



European Commission

Development Cooperation Instrument (DCI): Investing in People - Good health for all

*Capacity building for non-state actors in relation to HIV-
AIDS prevention, treatment and care for the European
Neighbourhood and Partnership countries*

Restricted Call for Proposals

Reference: EuropeAid/130355/C/ACT/Multi

Budget line 21.05.01.01

Guidelines for grant applicants

**Deadline for submission of Concept Notes:
Thursday 16 September 2010**

NOTICE

Evaluation grids and application forms have been modified under this call for proposals so as to give more weight to relevance in the Concept Note evaluation. Relevance will therefore constitute the major criterion in preselection. Relevance will not be evaluated again when assessing the Full Application (see section 2.3.(4) below). **It is therefore of utmost importance that applicants use the correct application form for this call.**

Prior registration by applicants in EuropeAid's on-line database, PADOR, **available at http://ec.europa.eu/europeaid/work/onlineservices/pador/index_en.htm**, is obligatory under the present call for proposals (see section 2.2 below for details). Applicants must be registered before submitting the concept note, while partners must be registered prior to submission of the full application

Only submission by email is permitted under this call for proposal.

This is a restricted Call for Proposals. In the first instance, only Concept Notes must be submitted for evaluation. Thereafter, applicants whose Concept Notes have been pre-selected will be invited to submit a Full Application Form. Further to the evaluation of the Full Applications, 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 European Commission, the signed "Declaration by the Applicant" sent together with the Concept Note and the second Declaration and the signed partnership statements sent together with the Full Application.

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1. INVESTING IN PEOPLE – GOOD HEALTH FOR ALL

1.1. BACKGROUND

The EU has taken important steps to address health in general and HIV specifically in EU Member States and in neighbouring countries. The "Dublin Declaration on Partnership to Fight HIV/AIDS in Europe and Central Asia of 2004"¹, and subsequent declarations, helped to put HIV/AIDS higher on the European agenda. The Lisbon migration and health conference of 2007 and other meetings and reports (e.g. the 2009 ECDC report on HIV/AIDS and migration in Europe) drew attention to issues of migration, health and HIV/AIDS. Both have influenced EU political commitment, which is reflected in policy and legal instruments, intended to promote that citizens and migrants have access to healthcare, including HIV/AIDS prevention, treatment and care services.

The EU is committed to support efforts to reduce the incidence, mortality rates and to mitigate the impact of HIV/AIDS, malaria and tuberculosis which remain a major challenge for many of the EU partner countries in their efforts to achieve health-related MDGs by 2015. The Commission Communication on "Combating HIV/AIDS in the European Union and neighbouring countries, 2009-2013"² makes a clear reference to these goals in the EU and the neighbourhood.

In its 2008 epidemiology reports, WHO and UNAIDS underline that by the end of 2007 an estimated 730 000 people were living with HIV in Western and Central Europe up from 610 000 in 2001, 1.5 million in Eastern Europe and Central Asia, up from 650 000 in 2001, and 380 000 in North Africa and Middle East, up from 280 000 in 2001.

Today, the spread of HIV in the Eastern Europe is alarming and as a consequence secondary and opportunistic infections such as tuberculosis or hepatitis are also on the increase. HIV/AIDS is not a contained problem of a single Member State or a particular neighbouring country; the epidemic is established in all European countries and each country has to assess and address the specifics of its epidemic. However, there is a great need to share information and best practices. The epidemic has important cross border and international dimensions thus benefiting of collective EU actions.

There is a need to support actions in the East neighbouring countries covered under the ENPI (Armenia, Azerbaijan, Belarus, Georgia, Moldova, Ukraine and the Russian Federation), due to alarming speed of the epidemic and the slow progress made in some of these countries in achieving MDG6: combat HIV/AIDS, malaria and other diseases³.

Key players in the response to the epidemics in Europe are medical services and other stakeholders involved in health systems such as the national and regional authorities, policy makers, the education sector, civil society organisations, agencies and international organisations (UNAIDS and its cosponsoring agencies, Global Fund to Fight Aids Tuberculosis and malaria (GFATM), International Organisation for Migration (IOM) etc), European Institutions (European Commission, European Parliament, European Disease Control Centre ECDC, European Monitoring Centre for Drugs and Drug Addiction (EMCDDA) and a large number of private/public foundations and partnerships (Gates, Clinton, Open Society Institute (OSI), Ford // The European & Developing Countries Clinical Trials Partnership (EDCTP), International AIDS Vaccine Initiative (IAVI)) as well as economic operators (Pharmaceutical companies, biotech companies). However,

¹ Declaration adopted in 2004 by the governments of the WHO Europe region

(see <http://www.euro.who.int/en/what-we-do/health-topics/diseases-and-conditions/hivaids/policy/dublin-declaration-on-partnership-to-fight-hivaids-in-europe-and-central-asia>)

² COM (2009) 569

³ See <http://www.euro.who.int/en/what-we-publish/abstracts/millennium-development-goals-in-the-who-european-region>

the role of non-state actors (NSAs)⁴, in particular those representing people living with HIV and key populations at most risk, in such context is critical in advocating for equal access to services and promoting rights of people living with HIV and vulnerable groups in the field of HIV/AIDS prevention, treatment care and support. They are major providers of HIV/AIDS services and assistance including care and support for people living with HIV, organising information and training sessions at various levels and as such their involvement in all aspects of the fight against HIV/AIDS is to be increased. NSAs helped set trends that have now been institutionalised within HIV/AIDS prevention such as: greater involvement of persons living with HIV, human rights based approaches, targeting educational materials to specific groups, improved access to services for HIV prevention, treatment, care and support.

There are signs of a decline in action on HIV/AIDS in the European Union and the neighborhood at the moment, particularly as regards prevention, surveillance and measures to combat discrimination. This trend runs counter to the targets which have been set, regarding for example the elimination of mother-to-child transmission and universal access to treatment. Thus, there is a need to keep HIV/AIDS as priority on the political agenda with the goal of reaching internationally agreed targets in fighting HIV/AIDS.

1.2. OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES FOR 2009-2010

The thematic programme 'Investing in People' 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)⁵, and is further defined in the Strategy Paper for the Thematic Programme 2007-2013⁶. Under the theme 'Good Health for all', it addresses four key health areas. Among them, there is the need to strengthen Europe's role in addressing the main poverty-related diseases, such as HIV/AIDS, malaria and tuberculosis that severely undermine the overall human and social development efforts. 'Good health for all' also aims to keep a balanced approach between prevention, treatment and care, with prevention as a key priority, acknowledging that its effectiveness is increased when linked with treatment and care. The EC will allocate a significant proportion of thematic funds to programmes and initiatives improving access to prevention, treatment, care and support to the fight against poverty related diseases around the world. This major contribution will be further strengthened by the EC's pivotal leadership, fund-mobilisation and monitoring role in the Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM).

The thematic programme focuses on the human resources crisis in health systems also, which significantly limits the ability of many of the EC's partner countries to provide sufficient, effective and equitable health-care services. Other priorities under the health pillar of Investing in People include a focus on improving access to public goods and addressing neglected or emerging diseases.

The aforesaid Regulation is implemented through multi annual programming documents adopted by the European Commission (EC) which set out in detail the thematic and geographic priorities. The programming

⁴ Article 24.2 of DCI Regulation (reference: see footnote 5): "the non-State, non-profit-making partners eligible under the call operating on an independent and accountable basis include: non-governmental organisations, organisations representing indigenous peoples, organisations representing national and/or ethnic minorities, citizens' groups, cooperatives, organisations representing social interests, organisations 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, 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, likely to contribute to implementation of the objectives of this call".

⁵ 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 L 378, 27.12.2006, p. 41). Regulation amended by Commission Regulation (EC) No 960/2009 (OJ L 270, 15.10.2009, p. 8).

⁶ http://ec.europa.eu/development/policies/9interventionareas/humandev_en.cfm.

document for 2007-2013 and the present call for proposals are published in the context of the implementation of the 2010 Annual Action Plan Part 2⁷.

1.2.1. Objectives and priorities of this Call for Proposals

Overall objective

The overall objective of the call is to support capacity building among Non State Actors (NSAs) for an improved access to HIV/AIDS prevention, treatment and care in the ENPI-East region.

Actions must focus on **minimum two** of the following themes:

- 1) Strengthening the advocacy skills of NSA to lobby effectively for improved access to HIV/AIDS prevention, treatment, care and support, especially for people living with HIV, adolescents and vulnerable groups such as women, prisoners, migrant workers, men having sex with men (MSM), sex workers and injecting drug users;
- 2) Actions enhancing the quality of services provided by NSA and public sector and the integration of prevention, treatment and care services;
- 3) Actions strengthening partnerships and coordination among NSA and, if relevant, with public bodies in a country or on a regional level, actions supporting development of regional ownership strategies and the exchange of lessons learned and good practice in HIV/AIDS prevention, treatments and care;
- 4) HIV prevention with a special emphasis on adolescent and key populations at most risk such as injecting drug users, migrant workers, men having sex with men (MSM), sex workers, women, prisoners and actions providing support, treatment and care to people living with HIV/AIDS (PLWHA).

The activities can take the form of consolidating or establishing networks, regional support centres, information channels, learning tools and other support mechanisms to disseminate best practices, advocacy towards policy makers, share information and lessons learnt, develop and sustain NSA capacity to act on HIV/AIDS advocacy and support, promote rights, reduce stigma and discrimination, voluntary counseling and testing (VCT), care and support to PLWHA, harm reduction, treatment of opportunistic infections, information campaigns and other prevention methods etc.

Depending on the local setting and needs and the availability of existing networks or regional support centres, consolidation of existing networks and partnerships is encouraged instead of creating parallel systems.

The call for proposals is expected to help NSAs to form a stronger coalition and to become better equipped to actively engage in dialogue with their governments and the authorities on HIV/AIDS policies, improve exchange of best practices and access to and quality of HIV prevention, treatments and care services.

Priorities

Partnerships and regional cooperation are strongly encouraged. Applicants are expected to act with at least two other organisations, one of which must be a partner and one may be an associate. For all actions submitted by applicants having a nationality other than that of the country of action or by International (intergovernmental) Organisations⁸, partnership with local partner(s) from the country where the proposed

⁷ http://ec.europa.eu/europeaid/work/ap/aap/2010_en.htm

⁸ International public-sector organisations set up by intergovernmental agreements, and specialised agencies set up by such organisations. The International Committee of the Red Cross, the International Federation of National Red Cross and Red Crescent Societies are also recognised as international organisations
<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:2002R2342:20080101:EN:PDF>

action is to take place is considered indispensable. Any such local partner must have the nationality⁹ of the respective country where the action is to take place¹⁰. The EC will attach particular importance to the quality and the composition of the partnership. In this context, the applicant should demonstrate expected benefits and added value of the proposed partnership (see section 2.3 below – Concept Note evaluation grid, and Full Application evaluation grid).

Particular attention will also be paid to informing policy making and to potential replication and later scaling up of activities. Dialogue, consultation and association with administrative authorities and agencies at national, regional and/or local levels; is therefore strongly encouraged. To this end proposals must include a clear communication and advocacy strategy as well as take into consideration aspects of later scaling up.(see section 2.3 below - Concept Note evaluation grid, and Full Application evaluation grid).

1.3. FINANCIAL ALLOCATION PROVIDED BY THE EUROPEAN COMMISSION

The indicative financial envelope foreseen for this call for proposals is EUR 9 000 000 from the 2010 budget.

The European Commission reserves the right not to award all available funds. Equally, this amount could be increased should more funds become available.

Indicative allocation of funds:

Size of grants

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

- **For projects of regional type** (implemented in more than one ENPI East country: Armenia, Azerbaijan, Belarus, Georgia, Moldova, Ukraine and the Russian Federation):
 - Minimum amount: EUR 300 000
 - Maximum amount: EUR 1 000 000
- **For projects of national type** (implemented in one single ENPI East country: Armenia, Azerbaijan, Belarus, Georgia, Moldova, Ukraine and the Russian Federation):
 - Minimum amount: EUR 150 000
 - Maximum amount: EUR 500 000

A grant may not 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.

Furthermore, a grant may not exceed 50% of the total eligible costs of the action when the applicant is an international (intergovernmental) organisation¹¹, as defined by Article 43 of the Implementing Rules of the Financial Regulation.

A grant may exceptionally cover the entire eligible costs of the action if this is deemed **essential to carry it out**. The Applicant **must justify** any full financing request in Part B Section II.2 of the Grant Application Form and the validity of the justification provided will be examined during the evaluation procedure. Financing in full is subject to the conditions laid down in Article 169 of the Financial Regulation and 253 of the Implementing Rules of the Financial Regulation¹².

⁹ See section 2.1.1, in particular footnote 18

¹⁰ In the exceptional cases where the involvement of organisations having the nationality of the targeted country is not possible due to the particular situation in the said country, the applicant must provide explanations, which will be examined in the context of the evaluation.

¹¹ See footnote 8

¹² http://ec.europa.eu/budget/documents/financial_regulation_en.htm

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 EU external actions.

The majority of terms used in the present guidelines are explained in the Glossary to the Practical Guide to contract procedures for EU external actions.

The afore-mentioned Practical Guide and the Glossary can be consulted at the following Internet address: http://ec.europa.eu/europeaid/work/procedures/implementation/practical_guide/index_en.htm

In addition, the following definitions apply:

Partnership	the grouping of organisations i.e. the main applicant and its partners for the purpose of implementing the proposed action
Applicant	the organisation responsible for submitting the application
Partner	member organisation of the partnership other than the applicant
Associate	organisation that plays an active role in the action but which cannot benefit from funding under the grant
Subcontractor	organisation contracted by the beneficiary in accordance with the appropriate procedures in order to execute specific tasks in implementing the action
Re-granting	financial support that may be given to third parties by the beneficiary of the EU grant where the implementation of the action so requires, subject to the conditions laid down in Articles 120 of the Financial Regulation and 184a of the Implementing Rules of the Financial Regulation ¹³

2.1. ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

- organisations 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**
- belong to one of the following categories:
 - i) for actions taking place in one country only, non governmental organisations¹⁴ and other non-State actors¹⁵, **or**

¹³ http://ec.europa.eu/budget/documents/financial_regulation_en.htm

¹⁴ i.e. Not a state, national or international public organisation or a body effectively controlled by such an organisation. Whether a potential applicant is likely to be considered as effectively controlled by such an organisation will depend on the extent to which such an applicant can demonstrate that it is independent of the state as regards decision-making, budgetary control and the appointment of staff (including members of its controlling body)

¹⁵ Article 24.2 of DCI Regulation – see footnotes 4 and 5 above.

- ii) for regional actions¹⁶, non governmental organisations and other non-State actors or international and regional intergovernmental organisations as defined by Article 43 of the Implementing Rules to the EC Financial Regulation¹⁷; **and**
- be nationals¹⁸ of an eligible country under the Development Cooperation Instrument as listed in the Annex K **and**:
 - i) for actions taking place in one country only, be national¹⁹ of that country (Armenia, Azerbaijan, Belarus, Georgia, Moldova, Ukraine, Russian Federation), **or**
 - ii) for regional actions, be national of one of the country where the action is to take place (Armenia, Azerbaijan, Belarus, Georgia, Moldova, Ukraine, Russian Federation). Organisations from the above-mentioned categories having the nationality of a Member State of the European Union, of the European Economic Area (EEA)²⁰ or of an Official Candidate Country²¹ may also apply;
- be directly responsible for the preparation and management of the actions, 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 Internet address indicated at the beginning of the section 2).

In part A, section III and, if applicable, 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

The Contracting Authority's expectations with regard to partnerships are indicated under section 1.2.1 above. In the case of both one-country actions and regional actions the following categories of organisation can be partners:

- Non-governmental organisations²² and other non-State actors²³ as well as private companies²⁴ having the nationality of: i) the country or one of the countries where the action will take place (Armenia, Azerbaijan, Belarus, Georgia, Moldova, Ukraine, Russian Federation), or ii) a Member State of the European Union, of the European Economic Area (EEA)²⁵ and an Official Candidate Country²⁶. In addition, International organisations²⁷ may also be eligible as partners.

¹⁶ See definition of "regional action" under section 1.3 above

¹⁷ Commission Regulation 2342/2002 as amended by Commission Regulation 1261/2005: international public-sector organisations set up by intergovernmental agreements, and specialised agencies set up by such organisations; the International Committee of the Red Cross, 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).

¹⁸ 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 internal 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 they are registered locally or have signed a “Memorandum of Understanding”. The nationality rule does not apply to International Organisations.

¹⁹ 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 internal 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 they are registered locally or have signed a “Memorandum of Understanding”. The nationality rule does not apply to International Organisations.

²⁰ The 27 EU Member States plus Iceland, Liechtenstein and Norway.

²¹ Croatia, Former Yugoslavian Republic of Macedonia (FYROM) and Turkey.

²² See footnote 14

²³ See footnotes 4 and 5

²⁴ Especially if they can offer particular access and means and **on condition that no-profit is derived from their involvement in the action**

²⁵ See footnote 20

²⁶ See footnote 21

²⁷ See footnote 8

When evaluating the relevance of each proposal and the methodology used, the EC will attach particular importance to the choice of the partners involved as well as the quality of the partnership. The applicant should demonstrate all expected benefits and added value of the proposed partnerships. (See section 1.2.1 above).

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 same eligibility criteria as applicants.

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 (see Annex F indicated in Section 3 of the present Guidelines).

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

An action (i.e. project) is composed of a set of activities.

Duration

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

Sectors or themes and types of action

Actions must be in line with the objectives, priorities and criteria indicated in section 1.2.1 above. Applications must address minimum two of the specific themes of the call as specified under section 1.2.1.

Location

Actions **must** take place in **one or more** of the following countries: Armenia, Azerbaijan, Belarus, Georgia, Moldova, Ukraine and the Russian Federation.

Visibility

Applications should include a communication and visibility strategic plan both in the Full Application and the budget in line with the Communication and Visibility Manual for EU External Actions available at http://ec.europa.eu/europeaid/work/visibility/index_en.htm

Monitoring and Evaluation

Actions should foresee planning, human resources, budget and any other appropriate measures for the monitoring and evaluation of the proposed action.

Re-granting²⁸

Where the implementation of the proposed action requires financial support to be given to third parties, the applicant may propose awarding sub-grants.

Any such re-granting must be duly justified. The applicant must indicate in the proposal (Full Application

²⁸ Subject to the conditions laid down in Articles 120 of the Financial Regulation and 184a of the Implementing Rules of the Financial Regulation (see footnote 13)

Form) the total amount to be awarded in the form of sub-grants and specify the minimum and maximum amounts that may be allocated to third parties. In addition, the applicant must specify the criteria to be used to select the beneficiaries of these sub-grants. A list of the different types of activity which may be eligible for sub-grants must be included in the proposal.

The maximum amount for a sub-grant per third party is limited to EUR 10,000 while the total amount which can be awarded in the form of sub-grants to third parties is limited to EUR 100,000.

In no circumstances may re-granting be the principal activity of the proposed action.

The following types of action are ineligible:

- actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses;
- actions concerned only or mainly with individual scholarships for studies or training courses;
- one-off conferences: conferences can only be funded if they form part of a wider range of activities to be implemented in the life-time of the action. 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 political parties;
- actions including proselytism.

Number of proposals and grants per applicant

An applicant may 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 another application. Partners may take part in more than one application.

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". 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 European Commission 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**.

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 to the present guidelines).

Contingency reserve

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

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 direct eligible costs.

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

Contributions in kind

Contributions in kind are not considered as expenditure and are not eligible costs. 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 partners.

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

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.
NB: The Regulation (EC) No 1905/2006 of the European Parliament and of the Council establishing a financing instrument for development cooperation (OJ L 378, 27.12.2006), does not allow Community assistance to be used for paying taxes, duties or charges in beneficiary countries.
- credits to third parties.

2.2. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

This is a restricted Call for Proposals. **In the first instance, only Concept Notes must be submitted for evaluation.** Thereafter, applicants whose Concept Notes have been pre-selected will be invited to submit a Full Application Form.

Registration in the PADOR system (Potential Applicant Data On-Line Registration), available at http://ec.europa.eu/europeaid/work/onlineservices/pador/index_en.htm is **obligatory** both for applicants and partners:

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 verifying that the partnership composition requirements are met (See Section 1.2.1), for evaluating the operational and financial capacity criteria as well as for checking the eligibility of the organisations that participate in calls for proposals. This data concerns the organisation itself, it is not linked to a particular project proposal.

Applicants must be registered before submitting the concept note, while partners must be registered prior to submission of the full application. Applicants must complete all the sections presented in PADOR with the exception of the section "Strategy and Methodology". The partners must complete all PADOR sections with the exception of the sections "Board of Directors" and "Strategy and Methodology". All the required supporting documents required from applicants (see Section 2.4 below) must be uploaded into PADOR. The EuropeAid ID number (assigned upon registration in PADOR) of the applicant organisation must be indicated in the Concept Note.

Before starting the registration of your organisation in PADOR, the following should be consulted:

- the quick guide (that explains, on one page, the process of registration in PADOR);
- the Frequently Asked Questions;
- the PADOR user's guide.

These 3 documents are available on the website indicated above.

Notwithstanding the above, where PADOR registration is objectively impossible, the applicant can submit a request for derogation concerning its registration in PADOR and/or that of any partner(s). **In this case, it is compulsory for the applicant and/or the partner(s) concerned to complete the PADOR Derogation**

Pack (Annex JA and JB to these Guidelines) and to send it by e-mail together with the Concept Note for the applicant or with the full application, for partner(s). The justification for derogation must be based on the objective impossibility of the applicant and/or its partner(s) to register in PADOR. This objective impossibility should go beyond the control of the applicant and/or its partner(s) and, in principle, be of a general nature (i.e. not attributable to the specific circumstances of the applicant and/or its partner(s) themselves). The applicant should provide, where possible, supporting documents substantiating its request. Any derogation granted will apply only to the specific call for proposals in the context of which it was requested. If derogation is granted, registration in PADOR shall be initiated by the European Commission. If, at a later stage, the organisation wishes to update its data itself, an access request will have to be sent to the PADOR help desk at the address indicated hereafter.

All questions related to the registration in PADOR should be addressed **to the PADOR help desk:**
europaaid-on-line-registration-hd@ec.europa.eu

2.2.1. Concept Note content

Applications must be submitted using Part A – Concept Note of the Grant Application Form (Annex A), taking care to use the correct application documents for this Call to be downloaded from the EuropeAid website at <https://webgate.ec.europa.eu/europaaid/online-services/index.cfm?do=publi.welcome>

Any Concept Note using the format relating to any other Call may be **rejected**.

Concept Notes must be submitted in **English**.

In the Concept Note, applicants are only required to provide an estimate of the requested amount of the EU contribution. Only the applicants invited to submit a full proposal will be required to present a detailed budget.

Any error or major discrepancy in 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 European Commission from conducting an objective assessment.

Hand-written Concept Notes will not be accepted.

The Concept Note together with the Checklist (Part A, section III of the Grant Application Form) and the Declaration by the applicant (Part A, section IV of the Grant Application Form) **must be submitted by e-mail**.

Only the Concept Note will be evaluated. It is therefore of utmost importance that this document contains ALL relevant information concerning the action. No additional annexes should be submitted.

2.2.2. Where and how to send Concept Notes

Concept Notes **must** be submitted **by e-mail only** to the following address:

Europeaid-enpi-hiv-aids@ec.europa.eu

The subject field of the e-mail must bear the reference of the Call for Proposals (i.e. "Call 130355"), the specific objectives (at least 2 out of the 4 specific objectives listed under section 1.2.1 above) for which the applicant is submitting a concept note (i.e. specific objectives 1 and 2; or specific objectives 2, 3 and 4 etc), and the name of the applicant organisation.

The Applicant will receive an e-mail acknowledgement of receipt following the submission of a Concept Note.

Concept Notes sent by other means (registered mail, courier service, fax, hand delivery, etc.) may be rejected.

Applicants must verify that their Concept Note is complete using the Checklist (Part A, section III of the Grant Application Form). Incomplete Concept Notes may be rejected.

2.2.3. *Deadline for submission of the Concept Notes*

The deadline for the submission of Concept Notes is **Thursday 16 September 2010 at 24:00 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 EC cannot be held responsible for any delay due to such afore-mentioned difficulties.

Any Concept Note sent after the deadline will be rejected.

2.2.4. *Further information for Concept Notes*

Questions (except those related to registration in PADOR) may be sent by e-mail no later than 21 days before the deadline for the submission of Concept Notes (i.e. not later than Thursday 26 August 2010) to the address below, **indicating clearly the reference of the Call for Proposals**:

E-mail address: **Europeaid-enpi-hiv-aids@ec.europa.eu**

Replies will be given no later than 11 days before the deadline for the submission of Concept Notes (i.e. no later than Friday 3 September 2010). The European Commission has no obligation to provide further clarifications after this date.

After the deadline for submission of Concept Notes, the above-mentioned e-mail address can only be used by the European Commission to initiate correspondence regarding any requests for clarification that may be required.

No individual replies to queries with regard to the status of the selection procedure can be given via this mailbox (See Section 2.5.2 – Indicative calendar).

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

In addition, during the course of the evaluation procedure important notices to applicants may be published on the EuropeAid website

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

together with the other documents related to this call, as the need arises. The applicants are therefore strongly encouraged to regularly consult this webpage.

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

Europeaid-on-line-registration-hd@ec.europa.eu

2.2.5. *Full Application Form*

Applicants invited to submit a Full Application Form following the pre-selection of the Concept Note must do so by using the application documents annexed to the present Guidelines: Annex A, Part B – Full Application Form, Annex B – Budget and Annex C – Logical Framework. These can be downloaded from the EuropeAid website at the address indicated in section 2.2.1. Applicants should keep strictly to the format of the application form and fill in the paragraphs and pages in order taking care to use the correct application documents for this Call. Applications submitted on application documents relating to any other call **may be rejected**.

Budgetary information concerning the action should be provided using round figures and be presented only in the Budget (Annex B).

Applicants should note that there are **two worksheets in Annex B** that have to be completed:

Worksheet 1 – "Budget for the action" (worksheet 1 must include **all eligible costs** that are foreseen to be incurred by the action), and

Worksheet 2 – "Expected sources of funding" (worksheet 2 must indicate the amount and percentage of financing per source, i.e. requested EU contribution, applicant's contribution, any other donors' contributions, etc). NB. See section 1.3 for the rules on maximum percentage of EU contribution.

The amount of the requested EU contribution may vary in this detailed budget from the initial Concept Note estimate by not more than 20% but must still respect the limits indicated in section 1.3. Any variation higher than 20% should be duly justified in the Grant Application Form (Annex A, Part B, section II.2).

Applicants must submit their applications in English.

The Full Application Form should be completed carefully and as clearly as possible to facilitate the evaluation. The reference number allocated to the Concept Note by the European Commission should appear on the cover page of the Full Application Form.

The elements contained in the Concept Note cannot be modified in the Full Application Form.

Any error related to the points listed in the Checklist (Part B, section VI of the Grant Application Form) or any major inconsistency in the Full Application Form may lead to the rejection of the application.

Clarifications will only be requested when information provided is unclear, thus preventing the European Commission from conducting an objective assessment.

Hand-written applications will not be accepted.

The Full Application Form, the budget and the logical framework **must** be submitted **by e-mail**.

Each component of the application (Full Application Form, Budget and Logical Framework) must be submitted in a single, separate electronic file (for example, the application form must not be split into several different electronic files) and should not contain coloured or high resolution graphs, images or diagrams.

Only the Full Application Form and the published annexes which must 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 supplementary annexes should be sent.

2.2.6. Where and how to send the Full Application Form

The Full Application Form **must** be submitted **by e-mail only** to the following address:

Europeaid-enpi-hiv-aids@ec.europa.eu

The subject field of the e-mail must bear the reference of the Call for Proposals (i.e. "Call 130355"), the specific objectives (at least 2 out of the 4 specific objectives listed under section 1.2.1 above) for which the applicant is submitting a concept note (i.e. specific objectives 1 and 2; or specific objectives 2, 3 and 4), the name of the applicant organization and the number allocated by the European Commission to the application at Concept Note stage.

The Applicant will receive an e-mail acknowledgement of receipt following the submission of a Concept Note.

Full Applications sent by other means (registered mail, courier service, fax, hand delivery, etc.) may be rejected.

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

Applicants must verify that their application is complete using the Checklist (Part B, section VI of the Grant Application Form). Incomplete applications may be rejected.

2.2.7. *Deadline for submission of the Full Application form*

The deadline for the submission of the Full Application Forms will be indicated in the letter sent to the pre-selected applicants.

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 EC cannot be held responsible for delay due to such afore-mentioned difficulties.

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

2.2.8. *Further information for the Full Application Form*

Questions concerning Full Application Forms (except those related to registration in PADOR) may be sent by e-mail 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: **Europeaid-enpi-hiv-aids@ec.europa.eu**

Replies will be given no later than 11 days before the deadline for the submission of the Full Application Forms. The European Commission has no obligation to provide further clarifications after this date.

After the deadline for submission of Full Application Forms, the above-mentioned e-mail address can only be used by the European Commission to initiate correspondence regarding any requests for clarification that may be required.

No individual replies to queries with regard to the status of the selection procedure can be given via this mailbox.

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

In addition, during the course of the evaluation procedure important notices to applicants may be published on EuropeAid website <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> together with the other documents related to this call, as the need arises. The applicants are therefore strongly encouraged to regularly consult this webpage.

All questions related to PADOR registration should be addressed to the **PADOR help desk:** Europeaid-on-line-registration-hd@ec.europa.eu

2.3. EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by the European Commission according to the following steps and criteria.

If at any stage in the evaluation process any component of the application (the applicant, a partner or the action) is identified as not fulfilling the eligibility criteria specified in Section 2.1.1, 2.1.2 and 2.1.3 of the present guidelines, the application may be rejected on that sole basis.

(1) STEP 1: OPENING SESSION AND ADMINISTRATIVE CHECK OF THE CONCEPT NOTE

The following will be assessed:

- The deadline has been respected. If the deadline has not been respected, the proposal will be rejected.

- The Concept Note satisfies all the criteria mentioned in the points 1 to 3 of the Checklist for Concept Notes (part A, section III of the Grant Application Form). If any of the requested information is missing or is incorrect, the proposal may be rejected on that **sole** basis and the proposal will not be evaluated further.

Following this session, the European Commission will inform all applicants by e-mail, whether their Concept Note was submitted prior to the deadline, and whether their Concept Note has been recommended for evaluation.

(2) STEP 2: EVALUATION OF THE CONCEPT NOTE

The evaluation of the Concept Notes will cover the relevance of the action, and its design.

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 Part A – Concept Note 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.

Evaluation Grid²⁹

	Scores	
1. Relevance of the action	Sub-score	40
1.1 How relevant is the proposal to the objectives and priorities of the Call for Proposals? Note: The maximum score will only be allocated if the proposal addresses the Geographic priorities (see section 1.2.1). For applicants having a nationality other than that of the country of action or International (intergovernmental) organisations, a score of one point only will be allocated if their proposal does not comply with the partnership composition requirements stipulated in section 1.2.1 of these guidelines.	5x3*	
1.2 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)	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?	5x2*	
1.4 Does the proposal contain specific added-value elements , such as environmental issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, or innovation and best practices?	5	
2. Design of the action	Sub-score	10
2.1 How coherent is the overall design of the action? In particular, does it reflect the analysis of the problems involved, take into account external factors and relevant stakeholders?	5	
2.2 Is the action feasible and consistent in relation to the objectives and expected results?	5	
TOTAL SCORE		50

*the scores are multiplied by 2 or 3 because of their importance

²⁹ Evaluation grids and application forms have been modified under this call so as to give more weight to relevance in the Concept Note evaluation. **It is therefore of utmost importance that applicants use the correct application form for this call.**

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 30 points in the category "Relevance" as well as a minimum total score of 35 points* will be considered for pre-selection.

Secondly, the list of Concept Notes will be reduced in accordance with the ranking to those whose sum of requested contributions amounts to at least twice the available budget for this Call for Proposals. The preselected applicants will subsequently be invited to submit Full Application Forms.

The relevance of proposals will only be assessed at the Concept note stage. Scores awarded to that criterion in the concept note evaluation will be taken into account in the full application evaluation (see (4) below).

(3) STEP 3: OPENING SESSION AND ADMINISTRATIVE CHECK OF THE FULL APPLICATION FORM

The following will be assessed:

- The deadline has been respected. If the deadline has not been respected the proposal will be rejected.
- The Full Application Form satisfies all the criteria mentioned in the points 1 to 6 of the Checklist for Full Application Forms (Part B, Section VI of the Grant Application Form). If any of the requested information is missing or is incorrect, the proposal may be rejected on that sole basis and the proposal will not be evaluated further.

Following this session, the European Commission will inform all applicants by e-mail, whether their application was submitted prior to the deadline, and whether it has been recommended for evaluation.

(4) STEP 4: EVALUATION OF THE FULL APPLICATION FORM

An evaluation of the quality of the proposals, including the proposed budget, and of the capacity of the applicant and the 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 proposals 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 proposals which the European Commission can be confident will comply with its objectives and priorities and guarantee the visibility of the EU financing. They cover such aspects as the quality of the action, its consistency with the objectives of the Call for Proposals, 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 Grid³⁰

Section	Maximum Score
1. Financial and operational capacity	20
1.1 Do the applicant and partners have sufficient experience of project management ?	5
1.2 Do the applicant and partners have sufficient technical expertise ? (notably knowledge of the issues to be addressed)	5
1.3 Do the applicant and 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 of the action	30
<i>Score proportionally transferred from CN evaluation (=3/4 of Concept Note relevance score)</i>	
3. Effectiveness and feasibility of the action	20
3.1 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?	5
3.2 Is the action plan clear and feasible?	5
3.3 Does the proposal contain objectively verifiable indicators for the outcome of the action? Is evaluation foreseen?	5
3.4 Is the partners' level of involvement and participation in the action satisfactory? For applicants having a nationality other than that of the country of action or international (intergovernmental) organisations, a score of one point only will be allocated if their proposal does not comply with the partnership composition requirements stipulated in section 1.2.1 of these guidelines.	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 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
5. Budget and cost-effectiveness of the action	15
5.1 Are the activities appropriately reflected in the budget?	5x2
5.2 Is the ratio between the estimated costs and the expected results satisfactory?	5
Maximum total score	100

Note on Section 1. Financial and operational capacity

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

Provisional selection

Following the evaluation, the proposals will be ranked according to their score and a list of provisionally selected proposals will be established on the basis of the available financial envelope and a reserve list drawn up.

³⁰ Evaluation grids and application forms have been modified under this call so as to give more weight to relevance in the Concept Note evaluation. **It is therefore of utmost importance that applicants use the correct application form for this call.**

(5) STEP 5: VERIFICATION OF ELIGIBILITY OF THE APPLICANT AND PARTNERS

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

- The Declaration by the applicant (Part B, Section VII of 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 proposal on that sole basis.
- The eligibility of the applicant and the partners will be verified according to the criteria set out in Sections 2.1.1 and 2.1.2.

Following the above analysis and if necessary, any rejected proposal will be replaced by the next best placed proposal 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.

Based on the verification of the supporting documents, the European Commission will prepare the final list of the grants to be awarded under this Call for Proposals.

2.4. SUBMISSION OF SUPPORTING DOCUMENTS

The supporting documents listed below are required in order to allow the European Commission to verify the eligibility of the applicants and their partners.

All required supporting documents **for applicants** for this Call for Proposals **must be uploaded** in the PADOR³¹ 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). **Partners** must upload all their supporting documents in PADOR before the submission of the full application.

- Any *applicant* requesting derogation from the obligation to register in PADOR **must send ALL** relevant supporting documents for this Call for Proposals in their e-mail together with the **Concept Note**.
- Any applicant requesting derogation from registration in PADOR *for its partner(s)* **must send ALL** relevant supporting documents for this Call for Proposals in their e-mail together with the **Full Application**

If the supporting documents are not provided within the deadline above the application may be rejected.

Required supporting documents for the applicant:

1. **The statutes or articles of association of the applicant organisation.** Such documents must prove that the organisation in question meets all the required eligibility criteria indicated in section 2.1.1. above (i.e. legal existence, non profit-making status, category of organisation and objectives, nationality, etc.). 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 derogation from registration in PADOR is being requested, 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/implementation/international_organisations/index_en.htm

³¹ See section 2.2

2. Where the grant requested exceeds EUR 500,000, **an external audit report** produced by an approved auditor, certifying the applicant's accounts for the last financial year available. This obligation does not apply to international organisations.
3. **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)**. This obligation does not apply to international organisations as defined under footnote n° 5. It does not apply either when the accounts are in practice the same documents as the external audit report already provided pursuant to point 2 above.
4. **Legal Entity Sheet** (see annex D of these guidelines) duly completed and signed by the applicant, accompanied by the supporting documents which are requested therein. If the applicant has already signed a contract with the European Commission, instead of the legal entity sheet and its supporting documents the legal entity number may be provided, unless a change in its legal status has occurred in the meantime.
5. **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.

Required supporting documents for partners:

The statutes or articles of association of the partner organisation. Such documents must prove that the organisation in question meets all the required eligibility criteria indicated in section 2.1.2. above (i.e. legal existence, category of organisation and objectives, nationality, etc.). 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 derogation from registration in PADOR is being requested, 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/implementation/international_organisations/index_en.htm

Requirements for all supporting documents:

Where the required supporting documents are not uploaded in PADOR, they must be supplied in the form of scanned versions (i.e. showing legible stamps, signatures and dates) of the originals.

Where such documents are not in one of the official languages of the European Union, a translation into English of the relevant parts of these documents, proving the applicant's and partner's (s') eligibility, must be uploaded into PADOR in the same electronic file as the original language version (or, where derogation from PADOR registration is being requested, 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 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 and partner's (s') eligibility, into English. Where such translation is provided, it must be uploaded into PADOR in the same electronic file as the original language version (or, where derogation from PADOR registration is being requested, be sent with the supporting documents).

2.5. NOTIFICATION OF THE EUROPEAN COMMISSION'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 any stage of the procedure (Step 1 to Step 5) wishing to obtain further information should send their request by letter, indicating the reference of the Call for Proposals (EuropeAid/130355/C/ACT/Multi) and the reference number allocated to the proposal, to:

European Commission
 EuropeAid: Co-operation Office
 Unit A5
 Mrs Barbara Lücke, Head of Unit
 Office J-54 02/220
 Avenue du Bourget 1
 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.

2.5.2. Indicative time table

	DATE
Information meeting (if any)	Not applicable
Deadline for request for any clarifications from the Contracting Authority	Thursday 26 August 2010
Last date on which clarifications are issued by the Contracting Authority	Friday 3 September 2010
Deadline for submission of Concept Notes	Thursday 16 September 2010
Information to applicants on the opening & administrative check (step 1)	30 September 2010*
Information to applicants on the evaluation of the Concept Notes (step 2)	29 October 2010*
Invitations for submission of Full Application Form	2 November 2010*
Information meeting	8 December 2010**
Deadline for submission of Full Application Form	Thursday 20 January 2011*
Information to applicants on the opening & administrative check (step 3)	8 February 2011*
Information to applicants on the evaluation of the Full Application Form (step 4)	8 March 2011*
Notification of award (after the eligibility check) (step 5)	01 April 2011*
Contract signature	30 April 2011*

* **Provisional dates**

** **Information meeting:** an information meeting is expected to be organised in the second stage of the procedure, involving only those of the Applicants who will be invited to submit the full application form. The meeting is planned to take place on Wednesday 8 December 2010 in Brussels. Confirmation and information (e.g. date, time, place, and registration procedure) shall be communicated together with the letters inviting Applicants to submit a full application form

2.6. CONDITIONS APPLICABLE TO IMPLEMENTATION OF THE ACTION FOLLOWING THE EUROPEAN COMMISSION'S DECISION TO AWARD A GRANT

Following the decision to award a grant, the beneficiary will be offered a contract based on the European Commission's standard contract (see Annex F of the present guidelines). By signing the Grant Application Form (Annex A), 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 EU 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 FILL IN

ANNEX A: GRANT APPLICATION FORM (WORD FORMAT)

ANNEX B: BUDGET (EXCEL FORMAT)

ANNEX C: LOGICAL FRAMEWORK (EXCEL FORMAT)

ANNEX D: LEGAL ENTITY SHEET (PDF FORMAT) See document **E3e** available at http://ec.europa.eu/europeaid/work/procedures/implementation/grants/index_en.htm

ANNEX E: FINANCIAL IDENTIFICATION FORM
See document **E3f** at http://ec.europa.eu/europeaid/work/procedures/implementation/grants/index_en.htm

DOCUMENTS FOR INFORMATION

ANNEX F: STANDARD CONTRACT (WORD FORMAT) See documents from **E3h_1 to E3h_9** at http://ec.europa.eu/europeaid/work/procedures/implementation/grants/index_en.htm

E3h_1 SPECIAL CONDITIONS

E3h_2 - ANNEX II: GENERAL CONDITIONS APPLICABLE TO EUROPEAN COMMUNITY-FINANCED GRANT CONTRACTS FOR EXTERNAL ACTIONS OF THE EUROPEAN UNION

E3h_3 - ANNEX IV: CONTRACT AWARD PROCEDURES

E3h_4 - ANNEX V: REQUEST FOR PAYMENT

E3h_5 - ANNEX VI: INTERIM NARRATIVE REPORT

E3h_6 - ANNEX VI: FINAL NARRATIVE REPORT

E3h_7 - ANNEX VI: FINANCIAL REPORT

E3h_8 - ANNEX VII: TERMS OF REFERENCE FOR AN EXPENDITURE VERIFICATION OF A GRANT CONTRACT - EXTERNAL ACTIONS OF THE EUROPEAN UNION -

E3h_9 - ANNEX VIII: MODEL FINANCIAL GUARANTEE

ANNEX G: DAILY ALLOWANCE RATES (PER DIEM)
http://ec.europa.eu/europeaid/work/procedures/implementation/per_diems/index_en.htm

ANNEX H: STANDARD CONTRIBUTION AGREEMENT, APPLICABLE IN CASE WHERE THE BENEFICIARY IS AN INTERNATIONAL ORGANISATION
http://ec.europa.eu/europeaid/work/procedures/implementation/international_organisations/index_en.htm

ANNEX I: PROJECT CYCLE MANAGEMENT at
http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101_en.htm

IN THE CASE OF PADOR REGISTRATION DEROGATION REQUEST:

ANNEX JA: PADOR DEROGATION PACK- APPLICANT

ANNEX JB: PADOR DEROGATION PACK - PARTNER