This is the presentation done at the information session on 27 January 2016 in Pretoria. Only the information provided in the Call for proposals guidelines and the annexes documents constitute the sole authentic information.





Civil Society and local authorities thematic programme South Africa-CSO call for proposals

Civil Society Organisations' contribution to governance and inclusive development in South Africa Call: <u>150756</u>

Information Session

27 January 2016

CIVIL SOCIETY ORGANISATIONS (CSOS) AND LOCAL AUTHORITIES (LAS) 2014-2020

Objective?

The main objective of the programme is to strengthen civil society organisations and local authorities in EU partner countries as a precondition for a more equitable, open and democratic society through support to their own initiatives.

Under this Programme, CSOs will be supported as:

- a. actors in governance and accountability,
- b. partners in promoting social development
- c. stakeholders in promoting inclusive and sustainable growth

CALL FOR PROPOSALS:

CIVIL SOCIETY ORGANISATIONS' CONTRIBUTION TO GOVERNANCE AND INCLUSIVE DEVELOPMENT IN SOUTH AFRICA

- Consultations took place in WC, EC, KZN in 2015 to identify priority areas and key principles for the call to achieve the greatest possible impact
- Restricted call: Concept note then full proposal application
- Launched 04 December 2015, deadline for concept note: 23
 February (3pm Brussels Time)
- Global Objective:
 - The global objective of this call for proposals is to strengthen the capacity of CSOs and networks offering young people opportunities to actively participate in governance, social development, sustainable and inclusive growth

SOME TERMINOLOGY

- Lead Applicant: the entity submitting the application form
- Co-Applicant: entity which participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the lead applicant.

- Affiliates: entity having a structural link with the applicants (i.e. the lead applicant or a co-applicant), in particular a legal or capital link.
- **Associates**: other entity involved in the action but may not receive funding from the grant, except per diem or travel costs.
- **Contractors:** Contractors are subject to the procurement rules set out in Annex IV.
- Grantee/Grant Beneficiary: An entity signing a grant contract
- Contracting Authority: Delegation of the European Union to the Republic of South Africa
- Action: Activities to be funded

SPECIFIC OBJECTIVE 1

1.Strengthening the enabling environment for youth organizations and youth development in South Africa:

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a) Quality of support systems for youth activities and the capabilities of civil society organisations in youth development and youth work are improved.

b) Youth organisations structuring and joint actions through informal or formal networks, coalitions, exchanges are taking place.

c) Documentations, impact researches, evidence based analysis of good practices, sharing and dissemination of knowledge are developed

SPECIFIC OBJECTIVE 2

2. Increasing Youth participation in governance, accountability and public policy processes cycles:

a) Mobilization and engagements of young people on issues affecting their lives, such as healthy lifestyles, substance abuse, crime and violence, sexuality and environment are enhanced.

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b) Opportunities for young people to learn their rights and responsibilities and to promote their civic engagement in their community are created.

c) The voice and the agency of young people to promote their social, political, economic and environmental participation in society are strengthened.

SPECIFIC OBJECTIVE 3

Promoting young people's participation and contribution towards a more inclusive and sustainable growth:

a) Chances of success of young people in post-school education (i.e. Technical and Vocational Training Colleges, tertiary education) or in the labour market are enhanced through innovative initiatives such as mentorship, apprenticeship, internships, employment support services, career guidance, information and education programmes. **EuropeAic**

b) Employability of young people with fewer opportunities is enhanced through actions promoting leadership, life skills and personal development, creativity, sense of initiative and entrepreneurship.

c) Informal and formal sustainable livelihoods initiatives by young people are supported, including initiatives in the creative and cultural sectors.

MAIN PRINCIPLES:

- 1. Target group : **15-25**, focus on disadvantaged youth, young women and youth living in peri-urban and in rural areas. Attention to gender.
- 2. Participation and involvement of young people!
- 3. Use of arts, culture, ICT and sport to enhance social cohesion and participation is encouraged.
- 4. Partnerships between CSOs and with government institutions.
- 5. Financial support to third parties is encouraged and **it is compulsory for any grant request above €600 000**.
- 6. Test and pilot targeted initiatives with a potential for replication. Importance of monitoring, evaluation or impact assessments.
- 7. Capacity building activities and/or staff development activities for the applicants and its co-applicants.

OBJECTIVES, PRIORITIES AND PRINCIPLES WILL BE CONSIDERED IN THE EVALUATION PROCESS

These principles should also be reflected in your budget

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Full Proposals should include in the budget provisions:

- Monitoring & Evaluation
- Expenditure Verification
- Communication and Visibility
- Costs related to internal capacity building: up to 6% of its direct eligible costs and a <u>capacity plan</u>
- Cost related to consultations in Gauteng: transport and perdiem for bi-annual meetings (twice a year) in Johannesburg/Pretoria to report on activities and to network with other EU-funded beneficiaries(Maximum 2 persons per entity)

CIVIL SOCIETY ORGANISATIONS' CONTRIBUTION TO GOVERNANCE AND INCLUSIVE DEVELOPMENT IN SOUTH AFRICA

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Overall Financial Allocation? Max **EUR 3 Million**

How? Grant funding

- Minimum amount per grant: EUR 300,000
- Maximum amount per grant: EUR 700,000

For grants above \in 600,000, at least 10% of the grant will represent financial support to third parties

Co-financing?

- Grants must always be co-financed by the beneficiary and/or partners.
- The maximum EU co-financing
 - South Africa CSO: Max 90% of the total eligible costs;
 - EU or other country CSO: Max 75% of the total eligible costs;
- The minimum EU co-financing 50%

SOME TERMINOLOGY

- Financial support to third parties
- Max per entity : EUR 60 000.
- Must be defined in the Full Application Form:
 - the objectives and results
 - types of activities eligible
 - the types of persons or categories of persons which may receive financial support

- the criteria for selecting these entities
- the criteria for determining the exact amount
- the maximum amount which may be given.

CIVIL SOCIETY ORGANISATIONS' CONTRIBUTION TO GOVERNANCE AND INCLUSIVE DEVELOPMENT IN SOUTH AFRICA

- EuropeAid
- Lot 1: Free State, Limpopo, Mpumalanga, Northern-Cape, North-West provinces

This lot will give priority to Actions which **involve and benefit local communities** from the following provinces: Free State, Limpopo, Mpumalanga, Northern-Cape, North-West, and for which **most of the operational activities** take place in one or more of these provinces.

- Maximum EUR 1.000.000
- Lot 2: Eastern Cape, Gauteng, Kwa Zulu Natal, Western Cape Provinces and national level

This lot will give priority to Actions which **involve and benefit local communities** from the following provinces: Eastern Cape, Gauteng, KwaZulu Natal, Western Cape, and for which **most of the operational activities** take place in one or more of these provinces.

• Maximum EUR 2.000.000

Civil Society Organisations' contribution to governance and inclusive development in South Africa

Duration:

24 months ≤ action ≤ 36 months

Location:

• Actions must take place in **South Africa**

Type of Activities:

 Advocacy /and or awareness raising, arts and cultural activities, sport activities, use of ICT and media, formal and non-formal activities, capacity building, exchanges and networking's, training and educational activities, lobbying, monitoring, skills development, policy monitoring, studies/participatory research, use of media and creative activities...

WHO MAY APPLY ? ELIGIBILITY

In order to be eligible for a grant, the lead applicant **must**:

- be a legal person and
- be non-profit-making **and**
- be specific types of organisations such as: non-governmental organisations, organisations representing indigenous peoples, community – based organisations, advocacy organisations, organisations representing national and/or ethnic minorities, diaspora organisations, migrants' organisations in partner countries, local traders' associations and citizens' groups, cooperatives, employers' associations and trade unions (social partners), organisations representing economic and social interests, organisations fighting corruption and fraud and promoting good governance, civil rights organisations and organisations combating discrimination, local organisations (including networks) involved in decentralised regional cooperation and integration, consumer organisations, women's and youth organisations environmental, teaching, cultural, research and scientific organisations, universities, education institutions, churches and religious associations and communities, the media and any non-governmental associations and independent foundations, including independent political foundations.

WHO MAY APPLY ? ELIGIBILITY

and

- be established in South Africa or in a Member State of the European Union or other eligible countries as per the relevant provisions of the DCI regulation and
- 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**

- be able to demonstrate to have regularly carried out activities in the field covered by this Call for Proposal.
- International Organisation, public sector operator and local authority cannot be the applicant but can be co-applicant.

CO-APPLICANTS

- Co-applicants are mandatory as follows:
 - If the lead applicant is a CSO established in a EU MS and other eligible countries (except South Africa), a minimum of two South African co-applicants are required (i.e. the applicant and two South African co-applicants).
 - If the lead applicant is a CSO established in South Africa, a minimum of one South African co-applicant is required (i.e. the applicant and one South African co-applicant).
- Co-applicants participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the lead applicant himself.
- Co-applicants must satisfy the eligibility criteria as applicable to the lead applicant.



NUMBER OF APPLICATIONS AND GRANTS PER APPLICANT

 The lead applicant may not submit more than one application per lot under this Call for proposals.

- The lead applicant may not be awarded more than one grant per lot under this Call for proposals.
- The lead applicant may be a co-applicant or an affiliated entity in another application of the same lot or of a different lot at the same time.
- A co-applicant/affiliated entity may not submit more than two applications per lot under this call for proposals.
- A co-applicant/affiliated entity may not be awarded more than two grants per lot under this call for proposals.

CONCEPT NOTE

CONCEPT NOTE

 You first need to complete the Concept Note application form which includes:

1.1 Description of the action

Please provide all the following information: (max 1 page)

- > Give the background to the preparation of the action.
- Explain the objectives of the action
- Describe the key stakeholder groups, their attitudes towards the action and any consultations held.
- Briefly outline the type of activities proposed and specify related outputs and results, including a description of linkages/relationships between activity clusters.
- Outline the broad timeframe of the action and describe any specific factor taken into account.

1.2. Relevance of the action (max 3 pages)

1.2.1. Relevance to the objectives//specific priorities of the call for proposals

Please provide all the following information:

- Describe the relevance of the action to the objective(s) and priority(ies) of the call for proposals.
- Describe the relevance of the action to any specific subthemes/sectors/areas and any other specific requirements stated in the guidelines for applicants, e.g. local ownership etc.
- Describe which of the expected results referred to in the guidelines for applicants will be addressed.

1.2.2. Relevance to the particular needs and constraints of the country.

Please provide all the following information:

- State clearly the specific pre-project situation in the target country and/or sectors (include quantified data analysis where possible).
- Provide a detailed analysis of the problems to be addressed by the action and how they are interrelated at all levels.
- Refer to any significant plans undertaken at national, regional and/or local level relevant to the action and describe how the action will relate to such plans.
- Where the action is the continuation of a previous action, clearly indicate how it is intended to build on the activities/results of this previous action; refer to the main conclusions and recommendations of any evaluations carried out.
- Where the action is part of a larger programme, clearly explain how it fits or is coordinated with that programme or any other planned project. Specify the potential synergies with other initiatives, in particular by the European Commission.

1.2.3. Describe and define the target groups and final beneficiaries, their needs and constraints, and state how the action will address these needs

Please provide all the following information:

- Give a description of each of the target groups and final beneficiaries (quantified where possible), including selection criteria.
- Identify the needs and constraints of each of the target groups and final beneficiaries.
- Demonstrate the relevance of the proposal to the needs and constraints of the target groups and final beneficiaries
- Explain any participatory process ensuring participation by the target groups and final beneficiaries.

1.2.4. Particular added-value elements

Indicate any specific added-value elements, e.g. the promotion or consolidation of public-private partnerships, innovation and best practice, or other cross-cutting issues such as environmental issues, promotion of gender equality and equal opportunities, the needs of disabled people, the rights of minorities and the rights of indigenous peoples.

1.3. Lead applicant, (co-applicants and affiliated entities, if any)

Table to fill in with information (contact details...)

1.4. Project details:

- Title of the Action
- > Lot
- Location
- Duration
- Requested EU contribution (Note that the amount can vary up to 20% between concept note and full application)
- Requested EU contribution as a percentage of the total eligible costs of the action (indicative



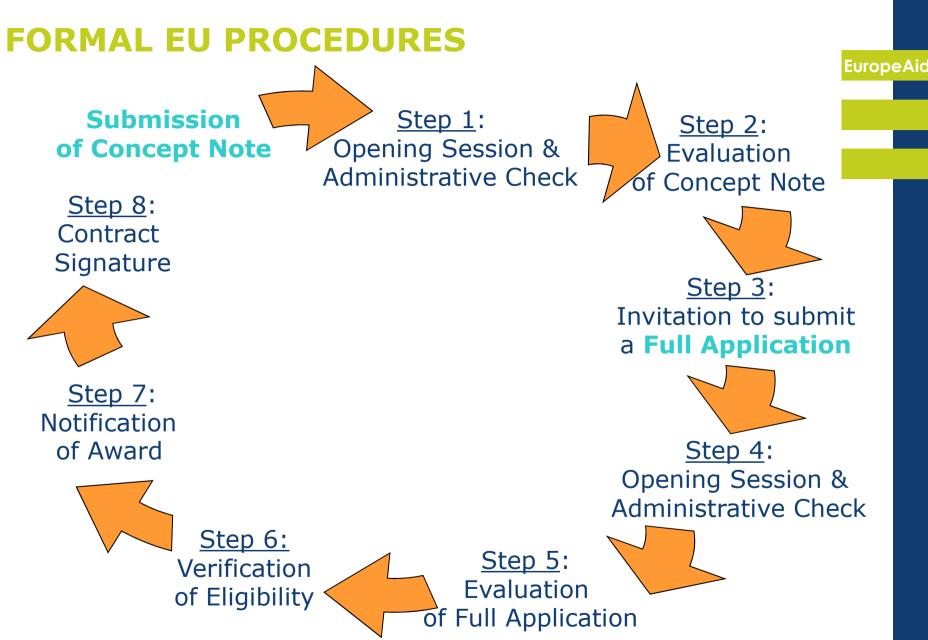
Don't forget before submitting your concept note:

- does not exceed 5 pages (A4 size) of Arial 10 characters with 2 cm margins, single line spacing.
- In the order of the order of the evaluation process.
 In the evaluation process.
- Do not provide documents such as business plan instead of the Concept note Application Form.
- > provides all the information requested under the headings.
- Ensure that you have some co-financing. (In-kind co-financing is not eligible)
- Ensure that the amount requested is between the % allowed for the call.
- Ensure that the duration of the Action is within the duration allowed.

EVALUATION

PRINCIPLES

- Equal Treatment > award process must be impartial
- Non-Retroactivity > EC will only cover costs for activities after signature of contract
- Co-Financing > EC does not finance the entire operation, only up to 75%/ 90% of eligible costs
- Non-Profit > non-commercial: actions may not have the purpose of generating profit



STEP 1: OPENING SESSION & ADMINISTRATIVE CHECK of <u>CONCEPT NOTE</u>

The following will be assessed:

- Submission before deadline <u>23 February 2016</u>
- Concept note Application Form satisfies all the criteria specified in Checklist.
- In case of missing/incorrect information or late submission: application may be rejected!

Before sending your concept note check that each of the criteria below have been met in full:	Yes	No	N/A	Europe
The correct grant application form has been used.				
The Instructions for the concept note have been followed.				
The proposal is typed and is written in an eligible language for this call. (Where more an one language is allowed, the proposal is drafted in the language most commonly used the target population in the country in which the action takes place.)				
An electronic version of the concept note (CD-ROM) is enclosed (Please write 'Not oplicable' (N/A) if you are applying via PROSPECT).				
One original and the number of copy(ies) foreseen in section 2.2 of the guidelines are cluded (Please write 'Not applicable' (N/A) if you are applying via PROSPECT)				
The Declaration by the applicant has been filled in and has been signed.				
The action will be implemented in an eligible country(ies).				
The action will be implemented in the minimum number of countries required (If a inimum number of countries is not mandatory: Please write 'Not applicable' (N/A))				
The duration of the action is equal to or higher than the minimum allowed in section 1.4 of the guidelines.				
). The duration of the action is equal to or lower than the maximum allowed in section 1.4 of the guidelines.				
1. The requested EU contribution (amount) is equal to or higher than the minimum lowed in section 1.3 of the guidelines.				
2. The requested EU contribution (amount) is equal to or lower than the maximum lowed in section 1.3 of the guidelines.				30

STEP 2: EVALUATION OF CONCEPT NOTES

- Evaluation of Concept Notes by relevance and design of the action.
- Concept Notes overall score out of 50 points
 Only Concept Notes ≥ 30 points will be considered for pre-selection.
- List of selected Concept Notes will be reduced to the number corresponding to two and a half times the available budget for this Call for Proposals.
- An information letter on the outcome of the concept note phase will be sent to the Applicants via **PROSPECT**

Evaluation Grid

Section	
1. Relevance of the action	30
1.1. How relevant is the proposal to the objectives and priorities of the Call for Proposals?*	5x2**
1.2. How relevant to the particular needs and constraints of the target country(ies) or region(s) is the proposal (including synergy with other EU initiatives and avoidance of duplication)?*	5x2**
1.3. How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs been clearly defined and does the proposal address them appropriately?*	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 [and the other additional elements indicated under 1.2. of these guidelines]?*	5

2. Design of the action	20	EuropeAid
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 /50

STEP 3 & 4: INVITATION TO SUBMIT A FULL PROPOSAL AND ADMISTRATIVE CHECK

- An information letter on the outcome of the concept note phase will be sent to the Applicants via **PROSPECT**
- Full Application Form satisfies all the criteria specified in Checklist.
- In case of missing/incorrect information or late submission: application may be rejected!

STEP 5: EVALUATION OF FULL APPLICATION

- Evaluation of:
 - **quality of application**
 - proposed budget
 - □ capacity of the applicant and its partners
- Two types of evaluation criteria: selection and award

SELECTION CRITERIA

- Applicants' financial and operational capacity:
 - Applicant has stable and sufficient sources of finance to maintain their activity throughout the period of action
 - management capacity,
 - professional competencies
 - qualifications required
 - ... to successfully complete the proposed action.
- this also applies to any co-applicant(s)

AWARD CRITERIA

- Be clear that the quality of the application submitted responds to the set objectives and priorities of the call:
 - relevance of the action
 - consistency with the objectives of the Call for Proposals
 - quality
 - expected impact/sustainability
 - cost-effectiveness

FULL APPLICATIONS - SCORING

MAX TOTAL SCORE: 100

- 1. Financial and operational capacity: 20
 - If the score is less than 12 points, the application will be rejected. (selection criteria)
- 2. Relevance of the action: 30
- 3. Effectiveness and feasibility of the action: 20
- 4. Sustainability of the action: 15
- 5. Budget and cost-effectiveness of the action: 15

PROVISIONAL SELECTION

- Table listing the applications ranked according to score and within the financial envelope.
- Reserve list: if for any reason an application has to be rejected or is withdrawn, it will be replaced by the next best-placed application from the reserve list
- An information letter on the outcome of full application evaluation phase will be sent to the Applicants via PROSPECT

STEP 6: VERIFICATION OF ELIGIBILITY

- Both lead applicant and co-applicant.
- According to the required supporting documents as per the Guidelines, <u>all documents should be uploaded in PADOR.</u>

FULL APPLICATION FORM

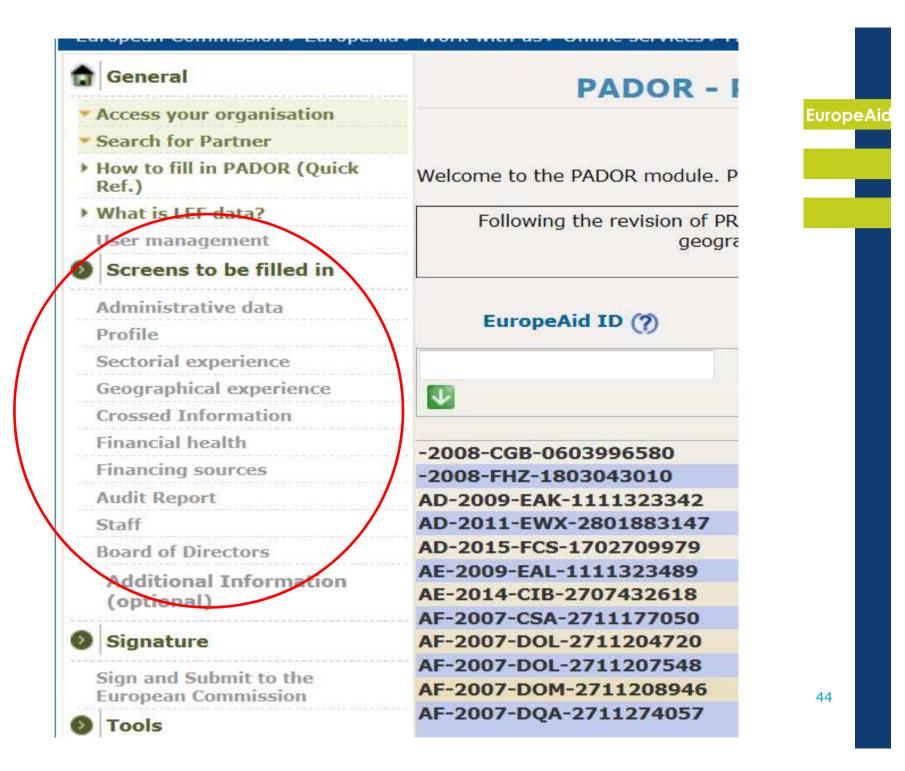
- Description of the Action (max 13 pages)
- Methodology (max 5 pages)
- Indicative action plan for implementing the action (max 4 pages)
- Sustainability of the action (max 3 pages)
- Logical Framework
- Budget in EUROS, amount requested from the Contracting Authority and other expected sources of funding
- Experiences

How to apply?

HOW TO APPLY?

- Prior registration in PADOR (Potential Applicant Data Online Registration) for lead applicants and co-applicants partners for this Call for Proposal is compulsory: http://ec.europa.eu/europeaid/work/onlineservices/pador/index en.htm
- Please read the "Quick guide" available on the website prior to registration.
- If it is impossible to register complete the 'PADOR off-line form attached the guidelines.
- Helpdesk for questions related to the functioning of PADOR: <u>Europeaid-ON-LINE-REGISTRATION-HD@ec.europa.eu</u>

Do NOT contact the EU Delegation for PADOR related questions!



PROSPECT: Submit your proposals online!

- PROSPECT is an electronic system developed for the management of calls for proposals in the field of external action.
- PROSPECT allows applicants to submit their proposals online, follow up the status of their application in real time, and receive the evaluation results instantly online!
- You will also receive an automatic notification of receipt of your application and in case a new document (Clarifications, Corrigendum, etc.) is published for your call.
- Read the user guide!



Commission

DEVELOPMENT AND COOPERATION - EUROPEAID

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Calls for proposals & Procurement notices

Civil Society Organisations' contribution to governance and inclusive development in South Africa

Apply

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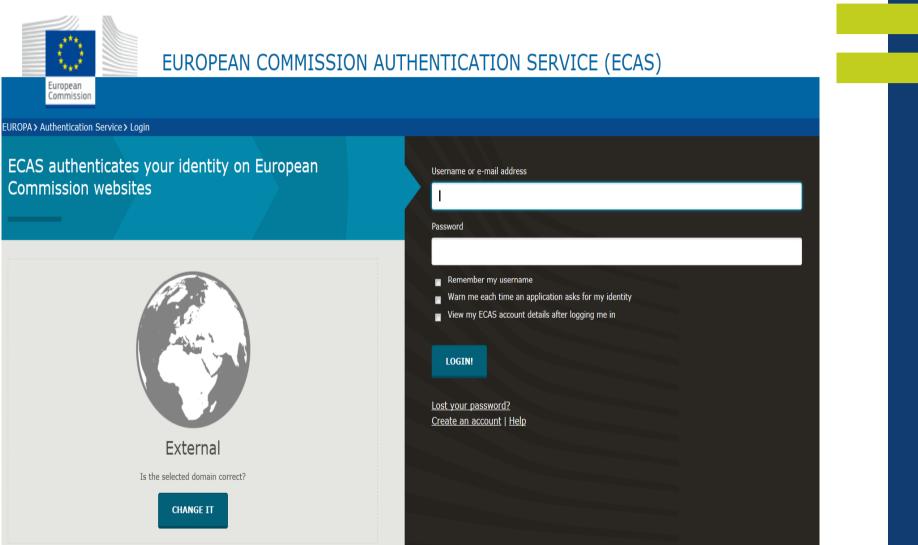
Reference (?) EuropeAid/150756/DD/ACT/ZA

Published 4/12/2015	Updated 23/12/2015
Status Open » 23/02/2016	Type Action Grants
Programme Non-State Actors and Local Authorities	Geographical Zone (?) South Africa
Budget 3,000,000 (EUR)	

Documents

English:	CORRIGENDUM 1.pdf	23/12/2015
	Guidelines for grant applicants.pdf	4/12/2015
	Annex A.1 - Concept note.rtf	4/12/2015
	Annex A.2 - Full application.rtf	4/12/2015
	Annex B - Budget.xls	4/12/2015
	Annex C - Logical framework.doc 📶	4/12/2015
	Annex D - Legal Entity File (public law body).pdf	4/12/2015
	Annex D - Legal Entity Sheet (natural person).pdf 🔑	4/12/2015
	Annex D - Legal Entity Sheet (private or public law body with legal form).pdf 占	4/12/2015
	Annex E - Financial Identification Form.pdf	4/12/2015
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Step 1: Create a ECAS Username and password:<u>webgate.ec.europa.eu/europeaid/prospect</u>



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PROSPECT						🛁 🔼 🗚
List of call	S					
	Deadline 🔶	Time left	Call	Call title	Program	Geo zone
Apply	11/01/2016	5 days	150424	Thematic programme "CIVIL SOCIETY ORGANIATIONS AND	Non-State Actors and Loc	Haiti
<u>Apply</u>	26/01/2016	20 days	150787	Support for an Effective Fight against Trafficking in Human	PreAccession Countries /	Kosovo (under UNSCR 1244.
<u>Apply</u>	28/01/2016	22 days	150492	Programme thématique « Organisations de la Société Civile	Non-State Actors and Loc	Algeria
<u>Apply</u>	28/01/2016	22 days	150744	Civil Society Facility	Neighbourhood	Israel
<u>Apply</u>	29/01/2016	23 days	150453	Enhancing CSOs and LAs' contribution to governance and d	Non-State Actors and Loc	Vietnam
<u>Apply</u>	05/02/2016	30 days	150719	Civil Society Organisations-Local Authorities Programme in	Non-State Actors and Loc	Iraq
<u>Apply</u>	11/02/2016	36 days	150279	Programa temático: Organizaciones de la Sociedad Civil y A	Non-State Actors and Loc	El Salvador
<u>Apply</u>	16/02/2016	41 days	150472	EUROsociAL+	Latin America	Latin America Countries
<u>Apply</u>	22/02/2016	47 days	150946	Mesures d'accompagnement Bananes (MAB) Axe 3- Environ	Africa, Caribbean and Pac	Cameroon
<u>Apply</u>	22/02/2016	47 days	150931	Mesures d'accompagnement Bananes (MAB) Axe 2- Social	Africa, Caribbean and Pac	Cameroon

INTERNATIONAL COOPERATION AND DEVELOPMENT

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DROCDECT

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29/02/2	Apply 1507	56 - Lot 2 :Geograp	hical location: Actions at national level and in the fol	ompetiti	A:
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	Does it have a EuropeAid	- Innernend				
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	Organisation *					
	Established (country) *					

Address* : Fill in the address and postal code (if available) or specify P.O BOX

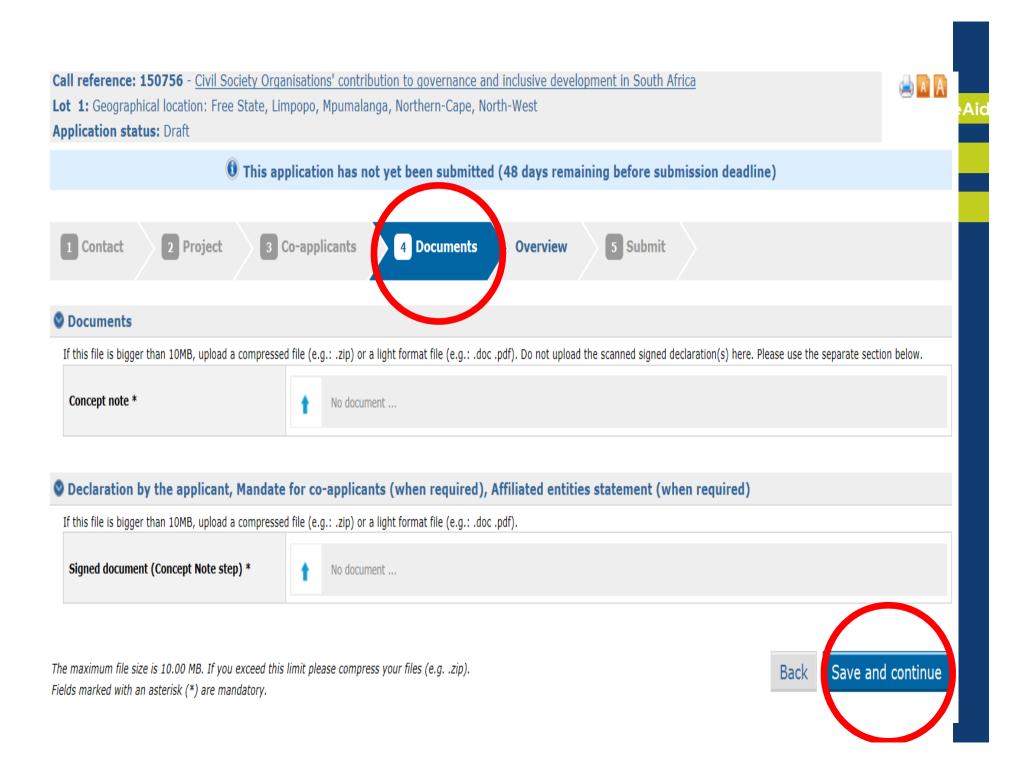
Address	Phone number	
Postal code	Fax number	
P.O. Box	Organisation e-mail *	
City *	Confirm e-mail *	

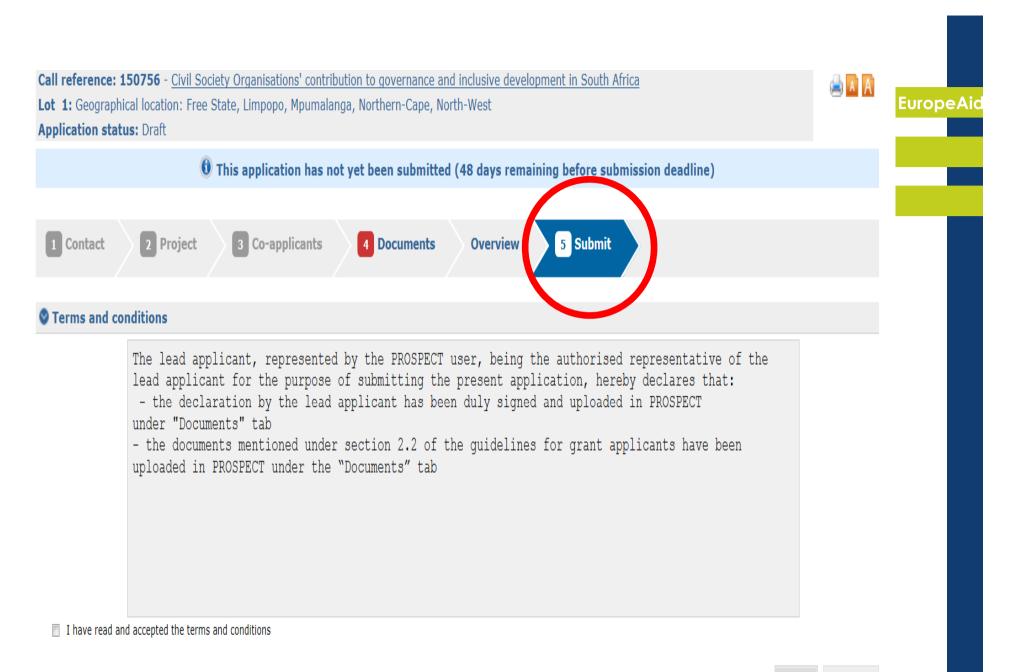
Sontact person details

First name *	a	E-mail address *	prospecttest2016@gmail.com
Last name *	A	Confirm e-mail *	prospecttest2016@gmail.com

1 Contact 2 Project 3 Co-appl	cants 4 Documents Overview 5 Submit	e,
Details of the action *		×
Language of the proposal *	EN	
Requested EU contribution (amount) *	EUR	
Requested EU contribution as % of total eligible costs (indicative) *	%	
Total action duration *	months	
Action location(s) (country/ies) *		
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1: Geographical location: Fr	ree State, Limpopo, Mpumalanga, Northern-Cape, North-West	
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FURTHER INFORMATION

- EuropeAic
- Content questions <u>must</u> be addressed to: <u>delegation-s-africa-call-for-proposals@eeas.europa.eu</u> <u>before</u>
 <u>2 February 2016</u>
- Q & A of relevance to all applicants, will be published on the Propect by <u>12 February 2016</u>

 Any questions related to IT, PADOR or Prospect should be sent to <u>EuropeAid-IT-support@ec.europa.eu or europeaid-</u> <u>pador@ec.europa.eu</u>

THANK YOU!