



Contracting Authority: European Union Delegation to Ethiopia

Civil Society Fund II

Call for proposals for Large grants 2012

Guidelines
for grant applicants

CRIS Decision No. ET/FED/022-064

10th European Development Fund

Reference: EuropeAid/133-781/L/ACT/ET

Deadline for submission of Concept Notes: **4th of February 2013**

Notice

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

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1. CIVIL SOCIETY FUND II IN ETHIOPIA

1.1 BACKGROUND

The development cooperation between Ethiopia and the European Union (EU) is governed by the African, Caribbean and Pacific Group of States (ACP)-EU Partnership Agreement, known as Cotonou Agreement, signed in Cotonou on 23 June 2000 and revised in Luxembourg on 25 June 2005. The overarching objective of this agreement is to promote the development of a common strategic approach to poverty reduction, consistent with the objectives of sustainable development.

The policy decision regarding the positions and roles of non-state actors (NSAs) in the development cooperation between ACP-EU countries is one of the elements of the Cotonou Agreement. Article 4 of the Agreement states that 'Non-state actors shall, where appropriate be: informed and involved in consultation on cooperation policies and strategies, on priorities for cooperation especially in areas that concern or directly affect them, and on the political dialogue; provided with financial resources, in order to support local development processes, and involved in the implementation of cooperation projects and programmes in areas that concern them or where these actors have a comparative advantage'. Furthermore, Article 33 stresses that 'cooperation shall span all areas and sectors of cooperation to foster the emergence of non-state actors and the development of their capacities; and to strengthen structures for information, dialogue and consultation between them and national authorities, including at regional level'. Ethiopia being one of the signatory countries to the Cotonou Agreement has incorporated instruments for operationalising NSA related provisions in its development cooperation with the European Commission.

The first phase of the Civil Society Fund (CSF), implemented between 2006 and 2012 is such an instrument included in the European Development Fund (EDF) 9th Country Strategy Paper for which the European Commission (EC) allocated 10 million EUR to enhance the capacity of Civil Society Organisations (CSOs). On the basis of lessons from the implementation of CSF I, the European Commission and the Government of Ethiopia agreed to implement a second phase of the Civil Society Fund (CSF II) programme with an earmarked total budget of 12 million EUR in two phases. The current Call for Proposals falls under the first phase of the programme for which 6 million EURO is allocated.

Implementation of CSF II enables both the Government of Ethiopia and the European Union to discharge their responsibilities with regard to supporting NSAs as expected by the Cotonou Agreement. The programme will enable beneficiary NSAs to play the two major roles in EU-Ethiopia cooperation, which are as service providers (or implementing agencies) and/or as partners in dialogue (or advocacy agents).

1.2 OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

1.2.1 Objectives of the Programme

The overall objective of CSF II and of this Call for Proposals is to increase and improve NSAs role in the national development and democratisation process in Ethiopia. To this effect, CSF II will provide grant and non-grant support to beneficiary civil society organisations so as to strengthen their resource capacities, their constituency, accountability and sustainability of operations, and hence, to increase their participation and contribution in key areas of governance and socio-economic development. Accordingly, the specific objectives of the CSF II, and that of this Call for Proposals is to increase NSAs capacity to engage in governance and development activities. The following three results are anticipated from successful implementation of the Programme:

1. Increased human, material and technical capacity of NSAs to engage in governance and development;
2. Increased sustainability, accountability and constituency of NSAs working on governance and development; and
3. More effective and efficient delivery of services in the governance and development sectors.

It is anticipated that by providing grant and non-grant support to NSAs, the human, material and technical capacities of civil society will increase and their sustainability, accountability and constituency will improve. This will lead to a situation of enhanced contribution, participation and engagement of NSAs in governance and development activities.

1.2.2 Priorities of the programme covered by this Call for Proposals

The present Call for Proposals is prepared with due understanding of lessons learnt from the implementation of CSF I, and the focuses and coverage or spread of funding from the other two major donor programmes for civil society in Ethiopia (CSSP & ESAP2)¹. In order to assure better coordination and result-orientation, actions complementing initiatives supported by the other two programmes and focusing on unreached themes/sectors and typologies of civil society organisations are anticipated. Such an approach will avoid duplications of efforts and ensure that the comparative advantages of each fund are fully utilised to achieve the shared objectives.

With the designation of CSF II fund as local resource by the Government of Ethiopia, the programme provides the opportunity for interested ‘Ethiopian’ Charities and Societies to take part and benefit from the Call for Proposals to strengthen their resource and operational capacity, expand their support-base, and implement initiatives including in key governance areas. Particular priority is given to the promotion of gender equality and women empowerment since this is one of the areas where Ethiopia’s prospect of achieving the Millennium Development Goals (MDGs) is relatively challenged. However, other key governance focused actions, for example in peace building, promotion of rule of law and rights of children and other weaker segments of society are encouraged.

The programme maintains its particular focus on strengthening the participation of CSOs in development policy processes at different levels of administrative hierarchy. Strengthening the coordination within CSOs and enhancing partnership with government still requires further efforts. In addition, there is need for more technical and leadership development with particular regard to participation in policy processes.

Besides the complementary assistance services to vulnerable and marginalised groups, the development service delivery components of the current call focus on promoting environmental sustainability (MDG 7) and promoting maternal health (MDG 5) in targeted regions.

1.3 FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this Call for Proposals is 2.6 million EUR. The Contracting Authority reserves the right not to award all available funds.

¹ CSSP – Civil Society Support Programme, and ESAP2 – Ethiopian Social Accountability Program Phase 2

Indicative allocation of funds by lot:

- Lot 1: 1,100,000 EUR
- Lot 2: 600,000 EUR
- Lot 3: 900,000 EUR

In the case where the indicative budget for a specific lot cannot be used due to insufficient quality or number of proposals received, the Contracting Authority reserves the right either 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:

- minimum amount: 150,000 EUR
- maximum amount: 200,000 EUR

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

- Minimum percentage: 50 % of the total estimated eligible costs of the action.
- Maximum percentage: 90% of the total eligible costs of the action (see also Section 2.1.4).

The balance (i.e. the difference between the total cost of the action and the amount requested from the Contracting Authority) must be financed from the applicant's or partners' own resources, or from sources other than the European Union budget or the European Development Fund².

The grant may cover the entire eligible costs of the action if this is deemed essential to carry it out. If that is the case, the applicant must justify full financing in Section 2.1 of Part B of the grant application form.

² 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 actions financed under this Call, in conformity with the provisions of the Practical Guide to contract procedures for EU external actions, which is applicable to the present Call (available on the Internet at this address: http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm).

2.1 ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

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

2.1.1 *Eligibility of applicants: who may apply?*

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

- be legal persons **and**
- be non profit making **and**
- be national non-state actor (NSA) of Ethiopia, which is defined by the Civil Society Fund II as non-governmental organisations, associations, unions, or other registered civil society organisations **and**
 - **when applying for Lot 1:** be an ‘Ethiopian’ Charity or Society or a consortium of such organisations, as per the Charities and Societies Proclamation (CSP) classification, or be a NSA for which the CSP does not apply.
 - **when applying for Lot 2:** be a consortium of Charities or Societies, or a regional network of CSOs
 - **when applying for Lot 3:** be an individual NSA and/or a consortium of NSAs
- be directly responsible for the preparation and management of the action with their partners, not acting as an intermediary.

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

In Part A, section 3 of the grant application form (“Declaration by the applicant”), applicants must declare that they do not fall into any of these situations.

2.1.2 *Partnerships and eligibility of partners*

Applicants may act individually or with partner organisations.

Partners

Proposals for actions to be implemented in partnership are generally encouraged. Please also refer to item 3.4. of the full proposals evaluation grid in section 2.3. of these Guidelines.

Applicants' partners participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the grant beneficiary. They must therefore satisfy the eligibility criteria as applicable on the grant beneficiary himself. In addition to the categories referred to in section 2.1.1, organisations that have their headquarters in a Member State of the European Union and also having established offices in Ethiopia are also eligible as partners.

The following are not partners and do not have to sign the “partnership statement”:

- **Associates**

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

- **Contractors**

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

- **Sub-grantees**

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

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

2.1.3 <i>Eligible actions: actions for which an application may be made</i>
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Definition:

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

Duration

The initial planned duration of an action may not be lower than 18 months nor exceed 24 months.

Sectors or themes

Promoting governance, development service delivery and capacity strengthening are the priority themes for this Call for Proposals. The details under each of these three priorities are as follows:

- The ‘governance’ focus of the CfP emphasises promoting key governance areas³ as outlined in the Charities and Societies Proclamation, including gender equality and women empowerment .

³ Key governance areas are those described under Article 14, section 2, bullet points: j, k, l, m and n. of the Charities and Societies Proclamation (CSP).

- The ‘development’ service delivery focus is restricted to two areas: 1) promoting environmental sustainability - focusing on community-level actions for the protection of biodiversity and control of pollution (or development and conservation of natural resources, in general); and 2) improving maternal health – focusing on reproductive health in emerging regions⁴.
- Capacity strengthening for NSAs, in addition to being a cross-cutting action area under each of the above two, will focus on strengthening the constituency, accountability of NSAs and promoting dialogue. Applications will be considered more favourably if the project designs under all three lots foresee dialogue among NSAs, between NSAs and stakeholders or NSAs and government as a means of strengthening implementation and impact. Furthermore, the added value of actions that facilitate the sharing of experience and expertise with relatively emerging CSOs will be appreciated.

Location

Actions must primarily take place within the Federal Democratic Republic of Ethiopia.

Types of action

Please see below for non-exhaustive lists of actions which may be financed under this Call for Proposals.

Types of activities

Lot 1 - Capacity development and service delivery in key governance areas, including gender equality

Projects anticipated under this lot are expected to contribute to improving and expanding civic education and assistance services to marginalised segments of society, including women empowerment. In addition potential projects should contribute towards promoting collaboration and interaction between NSAs and key governmental institutions focusing on good governance, as well as strengthening capacities of societies, charities and their consortia to play a more active role in key governance areas.

The following is a non-exhaustive list of activities applicants may consider in their proposals:

- Strengthening the resource base of CSOs for continued and effective participation in governance and development activities, including through membership development, strengthening voluntarism and domestic resource mobilisation;
- Strengthening CBOs and other community structures for fostering rule of law, peace building and gender equality;
- Promoting information development and thereby organising constructive policy dialogue; including institutionalising forums for sustaining interactions among stakeholders in key governance areas;
- Involving civil society in the elaboration, promotion and implementation of key governance policies including those related to gender equality;

⁴ For this Call for Proposals Afar, Benishangul Gumuz, Gambella and Somali regions are considered as emerging regions.

- Increasing public knowledge and awareness on social and economic rights and responsibilities, access to information and participation in national and local decision-making processes;
- Promoting lessons and best practices from operations of NSAs focusing on service delivery and coordination processes in key governance areas;
- Enhancing and upgrading of legal aid and information services to marginalised and vulnerable groups and individuals. This might include actions related to the establishment and running of systems and structures to help detect, prevent, challenge and respond to harmful traditional practices, discrimination, exploitation and other forms of abuses directed at the members of the above groups;
- Providing assistance services to vulnerable and marginalised groups as complementary to the legal aid and information services, for example by strengthening or establishing and running centres for transitional shelter (drop-in), counselling, referral services or linking to other support groups; and
- Designing and implementing education and outreach projects on the rights of women, children, persons with disabilities and other marginalised segments of society, and supporting initiatives that enable the claiming of rights of such groups (this could relate to actions both at community and workplace level and macro policy related initiatives, for example, representation in decision-making structures).

Lot 2: Capacity strengthening for effective participation in development and policy processes

Projects to be supported under this lot should be geared towards strengthening the internal governance of NSAs and/or facilitate the participation of NSAs in development coordination processes in priority areas of the Growth and Transformation Plan (GTP) and international cooperation, including the Government of Ethiopia cooperation with EU, at regional and federal levels.

The following is a non-exhaustive list of activities anticipated under this lot:

- Conducting organisational policy or strategy reviews and subsequent organisational strengthening, to deepen and broaden participation in areas of comparative advantages of NSAs and their networks, and piloting initiatives for domestic resource mobilisation;
- Developing and enforcing instruments or systems for coordination and self-regulation of NSAs clustered along sectoral/thematic, geographic or related interests, for e.g. Codes of Conduct and compliance frameworks, peer reviews, establishing and strengthening consortia, etc.;
- Promoting information development and thereby organising constructive policy dialogue; including institutionalising forums for sustaining interactions among stakeholders in priority areas of the GTP and international cooperation including Government of Ethiopia-EU focal areas;
- Promoting lessons and best practices of operations of NSAs in development coordination processes; indicatively including assessments, workshops, media programmes, publications, etc.; and
- Developing skills, preferably in such areas as leadership, policy analysis, action researching, advocacy and partnership strengthening.

Lot 3: Innovative development actions at grassroots/community levels focusing on maternal health in emerging regions or environmental sustainability

Service delivery projects to be supported under this lot should aim at piloting and promoting innovative actions to address key local level development issues related to improving maternal health in emerging regions or environmental sustainability

The following are examples of activities that applicants may include in their proposals:

- Environmental sustainability - protection of biodiversity and/or control of pollution (or development and conservation of natural resources, in general);
 - Strengthening and supporting community initiatives for protecting biodiversity, for example through environmental education, organising community actions/campaigns for rehabilitation and restoration of protected areas and/or habitats;
 - Supporting and rewarding CBOs and communities for positive results in conservation and development of natural resources;
 - Promoting and strengthening agricultural biodiversity, for example actions to preserve and promote landraces of both crop and livestock species more suited to particular locations;
 - Strengthening local systems and structures for the regulation and management of ecological resources;
 - Strengthening the participation of the poor and marginalised segments of communities, including women in the management and benefits from ecological resources and services;
 - Implementing good practices at local levels in line with the national document for Climate Resilient Green Economy (CRGE)⁵, and focusing on the core issues included in the Ethiopian Programme of Adaptation to Climate Change (EPACC); and
 - Rehabilitating/strengthening local cultures and norms enabling conservation of existing biodiversity resources and ecosystems, including the facilitation of intergenerational learning.
- Improving maternal health – focusing on reproductive health in emerging regions;
 - Strengthening the provision of family planning education and services with a particular focus on teenage pregnancy prevention;
 - Enhancing skilled care providers in rural areas for improving antenatal and postnatal services;
 - Implementing special programmes for conditional cash transfer to pregnant and poor women;
 - Conducting educational campaigns against local norms and cultures affecting maternal health; and
 - Strengthening the outreach work of health extension workers to better address the demand for proper maternal health care.
- The activities to be implemented should be alternative and complementary to mainstream efforts of other key development actors. The actions should also foster inclusive processes in the planning and management of the initiative, incorporating phase-out and scale-up plans.

⁵ For detailed information refer to following link:

http://www.uncsd2012.org/content/documents/287CRGE%20Ethiopia%20Green%20Economy_Brochure.pdf

Note that the above list is not exhaustive, and meant to serve as examples only.

Sub-granting

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

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

Note that the applicant 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 laid down and published by the European Commission at (see http://ec.europa.eu/europeaid/work/visibility/index_en.htm).

The following types of actions are ineligible:

- actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses; and
- actions concerned only or mainly with individual scholarships for studies or training courses.

Number of applications and grants per applicant

An applicant may not submit more than 1 application under this Call for Proposals.

Partners may take part in more than one application.

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

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

Recommendations to award a grant are always subject to the condition that the checking process which precedes the signing of the contract does not reveal problems requiring changes to the budget (for instance arithmetical errors, inaccuracies or unrealistic costs and other ineligible costs). The checks may give rise to requests for clarification and may lead the Contracting Authority to impose modifications or reductions to address such mistakes or inaccuracies. The amount of the grant and the percentage of the EU co-financing as a result of these corrections may not be increased. It is therefore in the applicant's interest to provide a **realistic and cost-effective budget**.

Eligible direct costs

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

Note that taxes, including VAT will only be accepted as eligible costs when the Beneficiary (or, where applicable, its partners) can show it cannot reclaim them. Taxes shall in such case be included in the Budget of the Action under each heading Information on taxes can be found in Annex J to these Guidelines.

Contingency reserve

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

Eligible indirect costs (overheads)

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

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

Contributions in kind

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

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

Ineligible costs

The following costs are not eligible:

- debts and debt service charges;
- provisions for losses or potential future liabilities;
- interest owed;
- costs declared by the beneficiary and covered by another action or work programme;
- purchases of land or buildings, except where necessary for the direct implementation of the action, in which case ownership must be transferred to the final beneficiaries and/or local partners, at the latest by the end of the action;
- currency exchange losses; and
- credit to third parties.

2.2 HOW TO APPLY AND THE PROCEDURES TO FOLLOW

Prior registration in PADOR for this Call for Proposals is obligatory⁶.

- **Phase 1, The concept note:** Registration in PADOR is obligatory for the applicants of grants above EUR 25 000.

Registration is optional but recommended for:

- applicants of grants of EUR 25 000 or less;
- their partners
- **Phase 2, The full proposal:** Registration in PADOR is obligatory for all pre-selected applicants and all their partners.

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

Before starting the registration of your organisation in PADOR, please read the "Quick guide" available on the website. It explains the registration process.

You have to indicate on the paper version of the proposal the EuropeAid ID (EID). To get this identification, your organisation must register, save and "sign" (committing your responsibility) in PADOR obligatory data (on each screen the fields written in orange) and the related documents (see section 2.4).

Notwithstanding the above, if the organisation is in a situation where it is impossible to register in PADOR, it shall submit a justification proving that such impossibility is of a general nature and goes beyond the control of the applicant and or its partner(s). In this case, the applicant and/or the partners concerned shall complete the "PADOR off-line form"⁷ in annex of these Guidelines and send it by the submission deadline along with the application to the address indicated in sections 2.2.2 and 2.2.6. Subsequently, the registration in PADOR will be initiated by the European Commission. If, at a later stage, the organisation wishes to update itself its data, an access request will have to be sent to the PADOR helpdesk.

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

2.2.1 Concept Note content

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

Applicants must apply in English.

In the Concept Note, the applicants must only provide an estimate of the amount of contribution requested from the Contracting Authority. Only the applicants invited to submit a full application in the second phase will be required to present a detailed budget. The elements assessed on the basis of the concept note may not be modified by the applicant in the full application form. The EU contribution may not vary from the initial estimate by more than 20%. The applicant is free to adapt the percentage of co-financing required within the minimum and maximum amount and percentages of co-financing, as laid down in the present Guidelines under section 1.3.

⁶ For further information on PADOR, please consult the following website: http://ec.europa.eu/europeaid/work/onlineservices/pador/index_en.htm

⁷ Which corresponds to Sections 3 and 4 of Part B of the application form. Please consult the following website for the form: http://ec.europa.eu/europeaid/work/onlineservices/pador/documents/pador_offline_form_en.pdf

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

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

Hand-written Concept Notes will not be accepted.

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

2.2.2 Where and how to send concept notes

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

Concept Notes must be submitted as well in electronic format (CD-Rom). The electronic format must contain **exactly the same** application as the paper version enclosed.

Where an applicant sends several different concept notes (if allowed to do so by the Guidelines of the Call), each one must be sent separately.

The outer envelope must bear the **reference number – EuropeAid/133-781/L /ACT/ET, and the title – “Civil Society Fund II, Restricted Call for Proposals for Large Grants 2012”**, together with the lot number and title, the full name and address of the applicant, and the words "Not to be opened before the opening session".

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

<u>Postal address:</u>	<u>Address for hand delivery or private courier service:</u>
Delegation of the European Union to Ethiopia Finance and Contracts Section PO Box 5570, Addis Ababa, Ethiopia	Delegation of the European Union to Ethiopia Finance and Contracts Section Cape Verde Street, (opposite Desalegn Hotel) Addis Ababa, Ethiopia.

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

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

2.2.3 Deadline for submission of the Concept Notes

The deadline for the submission of Concept Note is **4th of February 2013** as evidenced by the date of dispatch, the postmark or the date of the deposit slip. In the case of hand-deliveries, the deadline

for receipt is at 5.00 p.m. (Ethiopian time) as evidenced by the signed and dated receipt. Any Concept Note submitted after the deadline will automatically be rejected.

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

2.2.4 Further information for Concept Note

Information sessions on this Call for Proposals will be held in the different regions of Ethiopia.

The following information sessions are planned in the following cities:

Bahir Dar on 20th of December 2012 at ADA meeting Hall from 3:30 pm

Dire Dawa on 20th of December 2012 – at Ras Hotel from 9:00 am

Hawassa on 21st of December 2012, at Central Hotel, from 2:00 pm

Jigiga on 21st of December 2012, at Palace Hotel from 9:00 am

Mekelle on 21st of December 2012, at Axum Hotel from 9:00 am

Gambella on 27th of December 2012, At BOFED Meeting Hall from 9:00 am

Assosa on 28th of December 2012, at Mango Lodge, from 9:00 am

Semera on 09th of January 2013, at Luci Hall from 9:00 am

Details on the time and venues for the information sessions can also be found on the following website:

www.deleth.ec.europa.eu/CSF%20Web/index.htm

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

E-mail address: csf2helpdesk@gmail.com

Fax: +251 (0) 11 618 5529

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

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

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

Questions that may be relevant to other applicants, together with the answers as well as other important notices to applicants during the course of the evaluation procedure, may be published on the internet at the <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> or www.deleth.ec.europa.eu/CSF%20Web/index.htm, as the need arises. It is therefore highly recommended to regularly consult the abovementioned website in order to be informed of the questions and answers published.

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

2.2.5 Full Application form

Applicants invited to submit a full application form following the pre-selection of the Concept Note must do so by using the Part B of the application form annexed to these Guidelines (Annex A).

Applicants should keep strictly to the format of the application form and fill in the paragraphs and the pages in order.

The elements assessed on the basis of the concept note cannot be modified by the applicant in the full application form. The EU contribution may not vary from the initial estimate by more than 20%, while the applicant is free to adapt the percentage of co-financing required within the minimum and maximum amount and percentages of co-financing, as laid down in these Guidelines under section 1.3.

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

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

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

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

Hand-written applications will not be accepted.

Please note that only the full application form and the published annexes which have to be filled in (budget, logical framework) will be transmitted to the evaluators and assessors. It is therefore of utmost importance that these documents contain ALL relevant information concerning the action.

No supplementary annexes should be sent.

2.2.6 *Where and how to send the Full Application form*

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

<u>Postal address:</u>	<u>Address for hand delivery or private courier service:</u>
Delegation of the European Union to Ethiopia Finance and Contracts Section PO Box 5570, Addis Ababa, Ethiopia	Delegation of the European Union to Ethiopia Finance and Contracts Section Cape Verde Street, (opposite Desalegn Hotel) Addis Ababa, Ethiopia.

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

Applications must be submitted in one original and 3 copies in A4 size, each bound. The full application form, budget and logical framework must also be supplied in electronic format (CD-Rom) in a separate and unique file (e.g. the full application form must not be split into several different files). The electronic format must contain **exactly the same** application as the paper version.

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

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

The outer envelope must bear the reference number **EuropeAid/133-781/L /ACT/ET**, and the title - **Civil Society Fund II, Restricted Call for Proposals for Large Grants 2012**, together with the number and title of the lot the full name and address of the applicant, and the words "Not to be opened before the opening session".

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

2.2.7 Deadline for submission of the Full Application form

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

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

2.2.8 Further information for the Full Application form

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

E-mail address: csf2helpdesk@gmail.com

Fax: +251 (0) 11 618 5529

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

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

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

Questions that may be relevant to other applicants, together with the answers, will be published on the internet at website <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> and www.deleth.ec.europa.eu/CSF%20Web/index.htm. It is therefore highly recommended to regularly consult the abovementioned website in order to be informed of the questions and answers published.

2.3 EVALUATION AND SELECTION OF APPLICATIONS

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

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

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

The following will be assessed:

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

The evaluation of the Concept Notes that have passed the first administrative check will cover the relevance and design of the action.

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

The evaluation criteria are divided into headings and subheadings. Each subheading will be given a score between 1 and 5 in accordance with the following assessment categories: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

		Scores	
1. Relevance of the action		Sub-score	30
1.1 How relevant is the proposal to the objectives and priorities of the Call for Proposals?*	5x2**		
1.2 How relevant to the particular needs and constraints of the target country (ies) or region(s) is the proposal? (including synergy with other EU initiatives and avoidance of duplication)	5x2*		
1.3 How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs been clearly defined and does the proposal address them appropriately?	5		
1.4 Does the proposal contain specific added-value elements, such as environmental issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, or innovation and best practices?	5		
2. Design of the action		Sub-score	20
2.1 How coherent is the overall design of the action? In particular, does it reflect the analysis of the problems involved, take into account external factors and relevant stakeholders?	5x2**		
2.2 Is the action feasible and consistent in relation to the objectives and expected results?	5x2**		
TOTAL SCORE			50

** The scores are multiplied by 2 because of their importance.

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

First, only the Concept Notes which have been given a score of a minimum of 30 points will be considered for pre-selection.

Secondly, the list of Concept Notes will be reduced in accordance to the ranking to those whose sum of requested contributions amounts to twice the available budget for this Call for Proposals, taking into account the indicative financial envelopes foreseen by lot.

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

(2) STEP 2: EVALUATION OF THE FULL APPLICATION

First, the following will be assessed:

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

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

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

- have stable and sufficient sources of finance to maintain their activity throughout the period during which the action is being carried out and, where appropriate, to participate in its funding;
- have the management capacity, professional competencies and qualifications required to successfully complete the proposed action. This also applies to any partners of the applicant.

The award criteria allow the quality of the applications submitted to be evaluated in relation to the set objectives and priorities, and grants to be awarded to actions which maximise the overall effectiveness of the Call for Proposals. They enable the selection of applications which the Contracting Authority can be confident will comply with its objectives and priorities. They cover such aspects as the relevance of the action, its consistency with the objectives of the Call for Proposals, quality, expected impact, sustainability and cost-effectiveness.

Scoring:

The evaluation criteria are divided into sections and subsections. Each subsection will be given a score between 1 and 5 in accordance with the following guidelines: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Evaluation Grid

Section	Maximum Score
1. Financial and operational capacity	20
1.1 Do the applicant and, if applicable, partners have sufficient experience of project management?	5
1.2 Do the applicant and, if applicable partners have sufficient technical expertise? (notably knowledge of the issues to be addressed)	5
1.3 Do the applicant and, if applicable, partners have sufficient management capacity? (including staff, equipment and ability to handle the budget for the action)?	5
1.4 Does the applicant have stable and sufficient sources of finance?	5
2. Relevance of the action	30
<i>Score transferred from the Concept Note evaluation</i>	
3. Effectiveness and feasibility of the action	20
3.1 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?	5
3.2 Is the action plan clear and feasible?	5
3.3 Does the proposal contain objectively verifiable indicators for the outcome of the action? Is evaluation foreseen?	5
3.4 Is the partners' 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 and extension of the outcome of the action and dissemination of information.)	5
4.3 Are the expected results of the proposed action sustainable: - financially (<i>how will the activities be financed after the funding ends?</i>) - institutionally (<i>will structures allowing the activities to continue be in place at the end of the action? Will there be local "ownership" of the results of the action?</i>) - at policy level (where applicable) (<i>what will be the structural impact of the action — e.g. will it lead to improved legislation, codes of conduct, methods, etc?</i>) - environmentally (if applicable) (<i>will the action have a negative/positive environmental impact?</i>)	5
5. Budget and cost-effectiveness of the action	15
5.1 Are the activities appropriately reflected in the budget?	5x2*
5.2 Is the ratio between the estimated costs and the expected results satisfactory?	5
Maximum total score	100

*The scores are multiplied by 2 because of their importance.

Note on Section 1. Financial and operational capacity

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

Provisional selection

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

(3) STEP 3: VERIFICATION OF ELIGIBILITY OF THE APPLICANT AND PARTNERS

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

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

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

2.4 SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED APPLICATIONS

Applicants who have been provisionally selected or listed under the reserve list will be informed in writing by the Contracting Authority. They will be requested to supply the following documents in order to allow the Contracting Authority to verify the eligibility of the applicants and their partners:

Supporting documents must be provided through PADOR, see Section 2.2

1. The statutes or articles of association of the applicant organisation and of each partner organisation. Where the Contracting Authority has recognised the applicant's eligibility for another call for proposals under the same budget line within 2 years before the deadline for receipt of applications, the applicant may submit, instead of its statutes, copy of the document proving the eligibility of the applicant in a former Call (e.g.: copy of the special conditions of a grant contract received during the reference period), unless a change in its legal status has occurred in the meantime.
2. Copy of the applicant's latest accounts (the profit and loss account and the balance sheet for the previous financial year for which the accounts have been closed).
3. Legal entity sheet (see annex D of these Guidelines) duly completed and signed by the applicant, accompanied by the justifying documents which are requested therein. If the applicant has already signed a contract with the Contracting Authority, instead of the legal entity sheet and its supporting documents the legal entity number may be provided, unless a change in its legal status occurred in the meantime.
4. A financial identification form conforming to the model attached at Annex E of these Guidelines, certified by the bank to which the payments will be made. This bank must be located in the country where the applicant is registered. If the applicant has already signed a contract with the

European Commission or where the European Commission has been in charge of the payments of a contract, a copy of the previous financial identification form may be provided instead, unless a change in its bank account occurred in the meantime.

This bank account must yield interest or equivalent benefits. If the costs for opening and/or maintaining such an account equals or exceeds the expected interest, applicants may be exempted from this obligation by submitting a declaration of honour to this fact.

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

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

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

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

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

2.5 NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

2.5.1 Content of the decision

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

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

2.5.2 Indicative time table

	DATE	TIME*
Information meetings	Bahir Dar: 20/12/12	at ADA meeting Hall from 3:30 pm
	Dire Dawa: 20/12/12	at Ras Hotel from 9:00 am
	Hawassa: 21/12/12	at Central Hotel, from 2:00 pm
	Jigiga: 21/12/12	at Palace Hotel from 9:00 am
	Mekelle: 21/12/12	at Axum Hotel from 9:00 am
	Gambella: 27/12/12	at BOFED Meeting Hall from 9:00 am
	Assosa: 28/12/12	at Mango Lodge,

	Semera: 09/01/13	from 9:00 am at Luci Hall from 9:00 am
Deadline for request for any clarifications from the Contracting Authority	14 th January 2013	5 PM
Last date on which clarifications are issued by the Contracting Authority	24 th January 2013	5 PM
Deadline for submission of Concept Notes	4 th February 2013	5 PM
Information to applicants on the opening & administrative checks and concept note evaluation (step 1)	8 th March 2013	-
Invitations for submission of Full Application Form	8 th March 2013	-
Deadline for submission of Full Application Form	22 nd April 2013	-
Information to applicants on the evaluation of the Full Application Form (step 2)	31 st May 2013	-
Notification of award (after the eligibility check) (step 3)	15 th of June 2013	-
Contract signature	July 2013	-

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

This indicative timetable may be updated by the Contracting Authority during the procedure. In such case, the updated timetable shall be published on internet at the EuropeAid web site <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> and www.deleth.ec.europa.eu/CSF%20Web/index.htm

2.6 CONDITIONS APPLICABLE TO IMPLEMENTATION OF THE ACTION FOLLOWING THE CONTRACTING AUTHORITY'S DECISION TO AWARD A GRANT

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

Applicant should be aware that the current revision of COUNCIL REGULATION No 1605/2002 of 25 June 2002 on the "Financial Regulation applicable to the general budget of the European Communities, (OJ L 248, 16.9.2002, p.l., herein after the "Financial Regulation") will impose certain changes to the Contracting Authority's standard grant contract, notably - but not only - with regard to interests on pre-financing and on the deadlines for payments owed by the Contracting Authority.

By signing the Application form (Annex A of these Guidelines), the applicant declares accepting, in case where it is awarded a grant, the Contractual conditions laid down in the standard grant contract, including the changes that will be introduced as a consequence of the revision of the Financial Regulation.

Implementation contracts

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

2.7 EARLY WARNING SYSTEM AND CENTRAL EXCLUSION DATABASE

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

- the Commission Decision of 16.12.2008 on the Early Warning System (EWS) for the use of authorising officers of the Commission and the executive agencies (OJ, L 344, 20.12.2008, p.125) or

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

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

3. LIST OF ANNEXES

DOCUMENTS TO BE COMPLETED

ANNEX A: GRANT APPLICATION FORM (WORD FORMAT)

ANNEX B: BUDGET (EXCEL FORMAT)

ANNEX C: LOGICAL FRAMEWORK (EXCEL FORMAT)

ANNEX D: LEGAL ENTITY SHEET

ANNEX E: FINANCIAL IDENTIFICATION FORM

ANNEX F: PADOR OFF-LINE FORM

DOCUMENTS FOR INFORMATION

ANNEX G: STANDARD GRANT CONTRACT

- ANNEX II GENERAL CONDITIONS APPLICABLE TO EUROPEAN UNION FINANCED GRANT CONTRACTS FOR EXTERNAL ACTIONS
- ANNEX IV: CONTRACT AWARD PROCEDURES
- ANNEX V: STANDARD REQUEST FOR PAYMENT
- ANNEX VI: MODEL NARRATIVE AND FINANCIAL REPORT
- ANNEX VII: MODEL REPORT OF FACTUAL FINDINGS AND TERMS OF REFERENCE FOR AN EXPENDITURE VERIFICATION OF AN EU FINANCED GRANT CONTRACT FOR EXTERNAL ACTIONS
- ANNEX VIII: MODEL FINANCIAL GUARANTEE
- ANNEX IX: STANDARD TEMPLATE FOR TRANSFER OF OWNERSHIP OF ASSETS

ANNEX H: DAILY ALLOWANCE RATES (PER DIEM), available at the following address:
http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm

ANNEX J: INFORMATION ON THE TAX REGIME APPLICABLE TO GRANT CONTRACTS SIGNED UNDER THE CALL.

PROJECT CYCLE MANAGEMENT GUIDELINES

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