

Information Session
on
Call for Proposals (CfP) on Peace-building Partnership
(PbP) published under Instrument for Stability (IfS)

Peace-building Partnership (PbP– 2013)

CfP Reference: 135-598

Delegation of the European Union to Nepal
Lainchaur, Kathmandu

Disclaimer:

Please note that the guidelines (including annexes) are the sole legally binding document for this Call for Proposals. The purpose of this presentation is to provide informal clarification related to the Call for Proposal guidelines - it can by no means supersede the provisions of the guidelines.



Information Session PbP 2013 (IfS) CfP 135-598

- Section 1 Technical Part
- Section 2 Financial and Contractual Part

Section 1- Technical Part

1.1 PbP (IfS) in General

- IfS - an instrument to complement the EU-cooperation
- IfS instrument with an added value
- IfS for supporting local civil society
- Project approach for funding

1.2 PbP (IfS) Call 2013

- Restricted call for proposals: call reference 135-598
- Call for Nepal specific allocations available in 2013
- Deadline for submission of concept note : 22 April 2014 at 16h00 at the Delegation of the European Union to Nepal

1.3 Programme Objective and Activities

Thematic Priorities ; only ONE between

- Women Peace and Security (WPS)
- Youth and Employment (Y&E)

Activities

WPS : To promote gender consideration at decision making levels and within civil society

Y&E: To support employment driven actions, professional initiatives and youth civic engagement

1.4 Desirable Characteristics of a proposal

For each thematic priority :

- To innovate by promoting original activities and address issues that have not yet been tackled
- To conclude a clear and realistic exist strategy towards long term sustainability
- To be consistent with the EU Instrument for Stability, with the EU communication strategy
- Not to contradict ongoing initiatives in Nepal, notably on UNSCR 1325 and 1820 (consult MoPR/NPTF Mapping of NAP)
- To fully fit with one only of the above thematic priorities of the present CfP

1.5 Eligibility criteria & other requirements

As per guidelines :

- Number, priority
- Grant size and percentage
- Eligible applicants; co-applicants, Affiliated applicants; associates; sub-grantee
- Eligible actions: duration and location; potential action and activities; sub-granting
- Eligibility of Costs (Covered in the part 2 presentation – Financial and contractual)

1.6 Concept Note & Results

1.6.1 Submission Procedure/Contents/Other Compliances

- Registration formalities: PADOR mandatory for Applicant, strongly recommended for the others
- Contents of the Concept Note
- Deadlines, references and other formalities of the submission
- Checklist and Declaration
- Outer envelope and supporting documents

1.6.2 Logframe tips

- A summary of the project objectives + key expected results (**KISS - Keep it short and simple**)
- **The direction of your project** (*not what you want to do, WHAT you want to achieve,*
- **three** expected results, **maximum**
- one or two SMART performance indicators per result, **maximum** (*Specific, Measurable, Achievable, Relevant, Time phased*)
- **Risks and assumptions** : the achievement of aims depends on whether or not assumptions hold true **and** the risks do not materialize.
- The whole matrix on one page **only**

Section 2 Financial and Contractual Part

EuropeAid

EU-Nepal

Part A: Guidelines and Procedure

- I Financial Allocation and Co-financing Thresholds
- II Eligibility Rules
- III Concept Note and Full Application

Part B: Budget Preparation

- I Important points
- II Budget headings 1-6

2. A.I Financial Allocation and Co-financing Thresholds

EuropeAid

EU-Nepal

- Overall indicative amount: € 485,000

Delegation of the European Union to Nepal
Lainchaur, Kathmandu



2. A.I Financial Allocation and Co-financing Thresholds

EuropeAid

EU-Nepal

Size of Grants

maximum amount: EUR 485,000

minimum amount: EUR 450,000

Delegation of the European Union to Nepal
Lainchaur, Kathmandu



2.A.I Financial Allocation and Co-financing Thresholds

EuropeAid

EU-Nepal

Co-financing percentage

Maximum percentage : EU contribution can be up to 80 % maximum of the total estimated eligible costs for all eligible applicants (*see also Section 2.1.1*).

Delegation of the European Union to Nepal
Lainchaur, Kathmandu



2.A.II Eligibility Rules

3 sets of eligibility criteria applying to

- Applicant, co-applicant (s) and affiliated entities
- Actions (covered by the technical part of the presentation)
- Types of costs that are eligible

2.A.II Eligibility Rules

Applicant and co-applicant (s)

Applicant

- be legal persons **and**
- be non-profit-making **and**
- be non-state actors, as defined under art. 10.2 of the IfS Regulation. These include: non-governmental organisations, organisations representing indigenous people, local citizens' groups and traders' associations, cooperatives, trade unions, organisations representing economic and social interests, local organisations (including networks) involved in decentralised regional cooperation and integration, consumer organisations, women's and youth organisations, teaching, cultural, research and scientific organisations, universities, churches and religious associations and communities, the media and any non-governmental associations, and private and public foundations likely to contribute to the development or the external dimension of internal policies; **and**

Delegation of the European Union to Nepal
Lainchaur, Kathmandu



2.A.II Eligibility Rules

Applicant ...cont'd.

- be established in a Member State of the European Union or in any country that is a beneficiary of the Instrument for Pre-Accession Assistance (4) or in any non-EU Member State of the European Economic Area or in any other third country or territory in cases where reciprocal access to external assistance has been established or in Nepal with a valid registration and affiliated to the Social Welfare Council for the last five years at the time of the submission of an application and

In the case of measures taken in any third country considered a Least Developed Country according to the criteria laid down by the OECD, participation in the award of procurement or grant contracts shall be open on a global basis.

- act with local co-applicant(s) for non-Nepalese applicant; Nepalese applicants may act individually or with co-applicant(s) **and**

Delegation of the European Union to Nepal
Lainchaur, Kathmandu



2.A.II Eligibility Rules

EuropeAid

EU-Nepal

Applicant and co-applicant (s)

- be directly responsible for the preparation and management of the action with the co-applicant(s) and affiliated entity(ies), not acting as an intermediary and
- having successfully carried out activities in the field covered by this program at least during the last two years at the time of the submission of an application and be able to demonstrate it.

Also, applicants must not be in a situation listed in Section 2.3.3 of PRAG (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'), the applicant must declare that the applicant himself, the co-applicant (s) and affiliated entity (ies) are not in any of these situations.

2.A.II Eligibility Rules

Applicant and co-applicant (s)

co-applicant (s)

- Participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the applicant.
- Must satisfy the eligibility criteria as applicable to the applicant himself.
- Must sign the mandate in part B section 4 of the grant application form

If awarded the Grant contract, the co-applicant(s)(if any) will become beneficiaries in the Action (together with the Coordinator)

2.A.II Eligibility Rules

Affiliated Entities

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

- entities together forming one entity, including where it is specifically established for the purpose of implementing the action. In this case, the resulting entity may apply as an applicant or as co-applicant whereas the other entities simply as its affiliated entity(ies); or
- entities having a link with the applicants, notably a legal or capital link, which is neither limited to the action nor established for the sole purpose of its implementation on the condition that they satisfy the eligibility and non-exclusion criteria of an applicant.
- if the applicant(s) is/are awarded a contract, their affiliated entity(ies) will not become Beneficiary(ies) of the Action and signatory(ies) of the Contract.

2.A.II Eligibility Rules

EuropeAid

EU-Nepal

Associates and Contractors

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

Associates

Play a role in action but do not receive any funding from the grant with the exception of per diem and travel costs.

Contractors

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

2.A.II Eligibility Rules

EuropeAid

EU-Nepal

Financial support to third parties (sub-grant)

- The grant beneficiaries may award financial support to third parties to help achieving the objectives of the action, provided they propose it in their application.
- Under this Call, financial support to third parties may **NOT** be the main purpose of the action.
- Maximum amount of a sub-grant is € 60,000 per third party
- No maximum number of sub-grantees (*subject to compliance to above points*)
- Eligible activities : those of the proposed action
- List of things to define in Part B Section 2.1.1 of Grant application form accordingly

Delegation of the European Union to Nepal
Lainchaur, Kathmandu



A.II Eligibility Rules

Eligibility of cost

Budget is both – cost estimate and ceiling for eligible costs.

Eligible costs may be based on any or a combination of the following forms:

1) actual costs incurred by the Coordinator, the Beneficiary(ies) and affiliated entity(ies):

- real costs based on supporting documents.

2) simplified cost options :

- unit costs: covering all or certain specific categories of eligible costs which are clearly identified in advance by reference to an amount per unit.

2.A.II Eligibility Rules

Eligibility of cost

-lump sums: covering in global terms all or certain specific categories of eligible costs which are clearly identified in advance.

-flat-rate financing: covering specific categories of eligible costs which are clearly identified in advance by applying a percentage fixed ex ante.

The methods used to determine the amounts or rates of unit costs, lump sums or flat-rates must comply with the criteria established in Annex K; available at <http://ec.europa.eu/europeaid/prag/annexes> and <https://webgate.ec.europa.eu/europeaid/online-services/index>

2.A.II Eligibility Rules

EuropeAid

Eligibility of cost

EU-Nepal

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

Checking process takes place before signing a contract => arithmetical errors, inaccuracies or unrealistic costs may lead to a change of the amount of the grant.

Budget shall be fully detailed (*items description, units, quantity, unit cost, total cost*), comprehensive, realistic and cost-effective

2.A.II Eligibility Rules

EuropeAid

EU-Nepal

Eligible direct costs (Art. 14 of GC)

- incurred during the implementation period
- must be indicated in the overall budget of the Action;
- must be indispensable for the implementation of the Action;
- identifiable and verifiable, being recorded in the accounting of the Beneficiary.
- must be reasonable, justified and comply with the requirements of sound financial management in particular regarding economy and efficiency (*value for money*)
- **Taxes, including VAT, will only be eligible when Beneficiary can show, it cannot reclaim them** (*to be included in the budget under each heading*).

2.A.II Eligibility Rules

Contingency reserve

- Max. 5% of the estimated direct eligible costs
- Use of contingencies subject to prior written authorisation

Eligible indirect costs (administrative costs)

- Max. 7% of estimated total eligible direct costs
- Only eligible provided they do not include costs assigned to another heading (non-profit rule!)
- Applicant may be asked to justify the requested percentage before contracting
- Once the flat-rate has been fixed in special conditions of the contract no supporting documents need to be provided

2.A.II Eligibility Rules

In kind contributions

- As contributions in kind do not involve any expenditure for a Beneficiary(ies) or affiliated entity(ies), they are **NOT** eligible costs.
- Contributions in kind will **NOT** be treated as co-financing.
- If the description of the Action includes contributions in kind, those contributions have to be actually made.

2.A.II Eligibility Rules

EuropeAid

EU-Nepal

Ineligible costs

- debts and debt service charges (interest);
- provisions for losses or potential future liabilities;
- costs declared by the Beneficiary and covered by another action or work programme receiving a European Union (including through EDF) grant
- purchases of land or buildings, except where necessary for the direct implementation of the Action, in which case ownership must be transferred to the final beneficiaries and/or local partners, at the latest at the end of the action;
- currency exchange losses;
- credits to third parties

2.B.I Budget Preparation – Important points

EuropeAid

EU-Nepal

- Respect format
 - Complete all 3 worksheets (Budget, Justification, Sources of funding)
 - Express in EUROS
 - Clearly specify ALL categories (*items description, units, quantity, unit cost, total cost*)
 - For actions of more than 12 months: All Years and Year 1 column to be completed
 - All Years and Year 1 unit rates should be the same
 - Total of worksheet 1 (Budget) = Total of worksheet 3 (Sources of funding)
 - Budget the Action as a whole (**Total** costs of the Action, this is *NOT ONLY* the contribution requested from the EC)
 - Cross-check arithmetic
- => Read carefully all instructions in Guidelines and Application form

Delegation of the European Union to Nepal
Lainchaur, Kathmandu



2.B.II Budget Preparation – Heading 1-6

1. Human Resources (incl. per diem)

2. Travel
3. Equipment and supplies
4. Local Office Costs
5. Other costs, services
6. Others

2.B.II Budget Preparation – Heading 1-6

EuropeAid

EU-Nepal

1. Human Resources:

Staff costs

- Only Coordinator ,Beneficiary (ies) and affiliated entity (ies) staff cost.
- Indicate only costs normally borne by the coordinator, beneficiary (ies) and affiliated entity(ies) – compliance with market rates.
- If part time involvement reflect part time in number of units, not unit rate; indicate % in the description line

Per diem

- Indicate country in the description line
- Per diem always for overnight stay
- Respect per diem scales as published on the website of the EU(http://ec.europa.eu/europeaid/work/procedures/implementation/per_diems/index_en.htm)

2.B.II Budget Preparation – Heading 1-6

EuropeAid

2. Travel

- Indicate place of departure and destination in description, if not yet available enter a global amount.
- Local travel refers to transport between cities within Nepal

EU-Nepal

3. Equipment and supplies

- Purchase or rental
- Respect procurement rules (Annex IV of standard grant contract)

2.B.II Budget Preparation – Heading 1-6

EuropeAid

4. Local Office costs

- Vehicle costs, Office rent, Consumables, other supplies, Other services

EU-Nepal

Reminder: Be careful not to include indirect costs here, otherwise reduce maximum of 7% of indirect costs

5. Other costs, services

- Specify : lump sums will NOT be accepted (*except for simplified cost option*)
- Indicate Expenditure verification according to contract provisions
- Subcontracting (e.g. publications, consultancy services)

Also comply with procurement rules (Annex IV of standard grant contract)

2.B.II Budget Preparation – Heading 1-6

EuropeAid

6. Other

EU-Nepal

- Standard grant contract budget is item-based (*not activity-based budget*)
- Only refers to costs that cannot be categorised under any of the previous headings 1-5

1.6.2 Concept Note and Full Application

Concept note – Pay attention to

- Deadline for submission is **22 April 2014** as evidenced by the date of dispatch for mail/express courier delivery
- In case of **hand deliveries**: at the latest, **22 April 2014, 16:00 hours Nepal time** as evidenced by the signed and dated with time of receipt by EU Delegation staff
- Any concept note delivered after the deadline, fax, e-mail will automatically be rejected

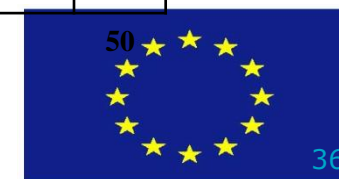
1.6.3 Concept Note and Full Application

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 <i>and the other additional elements indicated under 1.2. of these Guidelines?</i>	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

Delegation of the European Union to Nepal
Lainchaur, Kathmandu



EUROPEAN UNION

1.6.4 Concept Note and Full Application

- Only Concept notes with a final score of more than 30 points will be considered in the further evaluation process
- Each evaluation step consists of the opening and administrative check and the evaluation as such
- Results of each evaluation step will be communicated to the Beneficiary once the evaluation report is approved and signed by the Authorising officer

1.6.5 Concept Note and Full Application

Full Application – Pay attention to

- Reminder: amount of requested EU contribution in the full application may **NOT** vary from initial proposal of more than **20%, however**, co-financing can be adapted within minimum and maximum amount and percentages of co-financing
 - Any error related to the points listed the checklist or any major inconsistencies may lead to rejection of the application.
 - Strictly respect the deadline (*same rule as for Concept Note ; date and time will be confirmed in due time*)
- => Read carefully all instructions in Guidelines and Application form

Final Remarks

EuropeAid

- **Prior registration in PADOR for this Call for Proposals obligatory.**

Phase 1, concept note: Registration in PADOR is **obligatory** for applicants for grants above € 60 000.

EU-Nepal

Registration is optional but recommended for:

- applicants for grants of € 60 000 or less;
- their affiliated entity(ies).

Phase 2, full proposal: Registration in PADOR is **obligatory** for all pre-selected applicants and all their affiliated entity(ies)

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

Delegation of the European Union to Nepal
Lainchaur, Kathmandu



Final Remarks

EuropeAid

- **Questions to be submitted by e-mail**, deadline 21 days before the deadline of CN submission => 01/04/2014

Marijo.PETER-ZEEBERGH@eeas.europa.eu

with copy to

David.DUMONT@eeas.europa.eu

EU-Nepal

- **Replies** will be given by 11/04/2014
- To ensure equal treatment of applicants, the EU cannot give a prior opinion on the eligibility of an applicant, a co-applicant , an action or specific activities.
- **Questions and answers will be published on :**
<https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> ,
- **Search for Call for Proposals reference** 135598
- NO individual replies will be given
- Regularly consult the Delegation's and EuropeAid's websites

Delegation of the European Union to Nepal
Lainchaur, Kathmandu



EUROPEAN UNION