20%, while the applicant is free to adapt the percentage of co-financing required within the minimum and maximum amount and percentages of co-financing, as laid down in these Guidelines under section 1.3.

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

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

Any error related to the points listed in the Checklist (Part B, Section 7 of the Grant Application form) or any major inconsistency in the Full Application form (e.g. the amounts mentioned in the budget worksheets are inconsistent) may lead to the rejection of the application.

Clarifications will only be requested when information provided is unclear, thus preventing 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. It is therefore of utmost importance that these documents contain ALL relevant information concerning the action. **No supplementary annexes should be sent.**

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

The Full Application Form together with the Budget and the Logical framework **must** be submitted **by e-mail only** to the following address:

EuropeAid-134837SRH@ec.europa.eu

The subject field of the e-mail must bear the reference of the Call for Proposals, the name of the applicant organisation and the number allocated by the European Commission to the application at Concept Note stage.

Where applicants send several different Full Applications (if allowed to do so by these Guidelines, see Section 2.4), each one must be sent separately.

The Applicant will receive an automatic acknowledgement of receipt following the submission of a Full Application. Please note that if several Full Application forms are sent from the same e-mail address on the same day, **only one** acknowledgement of receipt will be generated.

Full Applications sent by other means (registered mail, courier service, fax, hand delivery, etc.) or sent to any other e-mail address may be rejected.

The Checklist (Part B, Section 7 of the Grant Application Form) and the Declaration by the applicant (Part B, Section 8 of the Grant Application Form) must be enclosed in the e-mail.

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.

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 preselected.

Applicants are strongly advised **not to wait until the last day** to submit their Full Applications, since heavy Internet traffic or a fault with the Internet connection (including electricity failure, etc.) could lead to difficulties in submission. The Contracting Authority cannot be held responsible for delay due to such afore-mentioned difficulties.

Any Full Application Form sent after the deadline will be rejected.

The applicant is solely responsible for following-up the delivery. In addition to the automatic acknowledgment of receipt indicated in section 2.2.6 above, the European Commission will send a confirmation of reception on the date announced in the indicative calendar (see section 2.5.2) to the contact email indicated in the application form. If the applicant does not receive this confirmation on the said date, it must immediately contact the European Commission at the following email address:

EuropeAid-134837SRH@ec.europa.eu

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 as per Section 2.5.2)

2.2.8. Further information about Full Application forms
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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. Replies will be given no later than 11 days before the deadline for the submission of applications.

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

E-mail address: EuropeAid-134837SRH@ec.europa.eu

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 internet** at the EuropeAid web site:

1. http://ec.europa.eu/europeaid/work/funding/index_en.htm
2. "Search by reference"
3. "134837"

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

In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a co-applicant, an affiliated entity, an action or specific activities.

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 2.1.1, 2.1.2 and 2.1.3, the application shall be rejected on this sole basis.

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

The following will be assessed:

- The submission deadline has been respected. If the deadline has not been respected the application will automatically be rejected.
- The Concept Note satisfies all the criteria specified in part 1 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 evaluation of the Concept Notes that have passed the first administrative check will cover the relevance and design of the 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 in accordance with the following assessment categories: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Concept Note Evaluation Grid

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 How well does the proposal address the five additional elements indicated under 1.2. of these Guidelines? (promote comprehensive measures; add value and seek synergy; demonstrate alignment and include strategies to ensure country ownership and sustainability; in line with relevant national and international policies, reinforces local SCOs). 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
<p>2.1 How coherent is the overall design of the action?</p> <p>In particular, does it reflect the analysis of the problems involved, take into account external factors and relevant stakeholders?</p> <p>How well are the benefit and added value of proposed partnerships demonstrated?</p> <p>In the case of multi-country approach, does the proposal demonstrate the clear added value of such an approach?</p>	5x2**	
<p>2.2 Is the action feasible and consistent in relation to the objectives and expected results?</p>	5x2**	

TOTAL SCORE 50

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

Please note that if the proposal does not address at least three target groups as indicated in Section 2.1.4. of these guidelines, **it will be rejected**.

**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 list of Concept Notes will be reduced in accordance to the ranking to those whose sum of requested contributions amounts to at least twice the available budget for this Call for Proposals, taking into account the budget indicated in Section 1.3 of these guidelines.

Following the Concept Note evaluation, the Contracting Authority will send a letter to all applicants, indicating whether their application was submitted prior to the deadline, informing them of the reference number they have been allocated and whether the Concept Note were evaluated and the results of that evaluation. The preselected applicants will subsequently be invited to submit Full Applications.

(2) STEP 2: EVALUATION OF THE FULL APPLICATION

First, the following will be assessed:

- The submission deadline has been respected. If the deadline has not been respected the application will automatically be rejected.
- The Full Application form satisfies all the criteria specified in part 1 of the Checklist (Section 7 of Part B of the grant application form). If any of the requested information is missing or is incorrect, the application may be rejected on that **sole** basis and the application will not be evaluated further.

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

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

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

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

Scoring:

The evaluation grid is divided into sections and subsections. Each subsection of sections 1 of the evaluation grid will be assessed on whether the criteria has been fulfilled or not. Each subsection of sections 2, 3,4 and 5 will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Full Application 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.), e.g. do they have at least five or, in case of co-applicant at least three, years' expertise in the field to which this call relates?	
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? In the case of multi-country approach, have adequate and enhanced measures to mitigate management, coordination and monitoring problems been included in the project design?	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? Are the proposed indicators SMART ²⁸ ? Are base line values provided?	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 enabling the activities to continue be in place at the end of the action? Will there be local 'ownership' of the results of the action?</i>) - at policy level (where applicable) (<i>what will be the structural impact of the action — e.g. will it lead to improved legislation, codes of conduct, methods, etc.?</i>) - environmentally (if applicable) (<i>will the action have a negative/positive environmental impact?</i>)	5
5. Budget and cost-effectiveness of the action	15
5.1 Are the activities appropriately reflected in the budget?	5
5.2 Is the ratio between the estimated costs and the expected results satisfactory? Where any service delivery component by a CSO is part of the project, has a unit cost analysis and a quantified financial sustainability assessment been provided?	5x2*
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.

²⁸ See section 1.2. "Results". SMART indicators are specific, measurable, attainable, reachable, and time-bound.

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 be performed for the applications that have been provisionally selected according to their score and within the available financial envelope.

- The Declaration by the applicant (Section 8 of Part B the grant application form) will be cross-checked with the supporting documents provided by the applicant. Any missing supporting document or any incoherence between the Declaration by the applicant and the supporting documents may lead to the rejection of the application on that sole basis.
- The eligibility of applicants, the affiliated entities(ies), and the action will be verified according to the criteria set out in Sections 2.1.1, 2.1.2 and 2.1.3.

Following the above analysis and if necessary, any rejected application will be replaced by the next best placed application in the reserve list that falls within the available financial envelope, which will then be examined for the eligibility of its applicants and affiliated entities(ies).

2.4. SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED APPLICATIONS

Applicants who have been provisionally selected or listed under the reserve list will be informed in writing by the Contracting Authority. They will be requested to supply the following documents in order to allow the Contracting Authority to verify the eligibility of the applicants, their co-applicants (if any) and affiliated entities (if any):

All required supporting documents **for the applicant** for this Call for Proposals **must be uploaded** in the PADOR²⁹ system; the deadline for uploading them in the system is the same as the deadline for submission of the Concept Note (see section 2.2.3). **Co-applicants and affiliated entities** must upload all their supporting documents in PADOR before the submission of the Full Application. Applicants, co-applicants and affiliated entities that are already registered in PADOR and need to update their profile and/or supporting documents may do so by the deadline for submission of the Full Application.

Any applicant submitting a "PADOR offline form" must send ALL relevant supporting documents for this Call for Proposals in their e-mail together with the **Concept Note**. Any applicant submitting a "PADOR offline form" for its co-applicant(s) or affiliated entity(ies) must send ALL relevant supporting documents for this Call for Proposals in their e-mail together with the **Full Application**.

Required supporting documents for the applicant:

1. **The statutes or articles of association of the applicant organisation:**³⁰ such documents must prove that the organisation in question meets all the required eligibility criteria indicated in section 2.1.1. above. They must bear the stamp of the appropriate authorising body (ministry, lawyer, etc.) or be accompanied by relevant registration documents or other appropriate documentation. Any such accompanying documentation

²⁹ See section 2.2.

³⁰ Where the applicant is a public body created by a law, a copy of the said law must be provided.

must be uploaded into PADOR in the same electronic file as the statutes or articles of association or, when a PADOR offline form is submitted, must be sent together with the supporting documents.

Where the Contracting Authority has recognized the applicant's eligibility for another call for proposals under the same budget line within 2 years before the deadline for receipt of applications, the applicant may submit, instead of its statutes, copy of the document proving the eligibility of the applicant in a former Call (e.g.: copy of the special conditions of a grant contract received during the reference period), unless a change in its legal status has occurred in the meantime. 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.

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.

3. 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).³¹

4. **Legal entity sheet** (see annex D of these Guidelines) duly completed and signed by the applicant, accompanied by the justifying documents which are requested therein. If the applicant has already signed a contract with the Contracting Authority, instead of the legal entity sheet and its supporting documents the legal entity number may be provided, unless a change in its legal status occurred in the meantime.

5. A **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.

Required supporting documents for co-applicants and affiliated entities:

1. **The statutes or articles of association of (if any) each co-applicant(s) and (if any) of each affiliated entity(ies):**³² such documents must prove that the organisation in question meets all the required eligibility criteria indicated in sections 2.1.1 and 2.1.2. above. They must bear the stamp of the appropriate authorising body (ministry, lawyer, etc.) or be accompanied by relevant registration documents or other appropriate documentation. Any such accompanying documentation must be uploaded into PADOR in the same electronic file as the statutes or articles of association or, when a PADOR offline form is submitted, must be sent together with the supporting documents.

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. **Legal entity sheet** (see annex D of these Guidelines) duly completed and signed by each co-applicant(s), accompanied by the justifying documents requested there.

³¹ This obligation does not apply to natural persons who have received a scholarship, nor to public bodies nor 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.

³² When the organisation is a public body created by a law, a copy of the said law or other official document recognizing the body's public status in accordance with the relevant national law must be provided.

Requirements for all supporting documents:

Where such documents are not in one of the official languages of the European Union, a translation into one of the languages of the Call for Proposals (see Section 2.2.1.) the relevant parts of these documents, proving the applicant's, co-applicant's (s') and affiliated entity's (ies') eligibility, must be uploaded into PADOR in the same electronic file as the original language version (or, when a PADOR offline form is submitted, be sent with the supporting documents) and will prevail for the purpose of analysing the proposal.

Where these documents are in an official language of the European Union other than the languages 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 applicant's, co-applicant's (s') and affiliated entity's (ies') eligibility, into one of the languages of the Call for Proposals. Where such translation is provided, it must be uploaded into PADOR in the same electronic file as the original language version (or, when a "PADOR offline form" is submitted, be sent with the supporting documents).

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.

Based on the verification of the supporting documents by the Evaluation Committee it 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*

Applicants will be informed in writing of the European Commission's decision concerning their application and, where applicable, the principal reason(s) for a negative decision.

Applicants who were unsuccessful at the Opening and Administrative Check stage of the procedure wishing to obtain further information should send their request by **letter**, indicating the reference of the Call for Proposals and the reference allocated to the proposal, to:

European Commission
Directorate-General for Development and Cooperation — EuropeAid
Unit B.6 Finance, Contracts, Audit
Attn. Head of the Calls for Proposals Sector
Office: J-59 01/033
B-1049 Brussels
Belgium

Applicants who were unsuccessful at the technical evaluation stages and/or at the Eligibility check stage of the procedure wishing to obtain further information should send their request, indicating the reference of the Call for Proposals and the reference allocated to the proposal, to:

European Commission
Directorate-General for Development and Cooperation — EuropeAid
Unit B.4 Education, Health, Research, Culture
Attn. Head of Unit
Office: J-59 03/033
B-1049 Brussels
Belgium

The request for further information should be sent to the European Commission no later than 90 days from the date of receipt of the letter informing the applicants about the negative decision concerning their application.

The European Commission must reply within 90 days of receipt of the request for information.

Thereafter, applicants believing that there has been an error or irregularity during the award process may send a petition no later than 90 days from the date of receipt of the above-mentioned reply from the European Commission, to the following address:

European Commission
Directorate-General for Development and Cooperation — EuropeAid
DEVCO B Human and Society Development
Attn. The Director
Office: J-59 05/005
B-1049 Brussels
Belgium

The European Commission must reply within 90 days of receipt of the said petition.

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*

Preliminary information on the main milestones in the procedure for this call for proposals is available in the table "Ongoing Global Calls for Proposals" under Thematic Programmes on the following EuropeAid webpage: http://ec.europa.eu/europeaid/work/funding/index_en.htm.

After the Concept Note submission deadline, a detailed indicative calendar will be published on the same EuropeAid webpage as the other documents relating to this call for proposals:

<https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> and will be updated in the course of the evaluation procedure, as necessary.

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

Following the decision to award a grant, the Beneficiary(ies) will be offered a contract based on the Contracting Authority's grant contract (see Annex G of these Guidelines). By signing the application form (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, 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, 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:

- the 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

-the 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 Form (Only if impossible to register in PADOR)

DOCUMENTS FOR INFORMATION

See documents at <http://ec.europa.eu/europeaid/prag/document.do?locale=en>

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