



European Union
Represented by the European Commission
(The Contracting Authority)

THE EU PARTNERSHIP FOR PEACE PROGRAMME

Guidelines for grant applicants

Open Call for Proposals 2010

Budget line: 19.080101

Reference: 130462

Deadline for submission of proposals:
Monday 22nd November 2010 at 16:00

Notice

This is an open Call for Proposals, where all documents are submitted at one stage (Concept Note and full proposal). However, in the first instance, only the Concept Notes will be evaluated. Thereafter, for the applicants whose Concept Notes have been pre-selected, evaluation of the full proposal will be carried out. Further to the evaluation of the full proposals, an eligibility check will be performed for those which are provisionally selected. This check will be undertaken on the basis of the supporting documents requested by the Contracting Authority and the signed "Declaration by the Applicant" sent together with the application.

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1. THE EU PARTNERSHIP FOR PEACE PROGRAMME

1.1 BACKGROUND

The EU's main objective in the Middle East is the achievement of lasting peace by means of a two-State solution leading to a final and comprehensive settlement of the Israeli- Palestinian conflict based on implementation of the Road Map, with Israel and a democratic, viable, peaceful and sovereign Palestinian State living side-by-side within secure and recognised borders enjoying normal relations with their neighbours in accordance with UN Security Council Resolutions 242, 338, 1397, 1402, and 1515 and on the principles of the Madrid Conference. This includes a fair solution to the complex issue of Jerusalem, notably through negotiations to resolve the status of Jerusalem as the future capital of two states, and a just, viable, realistic and agreed solution to the problem of Palestinian refugees. It also includes a solution in the Israeli-Syrian and Israeli-Lebanese tracks.

Since 1998, after the 1997 Luxembourg European Council recommended that the EU actively support civil society initiatives in the Middle East as an essential means of reinforcing dialogue and restoring mutual confidence, the EU, through the European Union's People to People (P2P) Programme (1998 - 2001) and its successor, the EU Partnership for Peace Programme (PfP) from 2002 to the present, has constantly supported a great number of initiatives. The allocation for the various PfP Calls for Proposals varies from 5 M to 10 M €.

1.2 OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

The **global objective** of this Call for Proposals is to help support the conditions for a negotiated solution and provide a solid foundation at civil society and intergovernmental level for a just and lasting peace in the Middle East by strengthening and increasing direct civil society relationships and inter-agency/inter-governmental co-operation based on equality and reciprocity between Palestinians and Israelis (including the Palestinian minority in Israel) and neighbouring Arabs.

The **specific objective** of this Call for Proposals is to strengthen civil society capacity and carry out actions to promote peace building and conflict transformation. The programme intends to support practical actions aimed at building mutual trust through reconciliation, building capacity for conflict resolution, empowering marginalized groups, launching joint development policies and strategies and undertaking research and analysis.

Priorities for 2010

1. Cross-community cooperation: Joint concrete actions for socio-economic development

The programme will maintain its support to practical actions responding to local concrete needs such as environment, health, municipal issues, community development, business cooperation, technical disputes, etc. likely to produce tangible results in terms of development and quality of life. It is mandatory for actions under this priority to be undertaken at the cross-community level in order to address either internal (national), or external (cross-border) divides.

2. Peace-building education, communication and empowerment

Actions under this priority could include conflict management work such as capacity building for dealing with the conflict, exposure of the target groups to both their own and the other narratives as well as to their respective rights; peace building educational activities; educational programmes designed to introduce long term changes in attitudes, stereotypes, prejudices and to increase tolerance and understanding both within each of the societies and of the other side; lessons learnt from other conflicts in the world. Initiatives addressing groups opposed to or sceptical of the peace process will be particularly welcomed. Actions under this priority can be undertaken both at bi-national and national level.

3. Awareness raising of leaders and opinion-formers, public opinion and media

These initiatives are intended to support leaders and opinion formers of the conflicting parties to work toward the resolution of the conflict through the provision of policy advice and up-to-date information on the core issues of the peace process. Actions under this priority can be undertaken both at bi-national and national level. A dedicated amount (minimum 25% of the total amount of the Call for Proposals), will be allocated to actions under this priority.

For all the above priorities the proposal will need to be based on sound needs assessment and stakeholders' analysis. The involvement of the final beneficiaries in the conception phase is strongly encouraged, for projects in priorities 1 and 2.

Adequate measures for monitoring and evaluation should be planned for in the project and might require a survey to gather the baseline data. The logframe should be carefully designed with realistic, measurable and time bound indicators. It is recommended to target one specific objective/project's purpose¹ only. This should be a heading on the logframe page.

1.3 FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this call for proposals is EUR **8,800,000** The Contracting Authority reserves the right not to award all available funds.

Size of grants

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

- minimum amount: EUR 100,000
- maximum amount: EUR 500,000

A grant may not be for less than 50 % of the total eligible costs of the action.

In addition, **no grant may exceed 80 % of the total eligible costs of the action** (see also section 2.1.4). The balance must be financed from the applicant's or partners' own resources, or from sources other than the European Union budget or the European Development Fund.

The grant may cover the entire 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 1.3 of the grant application form.

¹ The project purpose is the development outcome at the end of the project; more specifically the expected benefits to the target group(s) (see Project Cycle Management Guidelines at pag. 22)

2. RULES FOR THIS CALL FOR PROPOSALS

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

The following definitions apply to the present guidelines:

Contracting Authority	European Union, represented by the European Commission
Partnership	the grouping of organisations i.e. the main applicant and its partners for the purpose of implementing the proposed action
Applicant	the lead organisation within the partnership, responsible for submitting the application and for grant contract management
Partner(s)	member organisation(s) of the partnership other than the applicant
Associate(s)	organisation(s) that plays an active role in the action but which cannot benefit from funding under the grant
Subcontractor(s)	organisation(s) identified and contracted by the beneficiary or its partner(s) in accordance with the appropriate procedures in order to execute specific tasks in implementing the action
Sub-granting	financial support that can be given to third parties by the beneficiary of the Community grant under specific conditions defined in the Article 120 of the Financial Regulation applicable to the general budget of the European Communities and the Article 184a of the Rules for the implementation of the Financial Regulation ²

2.1 ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

- applicant(s) which may request a grant (2.1.1), and their partners (2.1.2);
- actions for which a grant may be awarded (2.1.3);
- types of cost which may be taken into account in setting the amount of the grant (2.1.4).

2.1.1 Eligibility of applicants: who may apply?

(1) In order to be eligible for a grant, applicants **must**:

- be legal persons **and**
- be non profit making **and**

² http://www.ec.europa.eu/budget/documents/implement_control_en.htm

- be specific types of organisations such as: non-governmental organisations (e.g. organisations representing national and/or ethnic minorities, local citizens' group and traders' associations, cooperatives, trade unions, organisations representing economic and social interest, consumer organisations, women's and youth organisations, teaching, cultural research and scientific organisations, universities, cross border associations, independent political foundations, community based organisations, and private sector agencies, institutions and organisations), public sector operators, local authorities, international (inter-governmental) organisations as defined by Article 43 of the Implementing Rules to the EC Financial Regulation³ **and**
- be nationals⁴ of a Member State of the European Union or one of the Mediterranean Partner Countries⁵ or a country that is beneficiary of Pre-Accession Assistance⁶ or a Member State of the EEA⁷ (this obligation does not apply to international organisations) **and**
- be directly responsible for the preparation and management of the action with their partners, not acting as an intermediary

(2) Potential applicants may not participate in calls for proposals or be awarded grants if they are in any of the situations which are listed in Section 2.3.3 of the Practical Guide to contract procedures for EC external actions (available from the following Internet address:
http://ec.europa.eu/europeaid/work/procedures/implementation/practical_guide/index_en.htm).

In part B section VI of the grant application form (“Declaration by the applicant”), applicants must declare that they do not fall into any of these situations.

2.1.2 Partnerships and eligibility of partners

Applicants may act individually or with partner organisations. Although partnership is not mandatory under this Call for Proposals, applicants are encouraged to involve as many stakeholders as possible, either within a formal partnership or through other forms of cooperating linkages.

This partnership is not necessarily linked to cross border or cross community actions but is a general requirement for EU supported grants in order to develop synergies within the civil society and its different types of actors and to increase the impact of the actions.

In order for the action to be relevant to the needs of the local community at the very grassroots level, the involvement of CBOs will be particularly welcomed. Moreover, CBOs co-operation with skilled organisations would enable them to upgrade their technical and managerial capacities.

For actions presented by applicants from countries other than West Bank, Gaza Strip, East Jerusalem, Israel or Jordan, a partnership with a local actor from either of these countries and localities is obligatory.

³ Commission Regulation No 2342/2002, as amended by Commission Regulation No 478/2007: international organisations are international public sector organisations set up by intergovernmental agreements, and specialised agencies set up by such organisations; 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. (http://ec.europa.eu/budget/documents/financial_regulation_en.htm#table-1_1).

⁴ Such nationality being determined on the basis of the organisation's statutes which should demonstrate that it has been established by an instrument governed by the national law of the country concerned. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if the statutes are registered locally or a “Memorandum of Understanding” has been concluded.

⁵ Algeria, Egypt, Israel, Jordan, Lebanon, Morocco, Syria, Tunisia, Turkey, and West Bank & Gaza.

⁶ Albania, Bosnia and Herzegovina, Croatia, Montenegro, Serbia, The former Yugoslav Republic of Macedonia

⁷ Iceland, Liechtenstein, Norway

Partners

Applicants' partners participate in **designing** and implementing the action, and the costs they incur are eligible in the same way as those incurred by the grant beneficiary. They must therefore satisfy the eligibility criteria as applicable on the grant beneficiary himself.

The following are not partners and do not have to sign the “partnership 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. The associates have to be mentioned in Part B section IV - “Associates of the Applicant participating in the Action” of the Grant Application Form.

- Subcontractors

The grant beneficiaries have the possibility to award contracts to subcontractors. Subcontractors are neither partners nor associates, and are subject to the procurement rules set out in Annex IV to the standard grant contract.

The applicant will act as the lead organisation and, if selected, as the contracting party (the "Beneficiary").

2.1.3 Eligible actions: actions for which an application may be made

Definition: An action (or project) is composed of a set of activities.

Duration

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

Sectors or themes

Actions must be in line with the priorities described in point 1.2 of these Guidelines.

Location

All actions, regardless of the priority, must be implemented in the Occupied Palestinian Territory and/or Israel and/or Jordan. Specific activities, within the scope of the action and if duly justified, can be implemented also in EU Members States, Europe at large as well as in the Mediterranean Partner Countries.⁸

Types of action

The types of action to be developed under the projects financed by this programme are described under point 1.2 Objectives of the Programme and Priority Issues.

Types of activity

Examples of the types of activity to be undertaken under the projects financed by this programme are described under point 1.2 Objectives of the Programme and Priority Issues.

⁸ Algeria, Egypt, Israel, Jordan, Lebanon, Morocco, Syria, Tunisia, Turkey, and West Bank & Gaza

Sub-granting

In order to **support the achievement of the objectives of the Action**, and in particular where the **implementation of the Action proposed by the Applicant requires financial support to be given to third parties**, the Applicant **may** propose awarding sub-grants. However, sub-granting may not be the main purpose of the Action and it must be duly justified.

In case where the Applicant foresees to award sub-grants, it has to specify in its application the total amount of the grant which may be used for awarding sub-grants as well as the minimum and maximum amount per sub-grant. A list with the types of activity which may be eligible for sub-grants must be included in the application, together with the criteria for the selection of the beneficiaries of these sub-grants. The maximum amount of a sub-grant is limited to EUR 10.000 per third party while the total amount which can be awarded as sub-grants to third parties is limited to EUR 100.000.

Any such sub-granting must be duly justified and is subject to prior approval by the Contracting Authority.

The following types of action are ineligible:

- actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses;
- actions concerned only or mainly with individual scholarships for studies or training courses;
- actions concerned only with one-off conferences. Conferences can only be funded if they form part of a wider range of activities to be implemented in the life-time of the project. For these purposes, preparatory activities for a conference and the publication of the proceedings of the conference do not, in themselves, constitute such “wider activities”;
- actions supporting individual political parties;
- actions including proselytism.

Number of proposals and grants per organisation

An applicant may not submit more than **one** proposal under this call for proposals.

An applicant may not be awarded more than **one** grant under this call for proposals.

An applicant may at the same time be partner in **only one other** proposal.

An organisation may be involved in up to two proposals as partner, provided that it has not submitted a proposal as main applicant.

2.1.4 Eligibility of costs: costs which may be taken into consideration for the grant

Only "eligible costs" can be taken into account for a grant. The categories of costs considered as eligible and non-eligible are indicated below. The budget is both a cost estimate and a ceiling for "eligible costs". Note that the eligible costs must be based on real costs based on supporting documents (except for subsistence costs and indirect costs where flat-rate funding applies).

Recommendations to award a grant are always subject to the condition that the checking process which precedes the signing of the contract does not reveal problems requiring changes to the budget (for instance arithmetical errors, inaccuracies or unrealistic costs and other 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. The amount of the grant and the percentage of co-financing as a result of these corrections may not be increased.

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

Monitoring and Evaluation

Applications (full application form) should include the planning of human resources and a budget for the monitoring and evaluation systems of the proposed action.

Expenditure verification

Applicants are encouraged to foreseen costs for expenditure verification for every year of implementation of the Action, in accordance with Annex VII of the Grant Contract, to be performed by an external auditor and/or audit firm member of a national accounting or auditing body or institution.

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 F of the Guidelines).

Contingency reserve

A contingency reserve not exceeding 5% of the direct eligible costs may be included in the Budget of the Action. It can only be used with the **prior written authorisation** of the Contracting Authority.

Eligible indirect costs (overheads)

The indirect costs incurred in carrying out the action may be eligible for flat-rate funding fixed at not more than 7% of the total eligible direct costs.

If the applicant is in receipt of an operating grant financed from the EU budget no indirect costs may be claimed within the proposed budget for the action.

Contributions in kind

Contributions in kind are not considered actual expenditure and are not eligible costs. The contributions in kind may not be treated as co-financing by the Beneficiary.

The cost of staff assigned to the Action is not a contribution in kind and may be considered as co-financing in the Budget of the Action when paid by the Beneficiary or his partners.

Notwithstanding the above, if the description of the action as proposed by the beneficiary foresees the contributions in kind, such contributions have to be provided.

Ineligible costs

The following costs are not eligible:

- debts and provisions for losses or debts;
- interest owed;
- items already financed in another framework;
- 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 partners, at the latest by the end of the action;
- currency exchange losses;

- taxes, including VAT, unless the Beneficiary (or the Beneficiary’s partners) cannot reclaim them and the applicable regulations do not forbid coverage of taxes;
- credit to third parties.

2.2 HOW TO APPLY AND THE PROCEDURES TO FOLLOW

This is an open Call for Proposals, **where all documents are submitted at one stage (Concept Note and Full Proposal)**. However, in the first instance, only the Concept Notes will be evaluated. Thereafter, for the applicants whose Concept Notes have been pre-selected, evaluation of the full proposal will be carried out.

Please note that the prior registration in PADOR⁹ for applicants and their partners for this Call for proposal is obligatory.

PADOR is an on-line database in which organisations register themselves and update regularly their data. Data provided by organisations in PADOR is used by the European Commission for checking the eligibility of the organisations that participate in calls for proposals.

In PADOR, organisations introduce the same data that is requested in the chapters II (for the main applicants) and III (for the partners of the main applicant) of the paper application form. This data concerns the organisation itself, it is not linked to the project proposal.

Organisations obtain their EuropeAid ID after having completed the registration process. The registration process consists in encoding, saving and submitting consistent information on all the PADOR screens (such as Sectorial and Geographical experience, Financial data, etc.).

Before starting the registration of your organisation in PADOR, please check:

- the Frequently Asked Questions
- the PADOR user's guide
- the e-training

These 3 documents are available on the website:

http://ec.europa.eu/europeaid/work/onlineservices/pador/index_en.htm

Before starting the registration of your organisation in PADOR, please check whether there already is a person, within your organisation, who has registered it before you. In case a colleague of yours has already registered the organisation, please get in touch with him/her for obtaining the EuropeAid ID of your organisation.

Notwithstanding the above, the applicant can submit a request for derogation concerning its registration in PADOR. A reasoned request for derogation should be sent to the Contracting Authority at the address as indicated in these Guidelines 21 days before the deadline for submission at the latest. The Contracting Authority needs to reply at the latest 11 days before the deadline for the submission. The justification for derogation must be based on the objective impossibility of the applicant to have access to the technology required to register in PADOR. This objective impossibility should go beyond the control of the applicant and, in principle, be of a general nature (i.e. not attributable to the specific circumstances of the applicant itself). The applicant should provide, where possible, supporting documents substantiating its request. The Contracting Authority shall reason its reply. The derogation applies to the applicant requesting the derogation and only in the context of a specific call for proposals, unless the Contracting Authority see grounds for a general derogation for that call for proposals. In this case, data will be introduced in PADOR

⁹ For further information on PADOR, please consult the following website:

http://ec.europa.eu/europeaid/work/onlineservices/pador/index_en.htm

Helpdesk for questions related to the functioning of PADOR:

Europeaid-ON-LINE-REGISTRATION-HD@ec.europa.eu

by the European Commission. If, at a later stage, the organisation wishes to update itself its data, an access request is needed.

Before the deadline for presenting the concept note and full proposal, organisations must fill in, save and submit information introduced in all the fields of PADOR (including the fields written with black characters) Only data registered and submitted before the dead-line for the submission of the concept note and full proposal will be taken into account by the EC. It is by "submitting" their data that organisations engage their responsibility on the accuracy and veracity of the data provided in PADOR.

The supporting documents requested (statutes, financial reports, audit reports) may be uploaded in PADOR after the evaluation of the Full Proposals, but before the deadline fixed in the notification letter from the European Commission. By letter from the European Commission, the applicant will be reminded that these documents will have to be loaded in PADOR for the final eligibility check. Nevertheless, we strongly advise you to upload these documents while registering in PADOR, without waiting until the final selection of proposals is carried out.

2.2.1 *Application form*

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

Applicants must apply in **English**.

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

2.2.2 *Where and how to send the Applications*

Applications must be submitted in **one** original and **2** copies in A4 size, each bound and possibly two-sided printed. The complete application form (part A: concept note, and part B: full application form), budget and logical framework must also be supplied in electronic format (CD-Rom) in a separate and unique file (e.g. the application form must not be split into several different files). The enclosed electronic format must contain **exactly the same** application as the paper version.

The Checklist (Section V of part B of the grant application form) and the Declaration by the applicant (Section VI of part B of the grant application form) must be stapled separately and enclosed in the envelope

Each application has to be sent separately. The outer envelope must bear the **reference number and the title of the call for proposals**, together with the full name and address of the applicant, and the words "Not to be opened before the opening session" and the equivalent in Arabic or Hebrew.

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

OCCUPIED PALESTINIAN TERRITORY:

Postal address

Mr Christian Berger

The Representative

European Union Representative Office for the West Bank, Gaza Strip and UNRWA

P.O. Box 22207

Mount of Olives

Zip Code 91221

Jerusalem

Address for hand delivery or by private courier service

Mr Christian Berger

The Representative

European Union Representative Office for the West Bank, Gaza Strip and UNRWA

5, George Adam Smith Street

Jerusalem

In Gaza City:

Mr Christian Berger

The Representative

European Union Representative Office for the West Bank, Gaza Strip and UNRWA

Hanadi Tower, Apt 1, Floor 6, Rimal, Al-Rasheed St, South Rimal,

P.O.Box 576, Gaza

ISRAEL:

Postal address

Mr Andrew Standley

Head of Delegation

Delegation of the European Union to the State of Israel

P.O. Box 3513

Ramat Gan 52136

Tel Aviv, Israel

Address for hand delivery or by private courier service:

Mr Andrew Standley

Head of Delegation

Delegation of the European Union to the State of Israel

Paz Tower

5-7 Shoham Street (formerly 31-35 Betzalel Street)

Ramat Gan

Tel Aviv, Israel

JORDAN:

Postal address / Address for hand delivery / Delivery by private courier service:

Mr Patrick Renault

Head of Delegation

Delegation of the European Union to the Hashemite Kingdom of Jordan

Al-Ameerah Basma Street - North Abdoun

P.O. Box 852099

11185 Amman, Jordan

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

Applicants must verify that their application is complete using the checklist (section V of part B of the grant application form). Incomplete applications may be rejected.

2.2.3 *Deadline for submission of Applications*

The deadline for the submission of applications is **22nd November 2010** as evidenced by the date of dispatch, the postmark or the date of the deposit slip. In the case of hand-deliveries, the deadline for receipt is at **16:00** hours local time as evidenced by the signed and dated receipt. Any application submitted after the deadline will automatically be rejected.

Where applications are sent via post or private courier services, applicants should notify the EU in writing of the dispatch date of their application at the following e-mail address: delegation-west-bank-gaza-pfp@ec.europa.eu.

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

2.2.4 *Further information for the Application*

Open information sessions on this call for proposals will be held, tentatively in September, in Jerusalem, Ramallah, Jenin, Hebron, Gaza, Tel Aviv and Amman.

The exact time and locations for the information sessions, as well as possible changes, will be posted on the internet. Applicants are therefore advised to check regularly the web sites of the three delegations (Jerusalem, Tel Aviv, and Amman)¹⁰.

Questions may in addition be sent by e-mail or by fax no later than 21 days before the deadline for the submission of applications to the below address, indicating clearly the reference of the call for proposals:

E-mail address: delegation-west-bank-gaza-pfp@ec.europa.eu.

Fax: +972 2 541 58 48

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.

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

Questions that may be relevant to other applicants, together with the answers, will be published on the internet at the EuropAid website: <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> and at web sites of the three delegations in charge of the programme. It is therefore highly recommended to regularly consult the abovementioned websites in order to be informed of the questions and answers published.

All questions related to PADOR registration should be addressed to the PADOR helpdesk: europeaid-on-line-registration-hd@ec.europa.eu

¹⁰ European Union Representative Office (West Bank, Gaza Strip and UNRWA): www.delwbg.ec.europa.eu

Delegation of the European Union to the State of Israel: <http://www.delisr.ec.europa.eu/>

Delegation of the European Union to the Hashemite Kingdom of Jordan: <http://ec.europa.eu/delegations/deljor/>

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 shall be rejected on this sole basis.

(1) STEP 1: OPENING SESSION AND ADMINISTRATIVE CHECK

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 Application Form satisfies all the criteria specified in points 1-5 of the Checklist (section V 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.

Following the opening session and the administrative check, 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 they have been recommended for further evaluation.

(2) STEP 2: EVALUATION OF THE CONCEPT NOTE

The evaluation of the Concept Notes that have passed the first administrative check will cover the relevance of the action, its merits and effectiveness, its viability and sustainability. The Contracting Authority reserves the right not to undertake the evaluation of the Concept Notes whenever considered justified (for example when a less than expected number of applications are received) and to go straight to the evaluation of the corresponding full applications.

Please note that the scores awarded to the Concept Note are completely separate from those given to the Full Application.

The Concept Note will be given an overall score out of 50 points in accordance with the breakdown provided in the Evaluation Grid below. The evaluation shall also verify the compliance with instructions provided in the guidance for Concept Note, part A of the grant 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.

	Scores	
1. Relevance of the action	Sub-score	15
1.1 Relevance of the action needs and constraints of the country/region to be addressed in general, and to those of the target groups and final beneficiaries in particular.	5	
1.2 Relevance to the priorities and objectives mentioned in the Guidelines.	5(x2)*	
2. Effectiveness and Feasibility of the action	Sub-score	25
2.1 Assessment of the problem identification and analysis.	5	

2.2 Assessment of the proposed activities (practicality and consistency in relation to the objectives, purpose and expected results).	5(x2)*	
	5(x2)*	
2.3 Assessment of the role and involvement of all stakeholders and, if applicable, proposed partners.		
3. Sustainability of the action	Sub-score	10
3.1 Assessment of the identification of the main assumptions and risks, before the start up and throughout the implementation period.	5	
	5	
3.2 Assessment of the identification of long-term sustainable impact on the target groups and final beneficiaries.		
TOTAL SCORE		50

*the scores are multiplied by 2 because of their importance

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

Firstly, only the Concept Notes which have been given a score of a minimum of 12 points in the category "Relevance" as well as a minimum total score of 30 points 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 **twice** the available budget for this Call for proposals, taking into account the indicative financial envelopes foreseen. The Evaluation Committee will subsequently proceed with the applicants whose proposals have been pre-selected.

Following the evaluation of the concept notes, the Contracting Authority will send a letter to the applicants whose concept note has been evaluated, indicating whether their full application will be evaluated or not.

(3) STEP 3: EVALUATION OF THE FULL APPLICATION

An evaluation of the quality of the applications, including the proposed budget, and of the capacity of the applicant and its partners, will be carried out in accordance with the evaluation criteria set out in the Evaluation Grid included below. There are two types of evaluation criteria: selection and award criteria.

The selection criteria are intended to help evaluate the applicants' financial and operational capacity to ensure that they:

- have stable and sufficient sources of finance to maintain their activity throughout the period during which the action is being carried out 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 partners of the applicant.

The award criteria allow the quality of the applications submitted to be evaluated in relation to the set objectives and priorities, and grants to be awarded to actions which maximise the overall effectiveness of the call for proposals. They enable the selection of applications which the Contracting Authority can be confident will comply with its objectives and priorities and guarantee the visibility of the EU financing (see http://ec.europa.eu/europeaid/work/visibility/index_en.htm). They cover such aspects as 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 in accordance with the following guidelines: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Evaluation Grid

Section	Maximum Score
1. Financial and operational capacity	20
1.1 Do the applicant and, if applicable, partners have sufficient experience of project management ?	5
1.2 Do the applicant and, if applicable partners have sufficient technical expertise ? (notably knowledge of the issues to be addressed.)	5
1.3 Do the applicant and, if applicable, partners have sufficient management capacity ? (including staff, equipment and ability to handle the budget for the action)?	5
1.4 Does the applicant have stable and sufficient sources of finance ?	5
2. Relevance	25
2.1 How relevant is the proposal to the objectives and one or more of the priorities of the call for proposals? Note: A score of 5 (very good) will only be allocated if the proposal specifically addresses at least one priority . Note: A score of 5 (very good) will only be allocated if the proposal contains specific added-value elements, such as promotion of gender equality and equal opportunities...	5 x 2
2.2 How relevant to the particular needs and constraints of the target country/countries or region(s) is the proposal? (including synergy with other EC initiatives and avoidance of duplication.)	5
2.3 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 x 2
3. Methodology	25
3.1 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?	5
3.2 How coherent is the overall design of the action? (in particular, does it reflect the analysis of the problems involved, take into account external factors and anticipate an evaluation ?)	5
3.3 Is the partners' and/or other stakeholders' level of involvement and participation in the action satisfactory?	5
3.4 Is the action plan clear and feasible?	5
3.5 Does the proposal contain objectively verifiable indicators for the outcome of the action?	5
4. Sustainability	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 and extension of the outcome of the action and dissemination of information.)	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>)?	5

- environmentally (if applicable) (<i>will the action have a negative/positive environmental impact?</i>)	
5. Budget and cost-effectiveness	15
5.1 is the ratio between the estimated costs and the expected results satisfactory?	5
5.2 Is the proposed expenditure necessary for the implementation of the action?	5 x 2
Maximum total score	100

Note on Section 1. Financial and operational capacity

If the total average score is less than 12 points for section 1, the application will be rejected.

Note on Section 2. Relevance

If the total average score is less than 20 points for section 2, the application will be rejected.

Provisional selection

Following the evaluation, a table listing the applications ranked according to their score and within the available financial envelope will be established as well as a reserve list following the same criteria.

Note: The scores awarded in this phase are completely separate from those given to the concept note of the same application.

(4) STEP 4: VERIFICATION OF ELIGIBILITY OF THE APPLICANT AND PARTNERS

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 VI 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 the applicant, the partners, 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 applicant and the partners.

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 and their partners:

Supporting documents may be provided through PADOR, see section 2.2

1. The statutes or articles of association of the applicant organisation¹¹ and of each partner organisation. 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),

¹¹ Where the applicant and/or (a) partner(s) is a public body created by a law, a copy of the said law must be provided

unless a change in its legal status has occurred in the meantime.¹² 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/implementation/international_organisations/index_en.htm

2. Copy of the applicant's latest accounts (the profit and loss account and the balance sheet for the previous financial year for which the accounts have been closed)¹³.
3. 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.
4. A financial identification form conforming to the model attached at Annex E of these Guidelines, certified by the bank to which the payments will be made. This bank must be located in the country where the applicant is registered. If the applicant has already signed a contract with the European Commission or where the European Commission has been in charge of the payments of a contract, a copy of the previous financial identification form may be provided instead, unless a change in its bank account occurred in the meantime.
5. Copy of the official Certificate of Registration issued by the relevant authorities for the Applicant organization and of each partner organization.

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 or in the language of the country where the action is implemented, a translation into English of the relevant parts of these documents, proving the applicant'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.

Based on the verification of the supporting documents by the Evaluation Committee a final recommendation it will make to the Contracting Authority which will decide on the award of grants.

¹² To be inserted only where the eligibility conditions have not changed from one call for proposals to the other.

¹³ 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.

2.5 NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

2.5.1 Content of the decision

Applicants will be informed in writing of the Contracting Authority's decision concerning their application and, in case of rejections, the reasons for the negative decision.

Applicants believing that they have been harmed by an error or irregularity during the award process may file a complaint. See further section 2.4.15 of the Practical Guide.

2.5.2 Indicative time table

	DATE	TIME*
Information sessions¹⁴	September	-
Deadline for request for any clarifications from the Contracting Authority	2 nd November	16:00
Last date on which clarifications are issued by the Contracting Authority	12 th November	-
Deadline for submission of Application Form	22nd November	16:00
Information to applicants on the opening & administrative check (step 1)	10 th December*	-
Information to applicants on the evaluation of the Concept Notes (step 2)	19 th January*	-
Information to applicants on the evaluation of the Full Application Form (step 3)	22 nd February*	-
Notification of award (after the eligibility check) (step 4)	4 th March*	-
Contract signature	14 th April*	-

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

¹⁴ The exact time and locations for the information sessions, as well as possible changes, will be posted on the internet. Applicants are therefore advised to check regularly the web sites of the three delegations.

2.6 CONDITIONS APPLICABLE TO IMPLEMENTATION OF THE ACTION FOLLOWING 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 contract (see Annex F of these Guidelines). By signing the Application form (Annex A of these Guidelines), the applicant declares accepting, in case where it is awarded a grant, the Contractual conditions as laid down in the Standard Contract.

If the successful applicant is an international organisation, the model Contribution Agreement with an international organisation or any other contract template agreed between the international organisation concerned and the Contracting Authority will be used instead of the standard grant contract provided that the international organisation in question offers the guarantees provided for in article 53d (1) of the Financial Regulation, as described in Chapter 7 of the Practical Guide to contract procedures for EC external actions.

Implementation contracts

Where implementation of the action requires the Beneficiary 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 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 (available at the following link)

http://ec.europa.eu/europeaid/work/procedures/implementation/grants/documents/e3_e_lefpublic_en.pdf

ANNEX E: FINANCIAL IDENTIFICATION FORM ((available at the following link)

http://ec.europa.eu/europeaid/work/procedures/implementation/grants/documents/e3_f_fif_en.pdf

DOCUMENTS FOR INFORMATION

ANNEX F: STANDARD 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 ACTIONS

ANNEX G: DAILY ALLOWANCE RATES (PER DIEM), available at the following address:

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

ANNEX H: STANDARD CONTRIBUTION AGREEMENT, applicable in case where the beneficiary is an International organisation

PROJECT CYCLE MANAGEMENT GUIDELINES

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

COMMUNICATION AND VISIBILITY MANUAL FOR EUROPEAN UNION EXTERNAL ACTIONS

http://ec.europa.eu/europeaid/work/visibility/documents/communication_and_visibility_manual_en.pdf

GUIDELINES ON THE INTEGRATION OF ENVIRONMENT AND CLIMATE CHANGE IN DEVELOPMENT COOPERATION

http://ec.europa.eu/europeaid/infopoint/publications/europeaid/172a_en.htm