



**Contracting Authority**  
**Decentralised Cooperation Programme**  
**9th Floor, E. Anquetil Building,**  
**Port Louis**

## **Direct Support to Micro-projects for Poverty Alleviation**

**[ grants from MUR 400, 000 to MUR 4,000,000 ]**

## **Guidelines for Grant Applicants**

Budget line : MAS/001/10/PE1/1.1.2.3a  
10<sup>th</sup> European Development Fund

Reference: EUROPEAID/ 132-497/M/ACT/MU

Deadline for submission of Concept Notes: **25<sup>th</sup> May 2012 (14.00 hours)**

## **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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ANNEX A : Model of Application Form

ANNEX B : Model Budget (Excel workbook with 3 worksheets)

ANNEX C : Model Logical Framework matrix

## 1. DECENTRALISED COOPERATION PROGRAMME

### 1.1 BACKGROUND

The underlying philosophy of the Cotonou Agreement is to reduce and eventually eradicate poverty consistent with the objectives of sustainable development and the gradual integration of the African Caribbean Pacific (ACP) group of countries into the world economy. This Agreement recognises the complementary role of Non-State Actors (NSAs) in the development process. Consistent with this strategic thinking, the Government of Mauritius, in its national development strategy, is encouraging other economic and social players to perform a more significant role in the decision-making process, as well as in the implementation of these decisions.

In view of the above, and in recognition of the important contribution that NSAs already make in the alleviation of poverty, the Government of Mauritius and the EC Delegation launched the **Decentralised Cooperation Programme** under the 9<sup>th</sup> European Development Fund (EDF), which ran from September 2005 until 31 March 2010. It enhanced the capacity of Non-State Actors (NSAs) to undertake poverty reduction actions with the participation of the most vulnerable groups. DCP I also complemented Government's approach to enhance State - Civil Society – Private Sector efforts to alleviate poverty, to contribute to good governance, to strengthen the small-enterprise sector and to improve natural resource management in Rodrigues. The current **Decentralised Cooperation Programme** (DCP II) is the follow-up programme. However, DCP II follow-up action will concentrate on poverty alleviation and capacity building of NSAs while building on lessons learnt from DCP I.

The programme aims at enhancing the capacity of NSAs to undertake poverty reduction actions with the participation of the most vulnerable thereby improving life chances of those living in poverty. This will involve the capacity development to improve the strategic planning, project management, internal governance, policy dialogue and advocacy, and implementation capacity of the NSAs in the fight against poverty. It will also provide technical assistance to develop monitoring tools appropriate for NSAs and to undertake a mapping exercise of local NSAs. Calls for proposals as well as a Small Grants window will provide financial resources for poverty reduction activities by NSAs.

The overall objective of the 10<sup>th</sup> EDF Decentralised Cooperation Programme (DCP) II is to contribute to the reduction of poverty in Mauritius and Rodrigues in synergy with other NSAs as well as other empowerment and poverty alleviation programmes.

More specifically, the programme will :

- (a) reinforce the capacities of Non State Actors (NSAs) with the aim of improving their strategic planning, implementation and monitoring of poverty alleviation projects;
- (b) foster a more coherent and informed approach to poverty issues among decision makers and NSAs; and
- (c) complement other ongoing NSA empowerment and poverty alleviation programmes in their fight to reduce poverty.

### 1.2 OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

As noted above, the overall objectives of the Decentralised Cooperation Programme concern the alleviation of poverty. One of the primary mechanisms for achieving these objectives will be the use of two themed Calls for Proposals and a Small Grants Window, culminating in the award of grants to successful applicants for actions in different fields.

The general objective of this first Call for Proposals is '*Direct Support to Micro Projects for Poverty Alleviation through improved delivery of social services and through the provision of complementary resources.*'

Within this context, the current Call focuses on five specific objectives as follows:

- education of the poor, vulnerable and marginalised;
- health of the poor, vulnerable and marginalised; and,
- social welfare of the poor, vulnerable and marginalised.

- creation of opportunities for social inclusion of the disabled and the stigmatised;
- women's empowerment and gender issues.

Proposals are expected to meet at least one of these objectives. For examples of activities that can be financed under this Call, see section 2.1.3 below.

### 1.3 FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this Call for Proposals is MUR 28,000,000. The Contracting Authority reserves the right not to award all available funds.

#### Size of grants

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

- minimum amount: MUR 400,000
- maximum amount: MUR 4,000,000

Any grant requested under this Call for Proposals must fall between:

- minimum percentage: 50% of the total estimated eligible costs of the action.
- maximum percentage: 75% of the total estimated 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 Fund<sup>1</sup>. Moreover, in all cases the beneficiary shall make a cash contribution of not less than 10% of project value, and the remainder of the contribution may be made in kind.

## 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](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 directly responsible for the preparation and management of the action with their partners, not acting as an intermediary **and**
- operate in the public interest;
- adhere to democratic structures, emphasise empowerment of their beneficiaries and exhibit high levels of participation, transparency and accountability;

<sup>1</sup> 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.

- be nationals<sup>7 8</sup> of a Member State of the European Union or an ACP country;
- be registered in the Republic of Mauritius for at least two (2) years at the time of submission of application;
- have demonstrable competences and a strong track record of successes in working at grass roots level with vulnerable groups;
- fall within the meaning of the term *Non-State Actor*, which, according to Article 6 of the Cotonou agreement is deemed to include:

*the private sector, economic and social partners, including trade union organisations; and civil society in all its forms according to national characteristics.*

Thus, eligible applicants are likely to include:

- local associations and organisations (such as community-based organisations [CBOs], associations representing women, youth, and vulnerable groups);
  - development-promotion entities (such as non-governmental associations or organisations [NGOs], research institutions, non-profit companies limited by guarantee);
  - federative entities and networks (such as co-operatives, workers' unions and federations).
- (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](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 <i>Partnerships and eligibility of partners</i>
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Applicants may act individually or with partner/s.

**Partners**

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

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

- Associates

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

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

8 If the applicant's legal personality has been recognised in a country eligible under this section pursuant to the Council of Europe Convention n. 124 on the Recognition of the Legal Personality of International Non-Governmental Organisations (<http://conventions.coe.int/Treaty/Commun/QueVoulezVous.asp?NT=124&CM=8&DF=07/03/2011&CL=ENG>), the official evidence issued by the country concerned under the said Convention shall determine the nationality of the organisation.

- 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.

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

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

#### Definition:

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

#### Duration

The planned duration of an action may not be lower than 12 months nor exceed 24 months.

#### Sectors or themes

The theme of the current call is '*direct support to micro projects for poverty alleviation*'. Thus, it will give priority to proposals that maximise direct impact on targeted, vulnerable groups, through for example the improved delivery of social services, the provision of complementary resources or the creation of opportunities for social inclusion. Areas of concern will include women's empowerment and gender issues as well as education, health and social welfare. The targeted final beneficiaries of such interventions will be women, children and men identified as poor and / or vulnerable. They are likely to include the unskilled or semi-skilled unemployed, under-employed, and those employed in the informal sector living below the poverty line; individuals living in precarious or dangerous conditions (in particular women and children); school drop-outs and other youth marginalized through lack of skills and illiteracy; the elderly; those with special needs; and other asset-poor groups living in urban, peri-urban and rural areas and unable to sustain an adequate livelihood. More specifically, actions may involve remedial education, adult literacy, promotion of responsible parenthood, sensitisation of social issues, prevention of substance abuse and social ills; creation of opportunities for improved livelihood and social inclusion.

It should be noted that the following sectors and themes are excluded from this Call, as they will be addressed through other DCP II activities:

- internal capacity building of NGOs;
- networking of civil society organisations;
- advocacy and policy dialogue.

#### Location

Actions must take place in the Republic of Mauritius (i.e. including the Islands of Rodrigues and Agalega).

#### Types of action

Eligible actions will directly alleviate poverty on a sustainable basis or will help to effectively integrate marginalised groups into the economic mainstream. Both hard (for example, infrastructure) and soft (for example, education, sensitisation and training) interventions will be considered. In keeping with the underlying philosophy of the Decentralised Cooperation Programme, applicants must demonstrate that their proposals are demand-driven, and meet a clearly defined priority need, as articulated by the ultimate beneficiaries.

The following types of **action** are ineligible:

- actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses;
- actions concerned only or mainly with individual scholarships for studies or training courses;
- micro-finance, sub-granting and housing schemes;
- general operations of organisations;
- actions in the formal education and health sectors, except with prior approval of authorities;
- **actions consisting exclusively or primarily in capital expenditure**, e.g. land, buildings, equipment and vehicles;

- actions involving land in Rodrigues unless the land lease or a letter of intent has already been granted by the Rodrigues Regional Assembly;
- actions which discriminate against individuals or groups of people on grounds of their sexual orientation, religious beliefs or lack of them, or their ethnic origin;
- actions supporting political parties or involving proselytism.

It should be noted that applications for grants to finance the general operations of a body will not be considered under this Call. However, operational costs directly associated with proposed actions are eligible.

#### Types of activity

Both hard (for example, infrastructure) and soft (for example, education and training) interventions will be considered. In all cases, 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 [http://ec.europa.eu/europeaid/work/visibility/index\\_en.htm](http://ec.europa.eu/europeaid/work/visibility/index_en.htm)).

#### Number of applications and grants per applicant

An applicant may submit more than 1 application(s) under this Call for Proposals.

An applicant may not be awarded more than 2 grants under this Call for Proposals.

An applicant may at the same time be partner in another application.

Partners may not take part in more than one application.

However, in assessing multiple applications from the same applicant, the Evaluation Committee will take into consideration the organisation's capacity to manage more than one grant simultaneously, and the need to ensure that access to the Call's resources is as wide as possible, subject to quality standards.

#### *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).

#### 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 acceptable as co-financing if considered necessary or appropriate. In such cases, the value of such contributions must not exceed:

- either (a) the costs actually borne and duly supported by accounting documents
- or (b) the costs generally accepted on the concerned market of reference.

Contributions involving real estate shall be excluded from the calculation of the amount of co-financing. Moreover, co-financing in kind must be accompanied by a cash contribution of not less than 10% of total project value.

If co-financing in kind is proposed, they have to be included in Annex B (worksheet 3) to the Guidelines for applicants related to the expected sources of funding for the action.

### 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;
- taxes, including VAT.
- credit to third parties.

## **2.2 HOW TO APPLY AND THE PROCEDURES TO FOLLOW**

Prior registration in PADOR for this Call for Proposals is not obligatory. Information in PADOR will not be drawn upon in the present Call.

### **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.

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 4 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 and the title of the call for proposals**, together with the full name and address of the applicant, and the words "Not to be opened before the opening session".

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:

Postal address

**Programme Coordinator  
Decentralised Cooperation Programme (DCP)  
9<sup>th</sup> Floor E. Anquetil Building  
Port Louis.**

**Programme Coordinator  
DCP Antenna Office  
Citronelle  
Rodrigues.**

Address for hand delivery or by private courier service

**As above**

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 **25<sup>th</sup> May 2012** 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 **14.00 hours** local 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. Venues, date/s and time/s will be announced in the local press and on the DCP website at <http://dcp.gov.mu>

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 Programme Coordinator DCP at the addresses below, indicating clearly the reference of the Call for Proposals:

E-mail address: [pcu-dcp@mail.gov.mu](mailto:pcu-dcp@mail.gov.mu)

Fax: 213 1956

with a copy to:

- i. the National Authorising Officer for the EDF at [jmownah@mail.gov.mu](mailto:jmownah@mail.gov.mu) , and
- ii. the Head of Delegation, Delegation of the European Union in Mauritius at the following addresses: [Delegation-mauritius@eeas.europa.eu](mailto:Delegation-mauritius@eeas.europa.eu)

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 DCP website <http://dcp.gov.mu> , 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.

### 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 i.e. English.

Applicants should 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:

Postal address

**Programme Coordinator  
Decentralised Cooperation Programme (DCP)  
9<sup>th</sup> Floor E. Anquetil Building  
Port Louis.**

**Programme Coordinator  
DCP Antenna Office  
Citronelle  
Rodrigues.**

Address for hand delivery or by private courier service

**As above**

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 4 copies in A4 size, each bound separately. 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 and the title of the Call for Proposals**, together with the full name and address of the applicant, and the words "Not to be opened before the opening session".

**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 Programme Coordinator DCP at the addresses below, indicating clearly the reference of the Call for Proposals:

E-mail address: [pcu-dcp@mail.gov.mu](mailto:pcu-dcp@mail.gov.mu)

Fax: 213 1956

with a copy to:

- i. the National Authorising Officer for the EDF at [jmownah@mail.gov.mu](mailto:jmownah@mail.gov.mu) , and
- ii. the Head of Delegation, Delegation of the European Union in Mauritius at the following addresses: [Delegation-mauritius@eeas.europa.eu](mailto:Delegation-mauritius@eeas.europa.eu)

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 may be published on the internet at the DCP website <http://dcp.gov.mu>. 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.
- The 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**

<b>1. Relevance of the action</b>		Sub-score	<b>30</b>
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 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	
<b>2. Design of the action</b>		Sub-score	<b>20</b>
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**	
<b>TOTAL SCORE</b>			<b>50</b>

\*\* 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 thrice the available budget for this Call for Proposals, taking into account the indicative financial envelope foreseen.

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

**(2) STEP 2: EVALUATION OF THE FULL APPLICATION**

First, the following will be assessed:

- The submission deadline has been respected. If the deadline has not been respected the application will automatically be rejected.
- The full application form satisfies all the criteria specified in 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
<b>1. Financial and operational capacity</b>	<b>20</b>
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
<b>2. Relevance of the action</b>	<b>30</b>
<i>Score transferred from the Concept Note evaluation</i>	
<b>3. Effectiveness and feasibility of the action</b>	<b>20</b>
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
<b>4. Sustainability of the action</b>	<b>15</b>
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> )	5
<b>5. Budget and cost-effectiveness of the action</b>	<b>15</b>
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
<b>Maximum total score</b>	<b>100</b>

\*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:<sup>2</sup>

1. The statutes or articles of association of the applicant organisation<sup>3</sup> and of each partner organisation<sup>4</sup>. Where the Contracting Authority has recognized the applicant's eligibility for another call for proposals under the same budget line within 2 years before the deadline for receipt of applications, the applicant may submit, instead of its statutes, copy of the document proving the eligibility of the applicant in a former Call (e.g.: copy of the special conditions of a grant contract received during the reference period), unless a change in its legal status has occurred in the meantime.<sup>5</sup>
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)<sup>6</sup>.
3. Other supporting documents required:
  - i. The names and addresses of 3 referees (persons or institutions familiar with the applicant's work).
  - ii. Any other general documents, such as an Annual Report, Mission Statement, Constitution, etc, that will help explain the philosophy and *raison d'être* of the organisation.

The supporting documents requested must be supplied in the form of originals or 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 or Mauritian Creole, a translation into English or French 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 or French, 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 or French.

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<sup>2</sup> No supporting document will be requested for applications for a grant not exceeding EUR 25 000.

<sup>3</sup> Where the applicant and/or (a) partner(s) is a public body created by a law, a copy of the said law must be provided

<sup>4</sup> Where Council of Europe Convention n. 124 on the Recognition of the Legal Personality of International Non-Governmental Organisations is applied please refer to footnote n. 9.

<sup>5</sup> To be inserted only where the eligibility conditions have not changed from one call for proposals to the other.

<sup>6</sup> This obligation does not apply to natural persons who have received a scholarship, nor to public bodies nor to international organisations. It does not apply either when the accounts are in practice the same documents as the external audit report already provided pursuant to Section 2.4.2.

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*
<b>Information meeting</b>	18 <sup>th</sup> April 2012	10.00 a.m.
<b>Deadline for request for any clarifications from the Contracting Authority</b>	5 <sup>th</sup> May 2012	16.00 p.m.
<b>Last date on which clarifications are issued by the Contracting Authority</b>	15 <sup>th</sup> May 2012	16.00 p.m.
<b>Deadline for submission of Concept Notes</b>	25 <sup>th</sup> May 2012	14.00 p.m.
<b>Information to applicants on the opening &amp; administrative checks and concept note evaluation (step 1)</b>	6 <sup>th</sup> July 2012*	-
<b>Invitations for submission of Full Application Form</b>	9 <sup>th</sup> July 2012*	-
<b>Deadline for submission of Full Application Form</b>	24 <sup>th</sup> August 2012*	14.00 p.m.
<b>Information to applicants on the evaluation of the Full Application Form (step 2)</b>	18 <sup>th</sup> October 2012*	-
<b>Notification of award (after the eligibility check) (step 3)</b>	19 <sup>th</sup> October 2012*	-
<b>Contract signature</b>	19 <sup>th</sup> November 2012*	-

\***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 DCP's website at <http://dcp.gov.mu>

## 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). By signing the Application form (Annex A of these Guidelines), the applicant declares accepting, in case where it is awarded a grant, the Contractual conditions as laid down in the standard grant contract.

### 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.



### 3. LIST OF ANNEXES

#### DOCUMENTS TO BE COMPLETED AND SUBMITTED (*available for download from <http://dcp.gov.mu>*)

ANNEX A: GRANT APPLICATION FORM (WORD FORMAT)

ANNEX B: BUDGET (EXCEL FORMAT)

ANNEX C: LOGICAL FRAMEWORK (EXCEL FORMAT)

ANNEXES D, E AND F : not applicable

#### DOCUMENTS FOR INFORMATION (*available from <http://dcp.gov.mu>*)

ANNEX G: STANDARD GRANT CONTRACT

- ANNEX I: DESCRIPTION OF THE ACTION (*to be drawn from application form*)
- ANNEX II: GENERAL CONDITIONS APPLICABLE TO EUROPEAN UNION-FINANCED GRANT CONTRACTS FOR EXTERNAL ACTIONS
- ANNEX III: BUDGET FOR THE ACTION (*to be drawn from application form*)
- ANNEX IV: CONTRACT AWARD PROCEDURES
- ANNEX V: STANDARD REQUEST FOR PAYMENT
- ANNEX VI: MODEL NARRATIVE AND FINANCIAL REPORT
- ANNEX VII: 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](http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm)

PROJECT CYCLE MANAGEMENT GUIDELINES

[http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101\\_en.htm](http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101_en.htm)