



Contracting Authority: European Commission

European Instrument for Democracy and Human Rights (EIDHR)

Global call for proposals

EIDHR Global Call for Proposals 2015

Restricted Call for Proposals

Guidelines for grant applicants

Reference:

EuropeAid/150264/DH/ACT/Multi

Budget line: 21 04 01

Deadline for submission¹ of the Concept Note :

1st October 2015 at 16:00 (Brussels date and time)

¹ Online submission via PROSPECT is mandatory for this call for proposals (see Section 2.2.2). In PROSPECT all dates and times are expressed in Brussels time. Applicants should note that the IT support is open Monday to Friday from 08:30 to 18:30 Brussels time (except for public holidays).

NOTICE

In case of any discrepancy between the language versions of this call, the English version will prevail.

Online submission via PROSPECT

To apply to this call for proposals organisations must use the new electronic system (PROSPECT) developed by EuropeAid to facilitate the submission of applications (see section 2.2.2 of the guidelines). The aim of PROSPECT is to increase the efficiency of the management of the call for proposals and to offer a better service to civil society organisations through a new panel of functionalities such as the on-line submission and the possibility to follow up online the status of their application.

All organisations can find the e-learning (Annex L) and the PROSPECT users' manual (Annex M) on the [EuropeAid website](#). You may also contact our technical support team: EuropeAid-IT-support@ec.europa.eu

This is a restricted call for proposals. In the first instance, only concept notes (Annex A.1) must be submitted for evaluation. Thereafter, lead applicants who have been pre-selected will be invited to submit a full application. After the evaluation of the full applications, an eligibility check will be performed for those which have been provisionally selected. Eligibility will be checked on the basis of the supporting documents requested by the Contracting Authority and the signed 'declaration by the lead applicant' sent together with the full application.

This call is launched under the 2015 version of the "Practical Guide for Procurement and Grants for EU External Action" (PRAG). In the list of annexes, documents for information are published in English but will be available in French and Spanish in due course.

Exchange of information

In addition, considering the particular nature of this Call for Proposals the exchange of information with applicants will be limited and adapted to their needs.

For the purpose of exchanging information with applicants in the context of this Call, the Contracting Authority shall use the email address indicated in the Concept Note to contact applicants. Applicants who submit their Concept Notes through other means are requested to indicate in the Grant Application Form the means by which they wish to be contacted by the Contracting Authority. The Contracting Authority reserves the right to contact the applicants through alternative means as the case may be.

IMPORTANT

Even though the verification of eligibility is foreseen to be carried out only for the provisionally selected applicants at the end of the procedure, the Evaluation Committee may decide to verify this point at any previous step of the procedure. Consequently, any proposal found to be non-compliant with all the mandatory conditions set in these guidelines can be automatically rejected on that sole basis, at any stage of the procedure and without any prior notice or clarification request. Applicants are therefore strongly advised to fill in scrupulously the "Check List for Concept Note" (Annex A1) and the "Checklist for the Full Application form" (Annex A.2.). Any missing supporting document or any incoherence between the declarations and the supporting documents may lead to the rejection of the proposal on that sole basis.

No modification of the partnership between the Concept Note and the Full Application will be allowed, only in exceptional cases, justified by force majeure. Force majeure shall mean any unforeseeable exceptional situation or event beyond the parties' control which prevents either of them from fulfilling any of their obligations, is not attributable to error or negligence on their part and proves insurmountable in spite of all due diligence. In such cases, the applicant must clearly indicate the requested change and justify the request in Annex A.2. section 5. The validity of the justification provided will be examined during the evaluation of the Full Application. Should the justification not be deemed valid, the proposal may be rejected on that sole basis.

A functional mailbox specifically dedicated to this call has been set up: EuropeAid-150264@ec.europa.eu. It shall be used exclusively for the purpose explained in paragraph 2.2 of these guidelines i.e., clarification requests within the set deadline. No other functional mailbox will be used. The Contracting Authority reserves the right to close this mail box without prior notice once this call for proposals is closed and not to reply to requests which do not fall under the aforementioned category. In particular, neither the information regarding the indicative time table nor the content of the decision will be given through this mailbox. In that respect, applicants are requested to follow instruction given in paragraphs 2.5.1 and 2.5.2 of these guidelines.

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1 EUROPEAN INSTRUMENT FOR DEMOCRACY AND HUMAN RIGHTS (EIDHR): GLOBAL CALL FOR PROPOSAL 2015

1.1 Background

The European Instrument for Democracy and Human rights

The European Instrument for Democracy and Human Rights (EIDHR) is a European Union programme that aims to promote democracy and human rights worldwide through support to civil society initiatives. The EIDHR was adopted by the European Parliament and the Council in March 2014 (Regulation No. 235/2014) for the period 2014-2020 by replacing and building upon the EIDHR (2007-2013) and European Initiative for Democracy and Human Rights (2000-2006).

This instrument is designed to support civil society to become an effective force for political reform and defence of human rights. In doing this, it complements the geographical programmes, which focus on public institution-building. The EIDHR offers independence of action, which is a critical feature of cooperation with civil society organisations at national level, especially in the sensitive areas of democracy and human rights. Great flexibility and increased capacity to respond to changing circumstances or to support innovation. The EIDHR has considerable independence of action since it does not need the consent of the governments of the countries concerned for the financing of activities, are among the features of the new instrument.

The EIDHR is global in scope. It operates at national, regional and international levels and supports actions carried out in third countries throughout the world, and also in Member States if relevant to needs in third countries.

The EIDHR regulation defines five main objectives:

- 1) Support to Human Rights and Human Rights Defenders in situations where they are most at risk;
- 2) Support to other EU Human Rights Priorities with main focus on protecting human dignity including abolition of the death penalty, eradication of torture and other cruel, inhuman or degrading treatment or punishment, support to a comprehensive approach to rehabilitation and prevention activities, protection and promotion of children's rights, protection of women's rights, fighting discrimination in all its forms, fighting against impunity, promotion and protection of freedom of religion or belief, promotion of economic, social and cultural rights, promotion of the respect for international humanitarian law;
- 3) Support to Democracy;
- 4) Support to EU Election Observation;
- 5) Support to targeted key actors and processes, including international and regional human rights instruments and mechanisms.

Over the past years, the EIDHR has delivered on its objectives using global calls for proposals that were addressing unique specific annual focus. While this method allowed moving onwards on key priority themes of action, it has also restrained the scope of actions to be supported yearly. Moreover, it has de facto sequenced the support provided by the EIDHR to the various areas of priority defined by its multiannual strategy. Therefore, in the run-up to the revision of the EIDHR and the adoption of its multiannual programming, it was proposed by the European Commission and agreed by all stake holders to restructure its system of annual call for proposals.

Starting from this year, an encompassing EIDHR call for proposals will be launched in principle every year and will systematically cover core priority themes in the form of five separated lots. These five lots will be recurrent to any of the upcoming EIDHR call for 2014-2017 and cover respectively:

- (i) Human rights and their defenders where they are the most at risk;
- (ii) Economic, Social and Cultural rights;
- (iii) Human Dignity;
- (iv) Discrimination;
- (v) other priorities planned in the multiannual programming or linked to new unforeseen areas.

Overarching and working principles

The objectives of this call are aligned with the Policy Coherence for Development, reflecting the EU's priorities as identified in policies and regulations, notably the [EU Action Plan for Human Rights and Democracy 2016-2020](#) as well as in the specific Guidelines² adopted by the EU.

Moreover, following the adoption in 2014 of the Tool – box³ "A Rights-Based Approach, encompassing all human rights, for EU development cooperation" and the subsequent adoption, in 2014, of the related Council Conclusions, the European Commission committed to move towards a Rights-Based Approach for development cooperation⁴.

The European Instrument for Democracy and Human Rights (EIDHR) stipulates that in the implementation of its Regulation, the Union should apply a Rights-Based Approach encompassing all human rights, whether civil, political, economic, social or cultural. The implementation of the five RBA principles (i) legality, universality and indivisibility of human rights, (ii) participation (iii) non – discrimination (iv) accountability (v) transparency must be applied in each step of the project cycle from identification, formulation, implementation, monitoring to evaluation.

Furthermore, gender is an integral part of the RBA, encompassing the promotion, protection and fulfilment of all human rights. Gender equality constitutes a fundamental human right and a common value of the European Union (EU Treaty). Projects under this call should include a gender perspective in their designing, with data disaggregated by sex.

1.2 Objectives of the programme and priority issues

The global objective of the call is to contribute, through supporting civil society organisations, to the promotion and protection of human rights and fundamental freedoms and to contribute to the strengthening of the international framework for the promotion and protection of human rights, justice and the Rule of Law.

1.2.1 Lots under this call for proposals

This call for proposals pursues five objectives enshrined in five different lots:

LOT 1- To Support Human Rights Defenders (HRDs) organisations working at grassroots level

The general objective of this lot is to provide support to human rights defenders organisations working at grassroots level, in particular in most difficult situations and remote areas.

The specific objectives of this lot are:

- strengthening capacities of local human rights defenders and civil society organizations e.g. improved knowledge and facilitated access to resources in matters of legal defence, increased capacity to face intimidation and harassment, improved technical, management, material and financial capacities;
- facilitating access of local human rights defenders organisations to international support and regional human rights mechanisms, enhancing their participation to public dialogue as well as international and regional events on human rights, democracy or specific issues relevant to human rights, improving visibility of local human rights defenders organisations;

² http://eeas.europa.eu/human_rights/guidelines/index_en.htm

³ http://www.eidhr.eu/files/dmfile/SWD_2014_152_F1_STAFF_WORKING_PAPER_EN_V5_P1_768467.pdf

⁴ http://www.consilium.europa.eu/uedocs/cms_data/docs/pressdata/en/foraff/142682.pdf

- improving access of local human rights defenders organisations to free and independent information, including the Internet and circumvention of cyber-censorship; enhancing security for human rights defenders, including secure digital practices, etc.

Location: actions must take place outside the European Union. Nevertheless, if duly justified, some activities may take place in the EU countries when they are directly related to situations arising in third countries and for the benefit of those countries. These reasons will be examined during the evaluation of the Concept Note.

Also, actions must take place in a **minimum of two countries**.

When the applicant is not a local organisation, it must act with at least one local co-applicant(s) per country where the action will take place.

Under this lot, financial support to third parties is compulsory.

LOT 2- To contribute to the monitoring and the effective implementation of the specific international core conventions ratified by GSP+ beneficiary countries in the EU Generalised Scheme of Preferences+ (GSP+) context

The general objective of this lot is to support civil society and social partners' actions in ensuring that current EU GSP+ beneficiary's countries meet their commitments to ratify and effectively implement core international conventions.

Under the current GSP+ arrangement, monitoring procedures have been strengthened, notably by engaging regularly with the GSP+ beneficiaries on the most salient issues highlighted by the relevant monitoring body, under each of the 27 conventions. The key point of reference for the EU GSP+ monitoring exercise is therefore the most recent reports and recommendations from the relevant monitoring bodies (ILO and UN fora), as requested by the EU GSP Regulation (EU 978/2012) other sources of information can be used, provided they are accurate and reliable.

Through GSP+ monitoring mechanism, the European Commission and European External Action Service (EEAS) encourage GSP+ beneficiaries to demonstrate a positive trend in implementing the conventions and in addressing those respective issues over time. In that respect, it must be underlined that GSP+ does not create new or additional obligations under the conventions; the objective is to discuss a beneficiary's existing commitments under these conventions.

Under this lot, actions should be tailor-made to the needs of each of the countries targeted. Therefore, applicants should be guided by the findings and recommendations of the relevant monitoring bodies in drafting their proposals and setting-up country specific priorities.

Actions under this lot will focus specifically on the human rights and core labour rights UN/ILO conventions included in the Annex VIII of Regulation (EU) No 978/2012 of 31 October 2012⁵.

The relevant human rights and core labour standards UN/ILO conventions included in the GSP+ are:

Human Rights United Nations Conventions

1. Convention on the Prevention and Punishment of the Crime of Genocide (1948)
2. International Convention on the Elimination of All Forms of Racial Discrimination (1965)
3. International Covenant on Civil and Political Rights (1966)
4. International Covenant on Economic Social and Cultural Rights (1966)
5. Convention on the Elimination of All Forms of Discrimination Against Women (1979)
6. Convention Against Torture and other Cruel, Inhuman or Degrading Treatment or Punishment (1984)

⁵ http://trade.ec.europa.eu/doclib/docs/2012/october/tradoc_150025.pdf

7. Convention on the Rights of the Child (1989)

ILO Core Labour Standards Conventions
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| 8. Convention concerning Forced or Compulsory Labour, No 29 (1930) |
| 9. Convention concerning Freedom of Association and Protection of the Right |
| 10. Convention concerning the Application of the Principles of the Right to Organise and to Bargain Collectively, No 98 (1949) |
| 11. Convention concerning Equal Remuneration of Men and Women Workers for Work of Equal Value, No 100 (1951) |
| 12. Convention concerning the Abolition of Forced Labour, No 105 (1957) |
| 13. Convention concerning Discrimination in Respect of Employment and Occupation, No 111 (1958) |
| 14. Convention concerning Minimum Age for Admission to Employment, No 138 (1973) |
| 15. Convention concerning the Prohibition and Immediate Action for the Elimination of the Worst Forms of Child Labour, No 182 (1999) |

The specific objectives of this lot are:

- supporting and empowering civil society and social partners in contributing to the monitoring of the relevant 15 above- mentioned conventions in synergy with the GSP+ process;
- supporting the effective implementation of existing set-ups and the necessary reforms to ensure that GSP+ beneficiary countries are meeting their commitments under the 15 conventions mentioned above in synergy with the GSP+ reporting process.

In this lot actions must address at least one of the human rights conventions (listed above under 1 to 7) and at least one of the core ILO labour standards conventions (listed above under 8 to 15).

The conventions to be focused on may differ from one country to another. The identification of the conventions should reflect the specific situation and needs of the country targeted in line with the relevant international monitoring bodies findings and recommendations.

Location: actions must take place in **ALL of the GSP+ beneficiaries' countries in 2016 namely, Armenia, Bolivia, Georgia, Cape Verde, Mongolia, Pakistan, Paraguay and the Philippines. It covers GSP+ applicants, namely Kyrgyzstan. If the countries listed above do not receive GSP+ status in 2016, actions will still be considered as eligible.**

Nevertheless, if duly justified, some activities may take place in EU countries/other countries when they are directly related to situations arising in GSP+ beneficiary countries and for the benefit of these countries. These reasons will be examined during the evaluation of the Concept Note.

Under this lot, financial support to third parties is compulsory.

LOT 3 – To support the fight against the death penalty

The general objective of this lot is to support actions aiming at promoting the abolition of the death penalty, the establishment of a moratorium on the death penalty, and the restriction of the use of the death penalty.

The specific objectives of this lot are:

- supporting legal reform to abolish the death penalty, to establish a moratorium and to restrict the use of death penalty;
- improving the capacities and raising awareness of legal professionals, administrative authorities and elected members of parliaments on death penalty;
- enhancing the right to a fair and impartial trial;

- monitoring and documenting the respect for minimum standards, in particular concerning non – violent acts, drug related crimes, persons below 18 years of age at the time of the commission of their crime, pregnant women, new mothers and nursing women, person suffering from mental illness or having an intellectual disability, and the elderly.

Priority will be given to proposals targeting countries where the death penalty is most in use. The relevance of the selected country will be assessed at Concept Note level (see CN grid).

Location: actions must take place outside the European Union. Nevertheless, if duly justified, some activities may take place in EU countries when they are directly related to situations arising in third countries and for the benefit of those countries. These reasons will be examined during the evaluation of the Concept Note.

Actions may take place **in one single country**.

When the applicant is not a local organisation, it must act with at least one local co-applicant(s) per country where the action will take place.

LOT 4- To support migrants, including asylum seekers in third countries, internally displaced persons and stateless persons.

The general objective of this lot is to support the rights of migrants including asylum seekers in third countries, internally displaced persons and stateless persons,

The specific objectives of this a lot are:

- supporting and/or advocating the improvement or creation of policies or laws - especially at regional level - to protect migrants, including asylum seekers in third countries internally displaced persons and stateless persons, in line with relevant international conventions and standards (e.g. UN Convention on Refugees, UN Protocols on trafficking in human beings and on the smuggling of migrants, or others.);
- protecting the rights of stateless persons, advocating for the resolution of cases of statelessness and preventing the emergence of new stateless populations;
- preventing and eradicating human rights violations against migrants, asylum seekers and internally displaced persons, including in the context of trafficking in human beings and people smuggling, the use of arbitrary detention, denial of access to justice and refoulement. Preventing and eradicating impunity from authorities participating in or tolerating such forms of violence.

Location: Actions must take place outside the European Union. Nevertheless, if duly justified, some activities may take place in EU countries when they are directly related to situations arising in third countries and for the benefit of those countries. These reasons will be examined during the evaluation of the Concept Note.

Actions on statelessness should take place in countries with large or increasing stateless population.

Actions must take place in **a minimum of two countries in the same migration route** (country of origin, transit and destination).

Only in exceptional and duly justified cases, actions may take place in a single country, depending on the geo-political or security context. This will be taken into account by the Evaluation Committee when determining the relevance of the action.

For this Lot, when the applicant is not a local organisation, it must act with at least one local co-applicant(s) per country where the action will take place.

Under this lot, financial support to third parties is compulsory.

LOT 5- To Support children associated with armed forces, groups and gangs and impacted by armed violence

The general objective is to address the issue of children associated with armed forces, groups and gangs and impacted by armed violence focusing on girls and boys as part of the population dramatically affected by and vulnerable to armed violence, with an increase in conflicts, social violence and armed criminality in many areas of the world.

Driven by the consideration that the children have the right to live in safe environments, with due respect to their best interest⁶, the specific objectives of this lot are:

- taking children out of and protect them from armed violence through comprehensive approaches, addressing push factors and consequences;
- supporting the identification, demobilisation and long term reintegration of children formally associated with armed forces, groups and gangs through engaging multi-stakeholders (children, families, communities, authorities) at different level (local, regional, national);
- preventing recruitment and use of children by armed forces, groups and gangs.

For this lot, when the applicant is not a local organisation, it must act with at least one local co-applicant(s) per country where the action will take place.

Location: actions must take place outside the European Union. Nevertheless, if duly justified, some activities may take place in the EU countries when they are directly related to situations arising in third countries and for the benefit of those countries. These reasons will be examined during the evaluation of the Concept Note.

Actions may take place **in one single country**.

Under this lot, financial support to third parties is compulsory.

1.2.2 <i>Important elements under the five lots described above:</i>

a) Whatever its role in the proposal i.e. lead applicant, co-applicant or affiliated entity, an organisation may not be participating more than once in the present call for proposals. Should this be the case, the EC will only consider the first proposal arrived (based on the date and hour of submission), the additional proposal(s) will be rejected.

b) Financial support to third parties is compulsory (except for lot 3) and will be taken into account at Concept Note level (see explanations in section 2.1.4 of these Guidelines and criterion 2.2. of the concept note evaluation grid). Please note that if financial support to third parties is not included when compulsory, the proposal will be rejected.

c) Geographical balance will be taken into account by the Evaluation Committee when determining the relevance of the action.

d) Except for lot 2, when the applicant is not a local organisation, it must act with at least one local co-applicant(s) per country where the action will take place. Should this not be the case, please note that the proposal will be rejected.

In the five lots, priority will be given to proposals (see CN evaluation grid) including the four following points:

1. Proposing innovative approaches or methodologies;
2. Focusing on the needs and challenges faced by the targeted groups living outside the capitals and in remote areas;
3. Encouraging the constitution of networks of local organizations and implementing actors and building their capacities, including at the regional level when relevant;
4. Applicant and co-applicants working directly with or for children that i) have child protection policies in place for any project activities that involve interactions with children, and ii) can provide the description of those policies in the proposal⁷.

⁶ In line with the principles of the UN Convention on the Rights of the Child

1.3 Financial allocation provided by the contracting authority

The overall indicative amount made available under this Call for proposals is EUR 26 866 185. The Contracting Authority reserves the right not to award all available funds. Equally, this amount could be increased should more funds become available.

Indicative allocation of funds by lot

- Lot 1: EUR 5 000 000
- Lot 2: EUR 5 000 000
- Lot 3: EUR 6 866 185
- Lot 4: EUR 5 000 000
- Lot 5: EUR 5 000 000

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

Size of grants

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

- **Lot 1: To support Human Rights Defenders (HRDs) organisations working at grassroots level.**
minimum amount: EUR 250 000
maximum amount: EUR 1 000 000
- **Lot 2: To contribute to the monitoring and the effective implementation of the specific international core conventions ratified by GSP+ beneficiary countries in the EU Generalised Scheme of Preferences+ (GSP+) context.**
minimum amount: EUR 800 000
maximum amount: EUR 1 500 000
- **Lot 3: To support the fight against the death penalty.**
minimum amount: EUR 800 000
maximum amount: EUR 1 500 000
- **Lot 4: To support migrants including asylum seekers in third countries internally displaced persons and stateless persons.**
minimum amount: EUR 250 000
maximum amount: EUR 1 000 000

⁷ Standards covering 4 sectors (policy, people, procedures, accountability) can be found in this document, providing good guidance on what policies should cover and achieve: http://ec.europa.eu/justice/fundamental-rights/files/rights_child/standards_child_protection_kcsc_en.pdf

- **Lot 5: To support children associated with armed forces, groups and gangs and impacted by armed violence.**

minimum amount: EUR 250 000

maximum amount: EUR 1 000 000

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

- Minimum percentage: 51% of the total eligible costs of the action
- Maximum percentage 95% of the total eligible costs of the action (see also Section 2.1.5).

The balance (i.e. the difference between the total cost of the action and the amount requested from the Contracting Authority) must be financed from sources other than the European Union Budget or the European Development Fund⁸.

The grant may exceptionally cover the entire eligible costs of the action if this is deemed essential to carry it out. If that is the case, the lead applicant must justify full financing in Annex A.2. Section 2.1. The validity of the justification provided will be examined during the evaluation procedure.

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

2 RULES FOR THIS CALL FOR PROPOSALS

These guidelines set out the rules for the submission, selection and implementation of the actions financed under this Call, in conformity with the Practical Guide, which is applicable to the present Call (available at <http://ec.europa.eu/europeaid/prag/document.do?locale=en>).

2.1 Eligibility criteria

There are three sets of eligibility criteria, relating to:

(1) the actors:

- The **lead applicant**, i.e. the entity submitting the application form (2.1.1),
- If any, its **co-applicant(s)** (where it is not specified otherwise the lead applicant and its co-applicant(s) are hereinafter jointly referred as "*applicant(s)*") (2.1.1),
- and, if any, **affiliated entity(ies)** to the lead applicant and/or to a co-applicant(s). (2.1.2);

(2) the actions:

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

(3) the costs:

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

2.1.1 <i>Eligibility of applicants (i.e. lead applicant and co-applicant(s))</i>

Lead applicant

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

- Be a natural person or an entity without legal personality⁹, **or**
- Be a legal person **and**
- Be non-profit-making **and**
- Be a specific type of organisation¹⁰ such as:
 - (a) civil society organisations, including non-governmental organisations and independent political foundations; community-based organisations; private-sector agencies, institutions and organisations and networks thereof at local, national, regional and international level;
 - (b) public-sector agencies, institutions and organisations and networks at local, national, regional and international level (except the National Ministries and International Organisations) ;
 - (c) national, regional and international parliamentary bodies **and**

⁹ Grant applications may be eligible if submitted by entities which do not have legal personality under the applicable national law, on the condition that the representatives of that applicant can prove that they have the capacity to undertake legal obligations on behalf of the applicant, and that they offer financial and operational guarantees equivalent to those provided by legal persons.

¹⁰ Article 11 (2) of the Regulation (EC) No No 236/2014 of the European Parliament and of the Council, 11.03.2014, on Establishing a Financing Instrument for the Promotion of Democracy and Human Rights worldwide. http://ec.europa.eu/enlargement/pdf/financial_assistance/ipa/2014/236-2014_cir.pdf

- Be directly responsible for the preparation and management of the action with the co-applicant(s) and affiliated entity(ies), not acting as an intermediary **and**
- No nationality restriction applies to applicants, co-applicants and, if any, affiliated entities¹¹

In addition to the above-mentioned categories, non-profit making universities are also eligible under the present Call for Proposals.

- (2) Potential applicants may not participate in Calls for proposals or be awarded grants if they are in any of the situations listed in section 2.3.3 of the Practical Guide.

In Annex A.2, section 5 ('declaration by the lead applicant'), the lead applicant must declare that the lead applicant himself, the co-applicant(s) and affiliated entity(ies) are not in any of these situations.

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

When the applicant is not a local organisation, it must act with at least one local co-applicant(s) per country where the action will take place. (This does not apply for Lot 2).

Please note that as per Article 1.6 of the "General conditions" – Annex II to the Standard Grant Contract (Annex G to the present Guidelines), the Coordinator has full financial responsibility for ensuring that the Action is implemented in accordance with this Contract.

In other words, if ineligible costs are identified at any time of the implementation period of the project, the Contracting Authority will only turn to the Coordinator to reclaim any sum unduly paid including the costs incurred in awarding financial support to third parties.

Therefore, it is highly recommended to the Coordinator to take all necessary measures to guarantee the eligibility of funds allocated as financial support by itself, its co-applicants or affiliated entities.

Co-applicant(s)

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

Co-applicants must satisfy the eligibility criteria as applicable to the lead applicant.

Co-applicants must sign the mandate in Annex A.2., section 5.2.

If awarded the grant contract, the co-applicant(s)(if any) will become beneficiary(ies) in the action (together with the Coordinator).

2.1.2 Affiliated entities

Affiliated entity(ies)

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

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

Only entities having a structural link with the applicants (i.e. the lead applicant or a co-applicant), in particular a legal or capital link.

This structural link encompasses mainly two notions:

- (i) **Control :**

¹¹ http://ec.europa.eu/enlargement/pdf/financial_assistance/ipa/2014/236-2014_cir.pdf

As defined in Directive 2013/34/EU on the annual financial statements, consolidated financial statements and related reports of certain types of undertakings:

Entities affiliated to applicant may hence be:

- Entities directly or indirectly **controlled** by an applicant (daughter companies or first-tier subsidiaries). They may also be entities controlled by an entity controlled by an applicant (granddaughter companies or second-tier subsidiaries) and the same applies to further tiers of control;
- Entities directly or indirectly **controlling** the applicant (parent companies). Likewise, they may be entities controlling an entity controlling the applicant;
- Entities under the same direct or indirect control as the applicant (sister companies).

(ii) **Membership :**

i.e. the applicant is legally defined as a e.g. network, federation, association in which the proposed affiliated entities also participate or the applicant participates in the same entity (e.g. network, federation, association) as the proposed affiliated entities.

The structural link shall as a general rule be neither limited to the action nor established for the sole purpose of its implementation. This means that the link would exist independently of the award of the grant; it should exist before the Call for proposals and remain valid after the end of the action.

By way of exception, an entity may be considered as affiliated to an applicant even if it has a structural link specifically established for the sole purpose of the implementation of the action in the case of so-called "sole applicants" or "sole beneficiaries". A sole applicant or a sole beneficiary is a legal entity formed by several entities (a group of entities) which together comply with the criteria for being awarded the grant. For example, an association is formed by its members.

What is not an affiliated entity?

The following are not considered entities affiliated to an applicant:

- Entities that have entered into a (procurement) contract or subcontract with an applicant, act as concessionaires or delegates for public services for an applicant,
- Entities that receive financial support from an applicant,
- Entities that cooperate on a regular basis with an applicant on the basis of a memorandum of understanding or share some assets,
- Entities that have signed a consortium agreement under the grant contract (unless this consortium agreement leads to the creation of a "sole applicant" as described above).

How to verify the existence of the required link with an applicant?

The affiliation resulting from control may in particular be proved on the basis of the consolidated accounts of the group of entities the applicant and its proposed affiliates belong to.

The affiliation resulting from membership may in particular be proved on the basis of the statutes or equivalent act establishing the entity (network, federation, association) which the applicant constitutes or in which the applicant participates.

If the applicants are awarded a grant contract, their affiliated entity(ies) will not become beneficiary(ies) of the action and signatory(ies) of the grant contract. However, they will participate in the design and in the implementation of the action and the costs they incur (including those incurred for implementation contracts and financial support to third parties) may be accepted as eligible costs, provided they comply with all the relevant rules already applicable to the beneficiary(ies) under the grant contract.

Affiliated entity(ies) must satisfy the same eligibility criteria as the lead applicant and the co-applicant(s). They must sign the affiliated entity(ies) statement in Annex A.2., section 5.3.

2.1.3 Associates and Contractors

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

- Associates

Other organisations may be involved in the action. Such associates play a real role in the action but may not receive funding from the grant, with the exception of per diem or travel costs. Associates do not have to meet the eligibility criteria referred to in section 2.1.1. Associates must be mentioned in Annex A.2., section 4 — 'Associates participating in the action'.

- Contractors

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

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

Definition

An action is composed of a set of activities.

Duration

The initial planned duration of an action may not be lower than 24 months nor exceed 36 months.

Location

For LOT 1: actions must take place outside the European Union. Nevertheless, some activities may, if duly justified, take place in the EU countries when they are directly related to situations arising in third countries and for the benefit of those countries.

Also, actions must take place in a **minimum of two countries**.

For LOT 2: actions must take place in **ALL of the GSP+ beneficiaries' countries in 2016 namely: Armenia, Bolivia, Georgia, Cape Verde, Mongolia, Pakistan, Paraguay and the Philippines. It also covers GSP+ applicants, namely Kirgizstan. If the countries listed above do not receive GSP+ status in 2016, actions will still be considered as eligible.**

Nevertheless, some activities may if duly justified take place in EU countries/other countries when they are directly related to situations arising in GSP+ beneficiary and for the benefit of these countries.

For LOT 3: actions must take place outside the European Union. Nevertheless, some activities may, if duly justified, take place in EU countries when they are directly related to situations arising in third countries and for the benefit of those countries.

Actions may take place **in one single country**.

For LOT 4: actions must take place outside the European Union. Nevertheless, some activities may, if duly justified, take place in EU countries when they are directly related to situations arising in third countries and for the benefit of those countries.

Actions on statelessness should take place in countries with large or increasing stateless population.

Actions must take place **in a minimum of two countries in the same migration route** (country of origin, transit and destination).

Only in exceptional and duly justified cases, actions may take place in a single country, depending on the geo-political or security context. This will be taken into account by the Evaluation Committee when determining the relevance of the action.

For LOT 5: actions must take place outside the European Union. Nevertheless, some activities may, if duly justified, take place in the EU countries when they are directly related to situations arising in third countries and for the benefit of those countries.

Actions may take place in **one single country**.

Types of action

Activities listed below under the five lots are indicative, not exhaustive and not listed in a priority order.

LOT 1: To support Human Rights Defenders (HRDs) organisations working at grassroots level.

- Development of appropriate preventive capabilities and enhanced preparedness of local civil society organizations to ensure the protection of human rights and fundamental freedoms;
- International coordination, campaigning and cooperation on human rights and fundamental freedoms to break the isolation of actors working in the most difficult and repressive countries and situations;
- Temporary relocation for human rights defenders threatened or in danger;
- Training and awareness-building on human rights and international law standards as well as of international, regional and national mechanisms for the protection of human rights defenders;
- Training and capacity-building on advocacy, lobbying, litigation, strategies of change, researching, monitoring, documenting and reporting about widespread and systematic violations of human rights and impunity;
- Advocacy, lobbying and development of strategies to counter restrictions and sanctions imposed on human rights defenders by states, including defamation, laws on foreign funding and criminalization of human rights defenders;
- Training, capacity-building and technical support on IT skills, digital security, including circumvention of cyber censorship, and provision of secure hosting;
- Training on security and protection, including the provision of relevant material and equipment, as well as any other type of preventive activities;
- Provision of medical and psychological assistance, legal counselling and any other type of support including to those placed in detention or in prison, as well as to their relatives;
- Trial and prison conditions monitoring;
- Monitoring and international investigation on human rights violations, including fact finding missions.

Proposed actions should be conceived to produce a sound baseline and specific measurable results which are in response to a particular issue. In this context, their justification must be based on recent reliable information. Actions must have clear objectives based on a strategy and methodology, an integrated approach with various complimentary activities and be likely to directly address the issue in question. The implementation methods should follow this approach and should contain objective and verifiable indicators to be defined for each individual activity proposed. Actions will be selected on the basis of their expected results as well as their potential effectiveness. Each action will present its own indicators of performance and success which must be objective and verifiable.

LOT 2 To contribute to the monitoring and the effective implementation of the specific international core conventions ratified by GSP+ beneficiary countries in the EU Generalised Scheme of Preferences+ (GSP+) context.

- Capacity building, trainings and educational activities;

- Reinforcement and coordination of advocacy, sensitisation, dialogue with international regional national and local authorities;
- Monitoring, collection of data and research-based advocacy;
- Reporting and documentation activities on human rights and labour standard conventions ratified by GSP+ beneficiary countries in synergy with the GSP+ reporting process;
- Organisation of meetings, events, forum, debates, consultations to build cohesion and dialogue among different stakeholders including workers and trade unions leaders;
- Communication activities and dissemination of information to bring awareness disseminate information on the GSP+ mechanism and its monitoring process;
- Research activities on the status of implementation of the relevant conventions in line with the GSP plus process;
- Development and coordination of lobbying capacities of local and regional organisations before relevant stakeholders in GSP plus countries, such as the media, national and local authorities, regional and international human rights institutions.

Proposed actions should be conceived to produce a sound baseline and specific measurable results which are in response to a particular issue. In this context, their justification must be based on recent reliable information. Actions must have clear objectives based on a strategy and methodology, an integrated approach with various complimentary activities and be likely to directly address the issue in question. The implementation methods should follow this approach and should contain objective and verifiable indicators to be defined for each individual activity proposed. Actions will be selected on the basis of their expected results as well as their potential effectiveness. Each action will present its own indicators of performance and success which must be objective and verifiable.

LOT 3 – Fight against death penalty.

- Improving the capacities and raising awareness of legal professionals, administrative authorities and elected members of parliaments on death penalty;
- Supporting campaigns and advocacy to enhance the right to a fair and impartial trial and to monitoring the respect for minimum standards, in particular concerning non –violent acts, drug related crimes, persons below 18 years of age at the time of the commission of their crime, pregnant women, new mothers and nursing women, person suffering from mental illness or having an intellectual disability, and the elderly.
- Monitoring of the conditions of use of the death penalty and of the application of international minimum standards, as well as prisoner's incarceration conditions even after a moratorium or abolition;
- Providing legal aid and assistance to persons at risk of execution or prisoners awaiting execution (pre- or post-conviction).

Proposed actions should be conceived to produce specific, measurable results which are in response to a particular issue. In this context, their justification must be based on recent reliable information. Actions must have clear objectives based on a strategy and methodology, an integrated approach with various complimentary activities and be likely to directly address the issue in question. The implementation methods should follow this approach and should contain objective and verifiable indicators to be defined for each individual activity proposed. Actions will be selected on the basis of their expected results as well as their potential effectiveness. Each action will present its own indicators of performance and

success which must be objective and verifiable. Although results cannot be precisely foreseen, they should respond to the following priorities:

- increase in government commitments on ending or restricting the use of the death penalty (laws, ratification of international instruments, moratoria, etc.);
- legal changes (number of capital offences, exclusion of the mentally ill/juveniles, right of appeal, etc.);
- improvement in conditions of detention for people at risk of, or awaiting, an execution;
- implementation of criminal procedures and trial practice which enhance the right to a fair trial;
- enhanced availability of public information about the death penalty, death sentences, executions, conditions of detention, etc.;
- surveys of public opinion showing enhanced awareness of death penalty issues, more judicial practitioners in the field and an increase in media attention on the subject.

Lot 4 – To support migrants including asylum seekers in third countries, internally displaced persons and stateless persons’ rights.

- Advocacy and support for the design of law and public policies that protect the human rights of migrants, including asylum seekers and internally displaced persons. In particular, focus on the use of arbitrary detention, access to justice and the protection of migrants who fall victims to violence from trafficking and smuggling gangs or state bodies;
- Advocate for changes in discriminatory legislation and policies, including those relating to citizenship and birth registration, so as to help ensure that new cases of statelessness do not arise, so as to bring about the resolution of existing statelessness cases, and so as to ensure that stateless persons have access to identity documents and basic social services. Focus on countries where there are major protracted stateless populations or increasing numbers of stateless persons;
- Awareness raising campaigns on the rights and status of stateless persons and migrants, including asylum seekers and internally displaced persons;
- Actions addressing statelessness as a result of gender-based discrimination, such as the possibility for women to transmit their nationality to their children; to grant nationality to children from one stateless parent, etc.;
- Support the ratification/implementation of the relevant UN Conventions (e.g. on Statelessness, the 1951 Refugee Convention and 1967 Protocol; the main international conventions on trafficking in human beings and forced labour, etc.).

Proposed actions should be conceived to produce a sound baseline and specific measurable results which are in response to a particular issue. In this context, their justification must be based on recent reliable information. Actions must have clear objectives based on a strategy and methodology, an integrated approach with various complimentary activities and be likely to directly address the issue in question. The implementation methods should follow this approach and should contain objective and verifiable indicators to be defined for each individual activity proposed. Actions will be selected on the basis of their expected results as well as their potential effectiveness. Each action will present its own indicators of performance and success which must be objective and verifiable.

Lot 5: To support children associated with armed forces, groups and gangs and impacted by armed violence.

- Identification, demobilization and long term multi-sectorial reintegration (family tracking and reunification, social reinsertion, informal or formal education, life-skills and vocational training,

psychosocial support, socioeconomic activities, etc.) of children formally recruited and used by armed forces, groups and gangs as combatants and for other tasks, with a stress on community-based approaches and engaging with all layers of societies (children, families, communities, authorities);

- Prevention strategies, awareness-raising, sensitization and advocacy against the recruitment and use of children by armed forces, groups and gangs, at local, regional, national and international level, engaging with multiple stakeholders to address push factors leading to enrolment of children;
- Comprehensive support to children impacted by armed violence and violent-firearm related activities, both as victims, witnesses and perpetrators, addressing the various range of consequences (inter alia physical risk, psychological trauma, behavioural risk, reproduction of violence as a model, disruption of social link and cohesion, disconnection from learning processes and hampered physical, mental, emotional and relational development and growth) and social causes (inter alia domestic violence, social status, peer imitation, attention-seeking and respect, weakness or absence of child-protection systems, lack of access to services and justice);
- Specific activities focusing on social representations and behavioural change, addressing violent societies and conflicts where masculinity is often constructed on violent stereotypes; where cultural acceptance of arms is associated with a high sense of power and glorification by girls and boys; where violent modes of conflict resolution prevail and where there is a need to build resilience among children notably through alternative and constructive lifestyles and positive parenting skills;
- Activities that pay of specific attention to girls and their specific needs for protection and reintegration, often part of the most invisible side of the children associated with armed forces, groups and gangs, victims of sexual abuses in violent societies, and, along with women, often main providers of support and caregiving when men are injured or disabled as result of armed violence;
- Actions that consider children as participative agents.

Proposed actions should be conceived to produce a sound baseline and specific measurable results which are in response to a particular issue. In this context, their justification must be based on recent reliable information. Actions must have clear objectives based on a strategy and methodology, an integrated approach with various complimentary activities and be likely to directly address the issue in question. The implementation methods should follow this approach and should contain objective and verifiable indicators to be defined for each individual activity proposed. Actions will be selected on the basis of their expected results as well as their potential effectiveness. Each action will present its own indicators of performance and success which must be objective and verifiable.

Under the five lots, the following types of action are ineligible:

- **Actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences and congresses;**
- **Actions concerned only or mainly with individual scholarships for studies or training courses;**
- **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.**
- **Actions supporting political parties**
- **Actions including proselytism.**

Financial support to third parties¹²

This element will be assessed in the Concept Note grid under 1.3.

Indicative and non-exhaustive examples of award of financial support include: organization by the applicants of "Calls for proposals" for which third parties may present applications for a project which can be awarded financial support; assistance for human rights organizations in need of temporary financial support to ensure its operational functioning; urgent support to human rights defenders or civil society organizations in the form of cash with receipts when the ordinary transfer of funds is not feasible, etc.

The principles of transparency, proportionality, equal treatment and non-discrimination should be observed in the award of financial support to third parties.

Applicants must propose financial support to third parties in order to help achieving the objectives of the action. (except for lot 3)

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

Under this Call, financial support to third parties may not be the main purpose of the action.

In compliance with the present guidelines and notably of any conditions or restrictions in this section, the lead applicant should define mandatorily in section 2.1.1 of Annex A.2. the following :

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

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

Visibility (if applicable)

The applicants must take all necessary steps to publicise the fact that the European Union has financed or co-financed the action. As far as possible, actions that are wholly or partially funded by the European Union must incorporate information and communication activities designed to raise the awareness of specific or general audiences of the reasons for the action and the EU support for the action in the country or region concerned, as well as the results and the impact of this support.

Applicants must comply with the objectives and priorities and guarantee the visibility of the EU financing (see the Communication and Visibility Manual for EU external actions specified and published by the European Commission at https://ec.europa.eu/europeaid/communication-and-visibility-manual-eu-external-actions_en).

¹² These third parties are neither affiliated entity(ies) nor associates nor contractors.

Whatever its role in the proposal i.e. lead applicant, co-applicant or affiliated entity, an organisation may not be participating more than once in the present Call for proposals, should this be the case, the EC will only consider the first proposal arrived (based on the date and hour of submission), the additional proposal(s) will be rejected.

2.1.5 Eligibility of costs: costs that can be included

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

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

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

Simplified cost options may take the form of:

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

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

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

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

- describe the information and methods used to establish the amounts of unit costs, lump sums and/or flat-rates, to which costs they refer, etc.
- clearly explain the formulas for calculation of the final eligible amount¹³
- identify the beneficiary who will use the simplified cost option (in case of affiliated entity, specify first the beneficiary), in order to verify the maximum amount per each beneficiary (which includes if applicable simplified cost options of its affiliated entity(ies))

¹³ Examples:- for staff costs: number of hours or days of work * hourly or daily rate pre-set according to the category of personnel concerned;- for travel expenses: distance in km * pre-set cost of transport per km; number of days * daily allowance pre-set according to the country;- for specific costs arising from the organization of an event: number of participants at the event * pre-set total cost per participant etc.

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

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

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

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

Eligible direct costs

To be eligible under this Call for proposals, costs must comply with the provisions of Article 14 of the General Conditions to the standard grant contract (see Annex G of the guidelines).

Contingency reserve

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

Eligible indirect costs

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

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

Contributions in kind

Contributions in kind mean the provision of goods or services to a beneficiaries or affiliated entities free of charge by a third party. As contributions in kind do not involve any expenditure for beneficiaries or affiliated entities, they are not eligible costs.

Contributions in kind may not be treated as co-financing.

However, if the description of the action as proposed includes contributions in kind, the contributions have to be made.

Ineligible costs

The following costs are not eligible:

- debts and debt service charges (interest);
- provisions for losses or potential future liabilities;
- costs declared by the beneficiary(ies) and financed by another action or work programme receiving a European Union (including through EDF) grant;
- purchases of land or buildings, except where necessary for the direct implementation of the action, in which case ownership must be transferred, in accordance with Article 7.5 of the General Conditions of the standard grant contract, at the latest at the end of the action;
- currency exchange losses;
- credit to third parties;
- salary costs of the personnel of national administrations.

2.2 How to apply and the procedures to follow

To apply for this Call for proposals the lead applicants need to:

I. Provide information about the organisations involved in the action. Please note that the registration of this data in **PADOR is obligatory**¹⁴ for this Call for proposals:

Concept note step: Registration and uploading statutes is obligatory for lead applicants.

Full application step: Registration and uploading statutes is obligatory for co-applicant(s) and affiliated entity(ies). Lead applicants must make sure that their PADOR profile is up to date according to section 2.2.5.

II. Provide information about the action in the documents listed under sections 2.2.2 (concept note) and 2.2.5 (full application). Please note that online submission via **PROSPECT is obligatory** for this Call,

PADOR is an on-line database in which organisations register and update information concerning their entity. Organisations registered in PADOR get a unique ID (EuropeAid ID) which they **must mention** in their application. PADOR is accessible via the website: http://ec.europa.eu/europeaid/pador_en

It is strongly recommended to register in PADOR well in advance and not to wait until the last minute before the deadline to submit your application in PROSPECT.

If it is impossible to register online in PADOR for technical reasons, the applicants and/or affiliated entity(ies) must complete the 'PADOR off-line form'¹⁵ attached to these guidelines. This form must be sent **together with the application**, by the submission deadline (see sections 2.2.2 and 2.2.5).

Before starting using PADOR and PROSPECT, please consult the e-learning (Annex L) and the user guides (Annex M) available on the website. All technical questions related to the use of these systems should be addressed to the IT helpdesk at EuropeAid-IT-support@ec.europa.eu.

2.2.1 Concept note content

Applications must be submitted in accordance with the concept note instructions in the grant application form¹⁶ annexed to these guidelines (Annex A.1). Applicants must apply in English, French, Spanish. Applicants must apply in the language most commonly used by the target population in the country in which the action takes place.

Please note that:

1. In the concept note lead applicants must provide only an estimate of the **requested EU contribution**, as well as an indicative percentage of this contribution in relation to the total eligible costs of the action. Please note that those values must fulfil the requirements of section 1.3. of the present Guidelines. A detailed budget is to be submitted only by lead applicants invited to submit a full application in the second phase
2. The elements outlined in the concept note may not be modified in the full application form. The EU contribution may not vary from the initial estimate by more than 20 %. Lead applicants are free to adapt the requested EU contribution as a percentage of the total eligible costs within the minimum and maximum amounts and percentages provided in section 1.3. Own contributions by the applicants can be replaced by other donors' contributions at any time.

¹⁴ Natural persons who apply for a grant (if so allowed in the guidelines for applicants) do not have to register in PADOR. In this case, the information included in PROSPECT and the grant application form is sufficient.

¹⁵ See Annex F.

¹⁶ The grant application form consists of Annex A.1 – concept note and Annex A.2 – full application form.

3. Only the concept note form will be evaluated. It is therefore of utmost importance that this document contains **all relevant information** concerning the action. **No additional annexes should be sent.**

Any error or major discrepancy related to the concept note instructions may lead to the rejection of the concept note.

Clarifications will only be requested when information provided is not sufficient to conduct an objective assessment.

2.2.2 *Where and how to send concept notes*

The concept note together with the declaration by the lead applicant (Annex A.1 section 2) **must be submitted online via PROSPECT** <https://webgate.ec.europa.eu/europeaid/prospect> following the instructions given in the e-learning (Annex L) and the PROSPECT user manual. (Annex M)

Upon submission of a concept note online, the lead applicant will receive an automatic confirmation of receipt in its PROSPECT profile.

If it is impossible for lead applicants to submit their concept note online via PROSPECT **for technical reasons**, they must send their proposal in a sealed envelope and attach the concept note together with the declaration by the lead applicant (**Annex A.1 section 2**). In particular, the lead applicant must send, in a sealed envelope as described below the following items:

a. One original of the concept note. The signed declaration by the lead applicant (Annex A.1 section 2) must be printed and stapled separately and enclosed in the envelope

b. An electronic version (e.g CD-Rom) of the items under point a. The electronic file must contain **exactly the same** application as the paper version enclosed.

Please note that "technical reasons" should be understood in situations where PROSPECT is not responding or in exceptional cases where the Internet connexion is not possible. Submission off-line when PROSPECT is working may lead to the rejection of the application. The validity of the submission off-line will be examined by the Evaluation Committee.

Submission off-line for technical reasons should not be mixed up with paper submission for confidentiality reasons. (please see below)

NB: In exceptional cases, when the applicants do not find it appropriate to send the Concept Note through PROSPECT due to security and confidentiality concerns of the actors involved, Concept Notes can instead be submitted in a sealed envelope by registered mail with delivery confirmation, private courier service or by hand-delivery at the address below (a signed and dated acknowledgement of receipt will be given by the European Commission). The outer envelope must bear the reference and the title of the Call for Proposals, the full name and address of the applicant, and the words "Not to be opened before the opening session".

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

To reduce expense and waste, we strongly recommend that you do not use plastic folders or dividers. Please also use double-sided printing if possible.

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

Postal address

European Commission
Directorate-General for Development and Cooperation - EuropeAid
Unit DG B6 Finance, Contracts, Audit – Human and Society Development
Calls for Proposals Sector
Office : J-59 01/33
B-1049 Brussels
BELGIUM

Address for hand delivery or by private courier service

European Commission
Directorate-General for Development and Cooperation - EuropeAid
Unit DG B6 Finance, Contracts, Audit – Human and Society Development
Calls for Proposals Sector
Office: J-59 01/33
Central Mail Service
Avenue du Bourget 1
B-1140 Brussels (Evère)
BELGIUM

Concept notes sent by any other means (e.g. by fax or by e-mail) or delivered to other addresses will be rejected. Hand-written concept notes will not be accepted.

Please note that incomplete concept notes may be rejected. Lead applicants are advised to verify that their concept note is complete by using the checklist for concept note (Annex A.1, Instructions).

2.2.3 *Deadline for submission of concept notes*

The deadline for the submission of concept notes is **01/10/2015 at 16.00 (Brussels date and time)**. In order to convert this deadline to local time you can use any online time converter tool that takes into account timezones and winter/summer time changes (example available [here](#))¹⁷. **The lead applicant is strongly advised not to wait until the last day to submit** its concept note, since heavy Internet traffic or a fault with the Internet connection (including electricity failure, etc.) could lead to difficulties in submission. The Contacting Authority cannot be held responsible for any delay due to such aforementioned difficulties.

In the exceptional case of submission by post or by hand delivery (see section 2.2.2), the date of submission is 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 16h00 local time ¹⁸as evidenced by the signed and dated receipt.

Any concept note submitted after the deadline will be rejected.

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

¹⁷ For example: <http://www.timeanddate.com/worldclock/converter.html>.

¹⁸ Please use an online time converter tool, such as the one presented in the footnote above.

2.2.4 Further information about concept notes

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

E-mail address: EuropeAid-150264@ec.europa.eu

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

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

To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities.

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

All questions related to registration in PADOR or the online submission via PROSPECT should be addressed to the IT helpdesk at EuropeAid-IT-support@ec.europa.eu. Please note that the working languages of the IT support are: English French and Spanish. Therefore users are invited to send their questions in English, French or Spanish should they wish to benefit from an optimum response time.

2.2.5 Full applications

Lead applicants invited to submit a full application following pre-selection of their concept note must do so using the full application form annexed to these guidelines (Annex A.2).

Applications must be submitted in accordance with the full application instructions at the end of Annex A.2. Lead applicants must submit their full applications in the same language as their concept notes.

Please note that:

1. The elements outlined in the concept note cannot be modified by the lead applicant in the full application form. The EU contribution may not vary from the initial estimate by more than 20 %, although lead applicants are free to adapt the percentage of co-financing required within the minimum and maximum amount and percentages of co-financing, as laid down in these guidelines under section 1.3.
2. A copy of the lead applicant's accounts of the latest financial year (the profit and loss account and the balance sheet for the last financial year for which the accounts have been closed) must be uploaded in PADOR by the full application deadline.
3. An external audit report produced by an approved auditor, certifying the lead applicant's accounts for the last financial year available where the total amount of the grant exceeds EUR 750 000).
4. Only the full application form and the published annexes which have to be filled in (budget, logical framework) will be transmitted to the evaluators (and assessors, if used). It is therefore of utmost importance that these documents contain **ALL the relevant information** concerning the action. **No additional annexes should be sent.**

Any error or any major inconsistency related to the full application instructions (e.g. if the amounts in the budget worksheets are inconsistent) may lead to the rejection of the application.

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

2.2.6 *Where and how to send full applications*

Full application forms together with the budget, the logical framework and the declaration by the lead applicant must be submitted online via PROSPECT <https://webgate.ec.europa.eu/europeaid/prospect> following the instructions given in the e-learning (Annex L) and in the users' manual (Annex M).

Upon submission of the full application online, the lead applicants will receive an automatic confirmation of receipt in their PROSPECT profile.

(a) If the lead applicant submitted the concept note by post / hand delivery (see section 2.2.3) it must send the full application by the same means (by post or hand delivery).

(b) If the lead applicant submitted the concept note online via PROSPECT but it is technically impossible for the organisation to submit the full application online:

In the above two cases the lead applicant must send by post the application, i.e the full application form, the budget, the logical framework and the declaration by the lead applicant. The lead applicant must send, in a sealed envelope as described below, the following items:

a. One original signed copy of the full application form, the budget and the logical framework. The declaration by the lead applicant (Annex A.2, section 5) must be printed and stapled separately and enclosed in the envelope

b. An electronic version (e.g CD-Rom) of the items under point a. The electronic file must contain exactly the same application as the paper version enclosed.

To reduce expense and waste, we strongly recommend that you use only paper for your file (no plastic folders or dividers). Please also use double-sided printing if possible

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

Postal address

European Commission
Directorate-General for Development and Cooperation - EuropeAid
Unit DG B6 Finance, Contracts, Audit – Human and Society Development
Calls for Proposals Sector
Office : J-59 01/33
B-1049 Brussels
BELGIUM

Address for hand delivery or by private courier service

European Commission
Directorate-General for Development and Cooperation - EuropeAid
Unit DG B6 Finance, Contracts, Audit – Human and Society Development
Calls for Proposals Sector
Office: J-59 01/33
Central Mail Service
Avenue du Bourget 1
B-1140 Brussels (Evère)
BELGIUM

NB: In exceptional cases, when the applicants do not find it appropriate to send the Full Proposal through PROSPECT due to security and confidentiality concerns of the actors involved, Full Proposals can instead be submitted in a sealed envelope by registered mail with delivery confirmation, private courier service or by hand-delivery at the address below (a signed and dated acknowledgement of receipt will be given by the European Commission). The outer envelope must bear the reference and the title of the Call for Proposals, the full name and address of the applicant, and the words "Not to be opened before the opening session".

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

Applications sent by any other means (e.g. by fax or by e-mail) or delivered to other addresses will be rejected. Hand-written applications will not be accepted.

Please note that incomplete applications may be rejected. Lead applicants are advised to verify that their application is complete using the checklist (Annex A.2, Instructions).

2.2.7 *Deadline for submission of full applications*

The deadline for the submission of full applications will be indicated in the letter sent to the lead applicants whose application has been pre-selected. This letter will appear online automatically in the PROSPECT profile of the lead applicant. Lead applicants who, in exceptional cases (see section 2.2.6) had to submit their application by post or hand-delivery, will receive the letter by email or by post if no e-mail address was provided.

Lead 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 Contacting Authority cannot be held responsible for any delay due to such afore-mentioned difficulties.

In the case of submission by post, (see section 2.2.6), the date of submission is 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 16h00 local time¹⁹ as evidenced by the signed and dated receipt.

Any application submitted after the deadline will automatically be rejected.

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

2.2.8 *Further information about full applications*

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

E-mail address: EuropeAid-150264@ec.europa.eu

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

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

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

¹⁹ Please use an online time converter tool, such as <http://www.timeanddate.com/worldclock/converter.html>.

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

All questions related to registration in PADOR or the online submission via PROSPECT should be addressed to the IT helpdesk at EuropeAid-IT-support@ec.europa.eu. Please note that the working languages of the IT support are: English French and Spanish. Therefore users are invited to send their questions in English, French or Spanish should they wish to benefit from an optimum response time

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 applications 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 section 2.1, the application will be rejected on this sole basis.

STEP 1: OPENING & ADMINISTRATIVE CHECKS AND CONCEPT NOTE EVALUATION

During the opening²⁰ and administrative check (including the eligibility check of the action) the following will be assessed:

If the deadline has been met. Otherwise, the application will be automatically rejected.

If the concept note satisfies all the criteria specified in the checklist in the instructions included in Annex A.1. This includes also an assessment of the eligibility of the action. If any of the requested information is missing or is incorrect, the application may be rejected on that **sole** basis and the application will not be evaluated further.

The concept notes that pass this check will be evaluated on the relevance and design of the proposed action.

The concept notes will receive an overall score out of 50 in line with the evaluation grid below. The evaluation will also check the compliance with the instructions on how to complete the concept note (Annex A.1).

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

Evaluation Grid

Section	Maximum Score
1. Relevance of the action	30
1.1. How relevant is the proposal to the objectives and priorities of the Call for Proposals?*	5x2**
1.2. How relevant to the particular needs and constraints of the target country(ies) or region(s) is the proposal (including synergy with other EU initiatives and avoidance of duplication)?	5x2**
1.3. How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs been clearly defined and does the proposal address them appropriately? <i>Includes the evaluation of the methodology for financial support to third parties</i>	5
1.4. Does the proposal contain specific added-value elements, such as promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, or innovation and best practices and the other additional elements indicated under 1.2.1 of these Guidelines? <i>Under the five lots, a score of five (5) points will only be allocated if the proposal contains all of the following added values :</i> 1. Proposing innovative approaches or methodologies; 2. Focusing on the needs and challenges faced by the targeted groups living outside the capitals and in remote areas. 3. Encouraging the constitution of networks of local organizations and implementing actors and building their capacities, including at the regional level when relevant. 4. Applicant and co-applicants working directly with or for children that i) have child	5

²⁰ Only where some applications have been submitted offline.

protection policies in place for any project activities that involve interactions with children, and ii) can provide the description of those policies in the proposal	
2. Design of the action	20
2.1. How coherent is the overall design of the action? In particular, does it reflect the analysis of the problems involved, take into account external factors and relevant stakeholders? <i>Includes the roles of members of the partnership and their added value; overall coherence and complementarity of activities; etc.</i>	5x2**
2.2. Is the action feasible and consistent in relation to the objectives and expected results?	5x2**
Maximum total score	50

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

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

Concept notes with a score lower than **30 points** will be rejected.

Concept notes that reach the above threshold will be ranked by score. The highest scoring applications will be pre-selected until the limit of at least 200% of the available budget for this call for proposals is reached.

The amount of requested contributions of each concept note will be based on the indicative financial envelopes for each lot, where relevant.

Lead applicants will receive a letter indicating the reference number of their application and the respective results. This letter will automatically appear online in the PROSPECT profile of the lead applicant. Lead applicants who, in exceptional cases (see section 2.2), had to submit their application by post or hand-delivery will receive the letter by email or by post if no e-mail address was provided.

The pre-selected lead applicants will subsequently be invited to submit full applications.

STEP 2: OPENING & ADMINISTRATIVE CHECK AND EVALUATION OF THE FULL APPLICATION

During the opening²¹ and administrative check (including the eligibility check of the action) for full applications the following will be assessed:

If the submission deadline has been met. Otherwise, the application will automatically be rejected.

If the full application satisfies all the criteria specified in the checklist in Annex A.2. This includes also an assessment of the eligibility of the action. If any of the requested information is missing or is incorrect, the application may be rejected on that **sole** basis and the application will not be evaluated further.

The full applications that pass this check will be further evaluated on their quality, including the proposed budget and the capacity of the applicants and affiliated entity(ies). The evaluation criteria used are presented in the evaluation grid below. There are two types of evaluation criteria: selection and award criteria.

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

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

For the purpose of the evaluation of the financial capacity, Lead applicants must ensure that the relevant information and documents in their PADOR profile are up to date. If the information and documents in PADOR are outdated and do not allow for a proper evaluation of the financial capacity, the application may be rejected.

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

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

Evaluation Grid²²

Evaluation Grid

Section	Maximum Score
1. Financial and operational capacity	20
1.1. Do the applicants and, if applicable, their affiliated entity(ies) have sufficient experience of project management?	5
1.2. Do the applicants and, if applicable, their affiliated entity(ies) have sufficient technical	5

²¹ Only where some applications have been submitted offline.

²² Note that the relevance may be re-evaluated in the cases described in section 6.5.8.4. of the Practical Guide. <http://ec.europa.eu/europeaid/prag/document.do?nodeNumber=6.5.8.4>

expertise (especially knowledge of the issues to be addressed)?	
1.3. Do the applicants and, if applicable, their affiliated entity(ies) have sufficient management capacity (including staff, equipment and ability to handle the budget for the action)?	5
1.4. Does the lead applicant have stable and sufficient sources of finance?	5
2. Relevance of the action	30
Score transferred from the Concept Note evaluation	
3. Effectiveness and feasibility of the action	20
3.1. Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?	5
3.2. Is the action plan clear and feasible?	5
3.3. Does the proposal contain objectively verifiable indicators for the outcome of the action? Is any evaluation planned?	5
3.4. Is the co-applicant(s)'s and affiliated entity(ies)'s level of involvement and participation in the action satisfactory?	5
4. Sustainability of the action	15
4.1. Is the action likely to have a tangible impact on its target groups?	5
4.2. Is the proposal likely to have multiplier effects (including scope for replication, extension and information sharing)?	5
4.3. Are the expected results of the proposed action sustainable ? - financially (<i>how will the activities be financed after the funding ends?</i>) - institutionally (<i>will structures allowing the activities to continue be in place at the end of the action? Will there be local 'ownership' of the results of the action?</i>) - at policy level (where applicable) (<i>what will be the structural impact of the action — e.g. will it lead to improved legislation, codes of conduct, methods, etc?</i>) - environmentally (if applicable) (<i>will the action have a negative/positive environmental impact?</i>)	5
5. Budget and cost-effectiveness of the action	15
5.1. Are the activities appropriately reflected in the budget?	5
5.2. Is the ratio between the estimated costs and the expected results satisfactory? <i>Particular attention to the ratio between the human resources costs and the total cost of the action will be paid.</i>	10

Maximum total score	100
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If the total score for section 1 (financial and operational capacity) is less than 12 points, the application will be rejected. If the score for at least one of the subsections under section 1 is 1, the application will also be rejected.

After the evaluation, applications will be ranked according to their score. The highest scoring applications will be provisionally selected until the available budget for this Call for proposals is reached.

In addition, a reserve list will be drawn up following the same criteria. This list will be used if more funds become available during the validity period of the reserve list.

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

The eligibility verification will be performed on the basis of the supporting documents requested by the Contracting Authority (see section 2.4). It will only be performed for the applications that have been provisionally selected according to their score and within the available budget for this Call for proposals.

- The declaration by the lead applicant (section 5 of Annex A.2) will be cross-checked with the supporting documents provided by the lead applicant. Any missing supporting document or any incoherence between the declaration by the lead applicant and the supporting documents may lead to the rejection of the application on that sole basis.
- The eligibility of applicants and the affiliated entity(ies) will be verified according to the criteria set out in sections 2.1.1, 2.1.2 and 2.1.3.

Any rejected application will be replaced by the next best placed application on the reserve list that falls within the available budget for this Call for proposals.

2.4 Submission of supporting documents for provisionally selected applications

A lead applicant whose application has been provisionally selected or placed on the reserve list will be informed in writing by the Contracting Authority. It will be requested to update where necessary and complete the documents requested at Concept Note and Full Application stage in order to allow the Contracting Authority to verify the eligibility of the lead applicant, (if any) of the co-applicant(s) and (if any) of their affiliated entity(ies):

Supporting documents must be provided through PADOR (see section 2.2)

1. The statutes or articles of association of the lead applicant, (if any) of each co-applicant and (if any) of each affiliated entity²³. Where the Contracting Authority has recognised the lead applicant's, or the co-applicant(s)'s, or their affiliated entity(ies)'s eligibility for another Call for proposals under the same budget line within 2 years before the deadline for receipt of applications, it should be submitted, instead of the statutes or articles of association, a copy of the document proving their eligibility in a former Call (e.g. a copy of the Special Conditions of a grant contract received during the reference period), unless a change in legal status has occurred in the meantime²⁴. This obligation does not apply to international organisations which have signed a framework agreement with the European Commission.

2. A copy of the lead applicant's accounts of the latest financial year (the profit and loss account and the balance sheet for the last financial year for which the accounts have been closed) must be uploaded in PADOR by the full application deadline. A copy of the latest account is neither required from (if any) the co-applicant(s) nor from (if any) affiliated entity(ies)).

3. An external audit report produced by an approved auditor, certifying the lead applicant's accounts for the last financial year available where the total amount of the grant exceeds EUR 750 000. The external audit report is not required from (if any) the co-applicant(s)).

This obligation does not apply to public bodies and international organisations provided that the international organisation in question offers the guarantees provided for in the applicable Financial Regulation, as described in chapter 6 of the Practical Guide.

If eligible and depending on the authorising officer's risk assessment: This obligation does not apply to secondary and higher education establishments.

4. Legal entity sheet (see Annex D of these guidelines) duly completed and signed by each of the applicants (i.e. by the lead applicant and (if any) by each co-applicant), accompanied by the justifying documents requested there. If the applicants have already signed a contract with the Contracting Authority, instead of the legal entity sheet and supporting documents, the legal entity number may be provided, unless a change in legal status occurred in the meantime.

5. A financial identification form of the lead applicant (not from co-applicant(s)) conforming to the model attached at Annex E of these guidelines, certified by the bank to which the payments will be made. This bank should be located in the country where the lead applicant is established. If the lead applicant has already submitted a financial identification form in the past for a contract where the European Commission was in charge of the payments and intends to use the same bank account, a copy of the previous financial identification form may be provided instead.

Where entities without legal personality are eligible as per section 2.1.1:

Entities without legal personality must, to the extent possible, submit the documentation listed above. In addition, a letter must be provided by the legal representative certifying his/her capacity to undertake legal obligations on behalf of the entity.

23 Where the lead applicant and/or a co-applicant(s) and/or an affiliated entity(ies) is a public body created by a law, a copy of the said law must be provided.

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

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.

Where such documents are not in one of the official languages of the European Union, a translation into one of the language(s) of the Call for proposals of the relevant parts of these documents proving the lead applicant's and, where applicable, co-applicants' and affiliated entity(ies)' eligibility must be attached for the purpose of analysing the application.

Where these documents are in an official language of the European Union other than one of the language(s) of the Call for proposals, it is **strongly** recommended, in order to facilitate the evaluation, to provide a translation of the relevant parts of the documents, proving the lead applicants' and, where applicable, co-applicants' and affiliated entity(ies)' eligibility, into one of the language(s) of the Call for proposals.

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

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

NB : In the eventuality that the Contracting Authority is not satisfied with the strength, solidity, and guarantee offered by the structural link between one of the applicants and its affiliated entity, it can require the submission of the missing documents allowing for its conversion into co-applicant. If all the missing documents for co-applicants are submitted, and provided all necessary eligibility criteria are fulfilled, the above mentioned entity becomes a co-applicant for all purposes. The lead applicant has to submit the application form revised accordingly.

2.5 Notification of the Contracting Authority's decision

2.5.1 *Content of the decision*

The lead applicants will be informed in writing of the Contracting Authority's decision concerning their application and, if rejected, the reasons for the negative decision. This letter will be sent by e-mail and will appear online automatically in the PROSPECT profile of the user who submitted the application. Lead applicants who, in exceptional cases (see section 2.2), had to submit their application by post or hand-delivery, will be informed by email or by post if they did not provide any e-mail address. Therefore, please check regularly your PROSPECT profile, taking into account the indicative timetable below.

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

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

European Commission
Directorate-General for Development and Cooperation — EuropeAid
Unit DG B.6 Finance, Contracts, Audit - Human and Society Development
Attn. Head of Unit
Office: J-59 01/33
B-1049 Brussels
Belgium

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

European Commission

Directorate-General for Development and Cooperation — EuropeAid

Unit DG B.1 Governance, Democracy, Gender, Human Rights – Human and Society

Development

Attn. Head of Unit

Office: J-59 05/33

B-1049 Brussels

Belgium

2.5.2 Indicative timetable

	DATE	TIME*
Deadline for requesting any clarifications from the Contracting Authority	10 th of September 2015	
Last date on which clarifications are issued by the Contracting Authority	20 th of September 2015	-
Deadline for submission of concept notes	1 st of October 2015	16:00
Information to lead applicants on opening, administrative checks and concept note evaluation (Step 1) / Invitations to submit full applications	Mid December 2015*	-
Deadline for submission of full applications	Mid February 2016*	-
Information to lead applicants on the evaluation of the full applications (Step 2)²⁵	May 2016*	-
Notification of award (after the eligibility check) (Step 3)	June 2016*	-
Contract signature²⁶	September 2016*	-

***Provisional date.** All times are in local time.

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

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

2.6 Conditions for implementation after the Contracting Authority's decision to award a grant

Following the decision to award a grant, the beneficiary(ies) will be offered a contract based on the standard grant contract (see Annex G of these guidelines). By signing the application form (Annex A of these guidelines), the applicants agree, if awarded a grant, to accept the contractual conditions of the standard grant contract.

Implementation contracts

25 Note that according to the financial regulation, in direct management, applicants must be notified the outcome of the evaluation of their applications within 6 months following the submission deadline of the full application. This time-limit may be exceeded in exceptional cases, in particular for complex actions (including multi-beneficiary calls), large number of proposals or in case of delays attributable to the applicants.

26 Note that according to the financial regulation, in direct management the grant contract must be signed within 3 months following the notification of the award decision. This time-limit may be exceeded in exceptional cases, in particular for complex actions (including multi-beneficiary calls), large number of proposals or in case of delays attributable to the applicants

Where implementation of the action requires the beneficiary(ies) and its affiliated entity(ies) (if any) to award procurement contracts, those contracts must be awarded in accordance with Annex IV to the standard grant contract.

2.7 Early warning system and central exclusion database

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

Decision of (2014/792/EU) of 13 November 2014 on the Early Warning System (EWS) for the use of authorising officers of the Commission and the executive agencies (OJ, L 329, 14.11.2014, p.69) or

Commission Regulation of 17.12.2008 on the Central Exclusion Database (CED) (OJ L344, 20.12.2008, p.12),

their personal details (name, given name (if natural person), address, legal form and name and given name of the persons with powers of representation, decision-making or control (if legal person)) may be registered in the EWS only or both in the EWS and CED, and communicated to the persons and entities listed in the above-mentioned Decision and Regulation, in relation to the award or the execution of a grant contract 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) ²⁷
Annex D:	Legal Entity Sheet
Annex E:	Financial identification form
Annex F:	PADOR off Line Form

DOCUMENTS FOR INFORMATION²⁸

Annex G: Standard Grant Contract

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

Annex H: Daily allowance rates (Per diem), available at the following address:
http://ec.europa.eu/europeaid/funding/about-procurement-contracts/procedures-and-practical-guide-prag/diems_en

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

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

Annex L : e-learning :
<https://webgate.ec.europa.eu/europeaid/prospect/external/>

Annex M : users manual for PROSPECT :
<https://webgate.ec.europa.eu/europeaid/prospect/external/>

USEFUL LINKS

²⁷ Optional where the total amount of the grants to be awarded under the call for proposals is EUR 100 000 or less.

²⁸ These documents should also be published by the Contracting Authority.

PROJECT CYCLE MANAGEMENT GUIDELINES

https://ec.europa.eu/europeaid/aid-delivery-methods-project-cycle-management-guidelines-vol-1_en

THE IMPLEMENTATION OF GRANT CONTRACTS - A USERS' GUIDE

<http://ec.europa.eu/europeaid/companion/document.do?nodeNumber=19>

FINANCIAL TOOLKIT

http://ec.europa.eu/europeaid/sites/devco/files/financial-management-toolkit-for-recipients-15112010_en.pdf

Please note: The toolkit is not part of the grant contract and has no legal value. It merely provides general guidance and may in some details differ from the signed grant contract. In order to ensure compliance with their contractual obligations beneficiaries should not exclusively rely on the toolkit but always consult their individual contract documents.

* * *