



**Contracting Authority:** European Commission

## **Human Rights and Democracy Promotion through Civil Society in Armenia**

### **Guidelines for grant applicants**

Budget line(s): 21.040100, 22.040303

Reference: EuropeAid/168695 /DD/ACT/AM

Deadline for submission<sup>1</sup> of concept notes:

**25/05/2020 at 12:00 (Brussels date and time)**

(in order to convert to local time click [here](#)<sup>2</sup>)

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<sup>1</sup> Online submission via PROSPECT is mandatory for this call for proposals (see Section 2.2.2). In PROSPECT all dates and times are expressed in Brussels time. Applicants should note that the IT support is open Monday to Friday from 08:30 to 18:30 Brussels time (except for public holidays). Applicants should take note of the weekly maintenance hours mentioned in the PROSPECT user manual.

<sup>2</sup> An example of a time converter tool available online: <http://www.timeanddate.com/worldclock/converter.html>

# NOTICE

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

**To apply to this call for proposals organisations must register in PADOR and submit their application in PROSPECT (see section 2.2.2 of the guidelines).** The aim of PROSPECT is to increase the efficiency of the management of the call for proposals and to offer a better service to civil society organisations through a new panel of functionalities such as the on-line submission and the possibility to follow up online the status of their application.

**Preparation:** Information session on 15<sup>th</sup> April 2020 and user manuals.

To help applicants familiarise themselves with the system before the online submission, an online information session will be organised on **15<sup>th</sup> April 2020 at 12.00** (Brussels time).

Should you be interested in this session, please send an email by 13<sup>th</sup> April 2020 to **DELEGATION-ARMENIA-FCA-CALLS@eeas.europa.eu**, indicating: name, surname, nationality and email address of the person(s) who are going to participate as well as their organisation (max. two participants per organisation). No costs incurred by the applicants for attending this online information session are reimbursable.

All organisations may find more information regarding PROSPECT in the [user's manual](#) and the [e-learning videos](#). You may also contact our technical support team via the online support form in PROSPECT<sup>3</sup>.

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<sup>3</sup> If PROSPECT is unavailable, the IT support can also be reached via email: [EuropeAid-IT-support@ec.europa.eu](mailto:EuropeAid-IT-support@ec.europa.eu)

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# 1. HUMAN RIGHTS AND DEMOCRACY PROMOTION THROUGH CIVIL SOCIETY IN ARMENIA

## 1.1 BACKGROUND

The European Union (EU) is promoting Democracy and Human Rights through a number of funding instruments. The Instrument for Democracy and Human Rights (EIDHR) is the main instrument and the programme channels EU support to promote democracy and human rights worldwide through support to civil society initiatives at country level and to a number of global strategic interventions. The European Parliament and the Council adopted in March 2014 the legal basis for the current programme period (Regulation No. 235/2014) for the period 2014-2020. A new EU Human Rights & Democracy Action Plan for 2020-2024 was adopted on 25th March 2020<sup>4</sup>. The current EU Civil Society Roadmap for Armenia 2018-2020<sup>5</sup> was formulated with extensive involvement of Armenian civil society organisations and adopted by EU member states in February 2019. The new Roadmap constitutes the basis for the overall EU engagement with civil society in Armenia, including this Call for Proposals.

A significant part of the EIDHR budget consist of Country Based Support Schemes (CBSS) that are designed to respond to specific conditions in each targeted country with a particular aim of strengthening the role of civil society in promoting human rights and democratic reform and become an effective force for political reform and defence of human rights. In Armenia, the EIDHR instrument has been used in 2013-2019 to address a wide range of issues; however, following a global evaluation of the EIDHR instrument it has been decided to further focus EIDHR-funded actions on the most difficult human rights issues.

This call is being launched right in the middle of a new global situation caused by the COVID-19 pandemic, which has a huge impact on the socio-economic development in all countries, on rights protection and on the ability of organisations & citizens to interact and perform basic income-generating activities and civic functions. As the situation has been and will develop rapidly, applicants should consider potential additional areas of activities and support to counter the negative impact of the COVID-19 crisis on the wider Armenian society and particularly those groups experiencing more vulnerable situations.

Armenia has signed a large number of international human rights conventions and actively participated in international and regional collaboration on justice, human rights and democratic governance. Despite this, many Armenian citizens do not trust the justice system and there are regular reports of human rights abuses, including by duty-bearers. The **Comprehensive and Enhanced Partnership Agreement (CEPA)** between Armenia and the EU was signed in 2017 and since June 2018 provisionally applied as a framework by Government as a “blueprint for democratic reforms”. The **CEPA Implementation Roadmap**, presented by the Armenian Government at the CEPA Partnership Council in June 2019, lays down timelines and institutional responsibilities for CEPA-related reforms to be introduced during the period 2019-2027. Reforms in the areas of rule of law, incl. independence of the judiciary, enhancing access to justice and the right to fair trial (Articles 4 and 12) features prominently in the CEPA Roadmap just as the fight against corruption is emphasised as a critical element in the country's effort to reinforce the rule of law<sup>6</sup>. The EU has been mobilising technical and financial support to ensure that CEPA delivers concrete, tangible results for the Armenian people. Early reports show CEPA implementation is already delivering with **good progress** across many sectors. In the justice, anti-corruption and human rights areas, the adoption of the 2019-2023 Strategy for Judicial and Legal Reforms, the 2019-2022 National Strategy for Anti-Corruption Reforms and the 2019-2022 Human Rights Strategy were significant CEPA 2019 deliverables timely achieved.

The Armenian Ombudsman institution - the Human Rights Defender (HRD) – has in recent years expanded its engagement on economic, social and cultural rights, including on labour rights, while also extending services to citizens and rights holders in the regions. The EU is supporting the HRD through the Human Rights Sector Reform Programme and several other actions. The HRD issues annual reports and works with

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<sup>4</sup> [https://ec.europa.eu/commission/presscorner/detail/en/ip\\_20\\_492](https://ec.europa.eu/commission/presscorner/detail/en/ip_20_492)

<sup>5</sup> [https://eeas.europa.eu/delegations/armenia/63117/eu-roadmap-engagement-civil-society-armenia-2018-2020\\_en](https://eeas.europa.eu/delegations/armenia/63117/eu-roadmap-engagement-civil-society-armenia-2018-2020_en)

<sup>6</sup> See “Partnership priorities between the European Union and Armenia”, available at URL: [https://eeas.europa.eu/sites/eeas/files/eu-armenia\\_partnership\\_priorities\\_0.pdf](https://eeas.europa.eu/sites/eeas/files/eu-armenia_partnership_priorities_0.pdf)

a number of government and non-governmental stakeholders with a view to increase human rights protection for Armenian citizens and rights holders.

The new leadership of Armenia, which came to power after the 2018 peaceful anti-Government protests, declared commitment to developing a new comprehensive reform agenda based on the rule of law, protection of rights, fight against corruption and good governance. The successful elections in December 2018 and targeted efforts to address corruption have raised citizen expectations of a more democratic, open, participatory and inclusive governance system and society. The new Government has acknowledged, specifically, the need for an optimised, effective and accountable public administration and has pledged a comprehensive review and upheaval of the existing structures with a view to launch extensive modernisation and democratisation reforms. The human rights sector has already seen some progress, especially regarding improvements of the legislative framework in line with Armenia's international commitments, enhancement of administrative justice, addressing domestic violence as well as in continued efforts on the prevention of torture. Further improvement and amendments of legislation has accelerated after 2018. However, implementation is lagging behind, which affects the overall human rights record of the country.

The Government has embarked on developing the Armenia Transformation Strategy 2050 and 20+ sectoral strategies. In 2020, the government plans to launch important public administration, electoral and constitutional reforms as well as embark on comprehensive modernisation of the education, health and social service delivery systems. In parallel, the Government is preparing a new National Security Strategy and a new Police Reform Strategy. Several of these processes have been supported by the EU or are building on EU recommendations and/or standards i.e TAIEX missions with EU institutions and Member States expertise.

The new National Human Rights Strategy and Action Plan covering the period 2020-2022 adopted in December 2019 outline strategic directions and specific activities for implementation of political, civil, social and economic rights enshrined in the constitution and international instruments to which Armenia is a party. CEPA is highlighted as an important overarching reference in promoting corresponding reforms. The three (3) years Action Plan is also aligned with the SDGs. Human rights are addressed in a comprehensive manner, and activities include legislative revisions, improvement of procedures and practice. Importantly, discrimination issues are addressed and the adoption of a stand-alone law is envisaged.

The 2019 Strategy on Judicial and Legal Reform and the Draft Police Reform Strategy -circulated in March 2020- are building on government internal discussions, exchanges with experts and Armenian CSOs as well as findings of external & internal assessments and recommendations, including from the EU. The overall objective of these reforms is to increase public trust in the judicial system and law enforcement agencies, incorporating stronger rights-based approaches, strengthening formal education, promotion and internal accountability systems as well as improving the overall management and modernisation of these institutions.

Some reforms also foresee a number of constitutional amendments and a transitional justice mechanism, which is a signal that the government foresees a process of fundamentally modernizing the justice system and restoration of, reparations for and reconciliation over major human rights violations that have occurred since Armenia's independence in 1991. The EU has traditionally been a major supporter of Justice Sector reforms in Armenia and a new sector reform programme is being considered in close collaboration with the Armenian government, the judiciary and other key stakeholders. Similarly, a new Police reform programme is being discussed at present with the Armenian authorities.

Given the commitment expressed by the government in 2019 to improve labour rights including revisions of the Labour Code, increase the minimum salary and reinstating a full-fledged Labour Inspectorate there are expectations of major progress in this area within the coming years.

This Call for Proposals will seek to advance human rights priorities in Armenia with a particular focus on supporting civil society engagements such as monitoring, raising awareness, advocacy and organising public discussions and policy engagement in the overall justice sector and police force reforms (Lot 1) as well as in the area of labour rights protection (Lot 2).

In addition to EIDHR, several EU bilateral funding envelopes for Armenia includes support to strengthen democratic governance and human rights protection. In the Eastern Partnership (EaP) region, EU's funding is guided by the Eastern Partnership priorities, which aim to deepen and strengthen relations between the European Union (EU), its Member States, and the six (6) EaP countries. In 2019, as the partnership marked

its 10th anniversary, the European Commission carried out a broad and inclusive consultation to define the future policy objectives.

On 18<sup>th</sup> March 2020 new EaP strategic priorities were proposed by the European Commission: *“The Eastern Partnership beyond 2020: Reinforcing Resilience – an Eastern Partnership that delivers for all”*<sup>7</sup>. Overall, there is a consensus that the Eastern Partnership is robust and delivers tangible benefits to the daily lives of people across the region. The communication emphasises the importance of democracy and human rights: *EU Member States, most partner countries and civil society stress the need to significantly improve results in the governance area, notably rule of law, the fight against corruption and organised crime, and the role of an independent media and civil society. Progress in governance is directly linked to sustainable economic development*”. Two out of the five (5) new EaP priorities are directly relevant for this call:

- together for accountable institutions, the rule of law and security;
- together for resilient, fair and inclusive societies;

The Annual Action Programme for Armenia (AAP) 2018 “EU4Citizens: Deepening Democracy in Armenia”<sup>8</sup> was adopted based on the previous EaP priorities but will still contribute to this new policy guidance. The Programme was formulated to directly support the political transitions in Armenia and Lot 3 in this Call for Proposals reflects the EU’s commitment to further support enhanced citizens’ voices and engagement in democratic processes. The priorities outlined suggest a strong focus on engagement in setting legislative priorities and strengthening the dialogue between National Assembly members and various civic actors including groups presenting particular geographical, sector or issue-based knowledge and interests to reflect the AAP 2018 priorities *“[t]o deepen civic engagement in Armenia”* and to support *“Structured dialogue mechanism with civil society established”*.

While the Public Councils have been re-appointed and some ministries, the National Assembly, its Standing Committees and members have organised consultations and meetings with stakeholders, there is not yet an overall picture of other structured or ad-hoc dialogue mechanisms that could be tested or pursued. It is therefore foreseen that *“EU will launch a call for proposal for a pilot initiative that will provide a platform for continued dialogues, consultations and discussions of policy and reform priorities as well as further citizens’ empowerment. Some models have already been introduced and tested by the government and more are expected to be rolled out .... [t]he call will be open to both European and Armenian civil society organisations and is expected to include innovative elements of citizens-government engagement and cooperation”*.

Lot 3 of this Call for Proposals will therefore seek to support civil society organisations and other civic actors in engaging more effectively in policy processes and to increase their influence at all stages of the policy cycle.

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<sup>7</sup>[https://ec.europa.eu/neighbourhood-enlargement/sites/near/files/joint\\_communication\\_on\\_the\\_eap\\_policy\\_beyond\\_2020.pdf](https://ec.europa.eu/neighbourhood-enlargement/sites/near/files/joint_communication_on_the_eap_policy_beyond_2020.pdf)

<sup>8</sup><http://www.cc.cec.sg/vista/home;jsessionid=nnwaoHydLHEwqwg-NeELDrizEWvZ7YpwlQOWKJzq6YJVgfJH0H8!-1332966995?documentDetails&DocRef=C/2018/7717&ticket=ST-77858711-H6qW1ZHnfeO6BQ50MbLeLzIohBQ7EGitKGEsI4Fk4UPI46HdHtGRXoyUnT57WrMDsmiqVWra6zRVokAxKokXGG-jpJZscgsw0K2WTGIovTohi-iSvdHFGKwE2lgzN1EWAWLYXlsyaN1swwcFxaH7PosGP>

## 1.2 OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

The **global objective** of this call for proposals is to support civil society in promoting and protecting human rights, access to justice, labour rights, civic participation and wider democratic reform in Armenia, particularly for more vulnerable population groups.

The **specific objectives** of this call for proposals are:

**Lot 1:** Support human rights organisations and other civil society actors in **joint monitoring of and reporting on the implementation of justice sector reform and police reform** with a view to increase public awareness & debate and to improve service delivery and access to justice for citizens;

**Lot 2:** Support human rights organisations and other civil society actors in **joint actions to further strengthen social and labour rights protection**, raising awareness of international and European labour standards and monitoring the implementation of social protection issues and labour rights reform in Armenia with a view to increase public awareness and debate and to improve social protection and labour rights protection;

**Lot 3:** Support civil society organisations in **establishing meaningful, structured platforms that engage citizens and civil society actors** in effective dialogue with government and increase their influence at all stages of policy cycle;

Furthermore, priority will be given to actions that:

- reflect a Rights-Based Approach;

### **Guidelines for applying Rights-Based Approach:**

The following elements are necessary in order to apply a rights-based approach to development:

- Assessment and analysis in order to identify the human rights claims of rights-holders and the corresponding human rights obligations of duty-bearers as well as the immediate, underlying, and structural causes of the non-realization of rights.
- Programmes and projects assess the capacity of rights-holders to claim their rights and of duty-bearers to fulfil their obligations. They then develop strategies to build these capacities.
- Programmes monitor and evaluate both outcomes and processes guided by the following human rights principles briefly explained and exemplified as follows;

**Applying all rights (legality, universality and indivisibility of human rights)** – Human rights are universal, inalienable and indivisible – all human rights, whether economic, political, civil, cultural and social, are of equal validity and importance.

Please make the link to the human rights system and use its products (reports, concluding observations, recommendations, etc.) Please display how are human rights standards from treaties or laws identified in strategies are used to advance the intended project and programme outcomes.

**Participation and access to the decision making process** – Participation is the basis for active citizenship. Active, free and meaningful participation is both a means and an end in itself.

Please make sure that participation is more than consultation or a technical step in project preparation. Participation of rights holders and opportunities for them to influence strategies and programme outcomes is important. **Non-discrimination and equal access** – activities have to prioritise the most marginalised groups and avoid contributing to established patterns of discrimination.

Please describe clearly who are the rights holders and inform how they have been taken into account in designing the contribution. *Is there unjustified formal or de facto restriction or exclusion of particular groups from access to resources, services or participation in decision-making processes? Have efforts been*

*made to include the most marginalised? Is the development intervention accessible for persons with disabilities in line with the EU's obligation under [Article 32 Convention on Rights of Persons with Disabilities \(CRPD\)](#)?*

**Accountability and access to the rule of law** –activities have to promote accessible, transparent and effective mechanisms of accountability. **Transparency and access to information** –activities have to be transparent, with information available in accessible formats (for example: local languages, etc.). Transparency is paramount for ensuring the application of the other working principles – without transparency it is not possible to achieve accountability and participation will not be meaningful.

Please be sure that the information available in an accessible way to all stakeholders (people that are involved in the activities) concerned.

- ensure the inclusion, participation of and providing a voice to youth, people or groups in a vulnerable situation, minorities, people with disabilities, victims of domestic violence, poor, elderly, homeless people etc. and particularly to those facing such situations in the Marzes;
- increase awareness of COVID-19 impacts and consequences for Armenian society including new, additional needs and social protection and labour rights –social and economic rights- concerns arising from the global health crisis;
- increase awareness of environmental and climate-change related topics of relevance to the beneficiaries, workplaces, a sector and promote recommended practices (technical and behavioural) in line with EU and international recommendations such as the EU Green Deal; seek complementarity and create synergies with actions undertaken through other programmes financed by the European Union or other development partners in Armenia;
- promote user-driven and innovative dialogue platform solutions;
- invest in sustainable dialogue platform solutions and policy engagement results.

**All lots must:**

- promote collective actions through supporting **stakeholders' partnerships** between local and central CSOs, CSOs and relevant authorities, media professionals, and when appropriate, private sector actors as applicable for specific themes,
- promote **participation of the general population** in civil society, including through membership, volunteerism, support for civil society and involvement in civil society activities, in particular at the local and regional level,
- promote **formal/informal civic education** on key topics incl. traditional and innovative/online means such as meetings and seminars, coaching and mentoring, curricula development, training programmes, workshops and conferences,
- reinforce **CSOs as trusted and professional partners**,
- support initiatives by **local initiative groups, multi-stakeholder groups, civil society organisations** and **other community based initiatives**, including at the **grassroots level** and support them in increasing their capacities and ownership to perform their roles, including surveys, documentation and advocacy,
- strengthen links between CSOs throughout Armenia, promote regional and country wide **thematic civil society networks**, improve coalition building for advocacy capacity.
- coordinate and explore synergies with a number of other EU funded actions.

As set out in the several EU strategic documents a number of cross-cutting issues are of importance. This includes the new EU Human Rights & Democracy Action Plan for 2020-2024, the EU Gender Action Plan 2016-2020; 2019-2023 Strategy for implementation of Gender policy and Action Plan, the National Human Rights Strategy and Action Plan 2019-2023; Justice and Anti-Corruption Strategies and Action Plans.



Applications should also reflect the intention to report against relevant SMART, sex-disaggregated indicators and raise beneficiary awareness about environmental protection, climate change adaptation and contributions to the circular economy including reduction and handling of waste in office spaces, energy consumption and promote recommended practices (technical and behavioural).

The above elements will be given weight in the evaluation undertaken by the evaluation committee (see concept note evaluation grid, evaluation criterion 1.4).

### **1.3 FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY**

The overall indicative amount made available under this call for proposals is **EUR 1,600,000**. The contracting authority reserves the right not to award all available funds.

#### **Indicative allocation of funds by lot:**

Lot 1: EUR 800 000

Lot 2: EUR 400 000

Lot 3: EUR 400 000

If the allocation indicated for a specific lot cannot be used due to insufficient quality or number of proposals received, the contracting authority reserves the right to reallocate the remaining funds to other lots.

#### Size of grants

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

Lot 1

- minimum amount: EUR 400 000
- maximum amount: EUR 800 000

Lot 2

- minimum amount: EUR 300 000
- maximum amount: EUR 400 000

Lot 3

- minimum amount: EUR 300 000
- maximum amount: EUR 400 000

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

- Minimum percentage: 50% of the total eligible costs of the action.
- Maximum percentage: 90% of the total eligible costs of the action (see also Section 2.1.5).

The balance (i.e. the difference between the total cost of the action and the amount requested from the contracting authority) must be financed from sources other than the general budget of the Union or the European Development Fund<sup>9</sup>.

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<sup>9</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.

## 2. RULES FOR THIS CALL FOR PROPOSALS

These guidelines set out the rules for the submission, selection and implementation of the actions financed under this call, in conformity with the practical guide, which is applicable to the present call (available on the internet at this address <http://ec.europa.eu/europeaid/rag/document.do?locale=en>).<sup>10</sup>

### 2.1 ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

(1) the actors:

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

(2) the actions:

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

(3) the costs:

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

#### **2.1.1 Eligibility of applicants (i.e. lead applicant and co-applicant(s))**

##### **Lead applicant**

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

- be a legal person **and**
- be non-profit-making **and**
- non-governmental organisation with a human rights mandate or documented experience with implementing rights-based interventions, **and**
- be established in<sup>11</sup> Armenia **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.

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<sup>10</sup> Note that a lead applicant (i.e. a coordinator) whose pillars have been positively assessed by the European Commission and who is awarded a grant will not sign the standard grant contract published with these guidelines but a contribution agreement based on the contribution agreement template. All references in these guidelines and other documents related to this call to the standard grant contract shall in this case be understood as referring to the relevant provisions of the contribution agreement template.

<sup>11</sup> To be 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 and that its head office is located in an eligible country. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if the statutes are registered locally or a ‘Memorandum of Understanding’ has been concluded.

- (2) Potential applicants may not participate in calls for proposals or be awarded grants if they are in any of the situations listed in Section 2.6.10.1 of the practical guide;

Lead applicants, co-applicants, affiliated entities and, in case of legal entities, persons who have powers of representation, decision-making or control over the lead applicant, the co-applicants and the affiliated entities are informed that, should they be in one of the situations of early detection or exclusion according to Section 2.6.10.1 of the practical guide, personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the early detection and exclusion system, and communicated to the persons and entities concerned in relation to the award or the execution of a grant contract. In this respect, lead applicants, co-applicants and affiliated entities are obliged to declare that they are not in one of the exclusion situations through a signed declaration on honour (PRAG Annex A14). For grants of EUR 60 000 or less, no declaration on honour is required.

In Annex A.1 Section 2 and Annex A.2 Section 5 ('declaration(s) by the lead applicant'), the lead applicant must declare that the lead applicant himself, the co-applicant(s) and affiliated entity(ies) are not in any of these situations.

The lead applicant must act with at least two (2) co-applicants as specified hereafter.

If awarded the grant contract, the lead applicant will become the beneficiary identified as the coordinator in Annex G (special conditions). The coordinator is the main interlocutor of the contracting authority. It represents and acts on behalf of any other co-beneficiary (if any) and coordinate the design and implementation of the action.

### **Co-applicant(s)**

It is **obligatory** that **at least two (2) co-applicants** are involved in the action.

If the lead applicant is established **in Yerevan, at least one co-applicant must be** established and functioning<sup>12</sup> **in other regions of Armenia than Yerevan.**

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

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

In addition to the categories referred to in Section 2.1.1, the following are however also eligible:

- independent research institutes, educational institutions and foundations;
- organisations established in<sup>13</sup> a Member State of the European Union<sup>14</sup>

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<sup>12</sup> To be 'functioning', an organisation is expected to have had at least one staff-member on the pay roll (this can be having hired a consultant, having paid a part-time employee etc.) or having organised at least one outreach activity in 2019.

<sup>13</sup> To be 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 and that its head office is located in an eligible country. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if the statutes are registered locally or a 'Memorandum of Understanding' has been concluded.

<sup>14</sup> Please be aware that following the entry into force of the EU-UK Withdrawal Agreement on 1 February 2020 and in particular Articles 127(6), 137 and 138, the references to natural or legal persons residing or established in a Member

Co-applicants must sign the mandate in Annex A.2 Section 5.

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

(3) Applicants included in the lists of EU restrictive measures (see Section 2.4. of the PRAG) at the moment of the award decision cannot be awarded the contract<sup>15</sup>.

### **2.1.2 Affiliated entities**

Affiliated entity(ies)

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

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

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

This structural link encompasses mainly two notions:

- (i) Control, as defined in Directive 2013/34/EU on the annual financial statements, consolidated financial statements and related reports of certain types of undertakings:

Entities affiliated to an applicant may hence be:

- Entities directly or indirectly controlled by the applicant (daughter companies or first-tier subsidiaries). They may also be entities controlled by an entity controlled by the applicant (granddaughter companies or second-tier subsidiaries) and the same applies to further tiers of control;
  - Entities directly or indirectly controlling the applicant (parent companies). Likewise, they may be entities controlling an entity controlling the applicant;
  - Entities under the same direct or indirect control as the applicant (sister companies).
- (ii) Membership, i.e. the applicant is legally defined as a e.g. network, federation, association in which the proposed affiliated entities also participate or the applicant participates in the same entity (e.g. network, federation, association,...) as the proposed affiliated entities.

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

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State of the European Union are to be understood as including natural or legal persons residing or established in the United Kingdom. UK residents and entities are therefore eligible to participate under this call.

<sup>15</sup> The updated lists of sanctions are available at [www.sanctionsmap.eu](http://www.sanctionsmap.eu).

Please note that the sanctions map is an IT tool for identifying the sanctions regimes. The source of the sanctions stems from legal acts published in the Official Journal (OJ). In case of discrepancy between the published legal acts and the updates on the website it is the OJ version that prevails.

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

#### What is not an affiliated entity?

The following are not considered entities affiliated to an applicant:

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

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

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

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

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

Affiliated entity(ies) must satisfy the same eligibility criteria as the lead applicant and the co-applicant(s). They must sign the affiliated entity(ies) statement in Annex A.2 Section 5.

### **2.1.3 Associates and contractors**

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

- Associates

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

- Contractors

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

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

Definition:

An action is composed of a set of activities.

##### Duration

The initial planned duration of an action may not be lower than 24 months. For **Lot 1 and Lot 2**, the duration cannot exceed **48 months**. For **Lot 3** the duration cannot exceed **36 months**.

##### Sectors or themes:

For Lot 1: Justice Sector Reform and Police Reform monitoring, documentation and public awareness raising

For Lot 2: Labour Rights Reform monitoring and promotion of labour rights

For Lot 3: Civil Society engagement in structured policy dialogue

##### Location

Actions must take place in the following country(ies)/regions: Armenia. Some targeted interventions can take place in the EaP region or in EU member states.

##### Types of action

The following types of action are ineligible:

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

##### Types of activity

###### Lot 1:

The projects submitted under this lot are to be complex, multi-actor actions aimed at enhancing capacity of human rights organisations to strengthen and expand their engagement on justice and police reform including providing policy and implementation advice, monitoring and documentation as well as raising public awareness and transparency of reform progress.

Actions should include an appropriate mix of activities such as:

- Baseline surveys on access to justice or other key issues related to justice sector and police reform including the impact of COVID-19 on rights holders, human rights protection, the justice sector and police force and how to better prepare for future emergency situations
- Court monitoring
- Mapping of access to justice mechanism and monitor their effectiveness (if no other monitoring is conducted)
- Documenting and reporting on justice reform implementation
- Carry-out capacity-building and training activities

- Launch call(s) for proposals and provision of financial assistance to civic groups active in the areas of human rights and access to justice advocacy and monitoring, justice sector and police reform advocacy and monitoring and/or public accountability;
- Organisation of awareness-raising sessions, public discussions, information sessions, campaigns, training of journalists, and production of online and traditional radio and TV programmes etc.
- Organisation of visits and discussions with experts, relevant National Assembly committees members and multi-stakeholder fora
- Review and development of curricula, training manuals and self-assessment tools and conduct trainings as requested and considered valuable;
- Provision of support to concrete advocacy, networking and monitoring activities in particular to ensure oversight of Justice Sector budgets;
- Organise competitions, award prizes and other types of incentives and support to researchers and/or independent investigative journalists;

#### Lot 2:

The projects submitted under this lot are to be complex, multi-actor actions aimed at enhancing capacity of civil society organisations and other stakeholders to strengthen and expand their engagement in promoting and protecting social rights, labour rights and documenting and engaging in social protection and labour reforms.

Actions should include an appropriate mix of activities such as:

- Conduct and publish baseline surveys, perception studies and other data gathering on key topics related to labour rights;
- Document, report on and provide consolidated advice on COVID-19 impacts on social protection and labour reform implementation;
- Promote and raise awareness of international and European labour standards incl. ILO Conventions, the UN Guiding Principles on Human Rights and Business;
- Explore cooperation with other stakeholders including trade unions and employers potential joint priority actions on specific topics;
- Map and monitor (not inspect) the most common labour rights violations, identify best practices of addressing them and explore (also potential future) support options;
- Raise awareness of inclusive and respectful work place practices incl. anti-harassment to be promoted by managers;
- Work on identifying best practices at Armenian work places to foster a good and respectful working environment and identify champions among Armenian employers;
- Engage with faculties, departments, teaching staff, students and recent graduates international and European labour standards incl. ILO Conventions, the UN Guiding Principles on Human Rights and Business to raise their awareness of labour rights issues, the role of management, and remedies/actions to pursue in unfavourable situations/employment offers;
- Identify activities to help promote labour rights in the Armenian labour market incl. documentation, raising public awareness and assist at-risk groups and individuals;
- Launch call(s) for proposals and provision of financial assistance to actors that have an interest and potential role in promoting labour rights, Corporate Social Responsibility, conduct cost-benefit

studies and other initiatives that can further document, raise awareness of and improve labour standards in Armenia;

- Organisation of awareness-raising sessions, public discussions, information sessions, campaigns, training of journalists and production of online and traditional radio and TV programmes etc.
- Organisation of visits and discussions with experts, relevant National Assembly committees members and multi-stakeholder fora;
- Review and development of curricula, training manuals and self-assessment tools and conduct trainings as requested and considered valuable;

### Lot 3:

The projects submitted under this lot are to be complex, multi-actor actions aimed at enhancing capacity of civil society organisations and other stakeholders to strengthen their engagement in formal and informal policy processes and make it more effective as well as enhancing communication on such engagements to the public.

For this lot thematic sectors to be covered **should** fall within these areas: Public Administration Reform, Anti-corruption, Elections, Education Sector, Private Sector Development, Energy, Environment/Climate Change/Natural Resources Management, Water, Infrastructure development, Transport and Traffic Safety, Nutrition, Social Protection and Poverty Reduction, Health, nutrition and reproduction, COVID-19 and emergency preparedness, Food security/Agriculture/Fisheries/Forestry and Foreign Policy, Youth, and Healthy lifestyle, Recreational activities and Sports;

Actions should include an appropriate mix of activities such as:

- Assess existing formal/structures policy dialogue platforms such as Public Councils adjacent to Ministries, National Assembly hearings, identify gaps and shortcoming and explore improvements of these and potential new types of structured dialogues;
- Map and document existing materials and guidance developed on formal and informal Armenian policy-making processes, institutions and actors, implementation of policies and access to information as well as key entry points for policy influence; Organise discussions to review materials and seek to make the materials adapted to, useful for and directly applicable for various civil society organisations, civic groups and initiatives at main policy levels;
- Work with CSOs and stakeholders to identify of critical policy stages and the engagement mechanisms that are most appropriate for each stage;
- Promote evidence-based policy-making by creating more awareness and knowledge of which type of evidence is relevant for which purposes and how to gather evidence/data that is reliable and valid;
- Document and share examples of past and concurrent examples of both successful and unsuccessful civil society policy engagements for public campaigns with a view to enhance transparency and public awareness of civil society actions with a view to improve CSO legitimacy and credibility with policymakers;
- Explore and test new means for Armenian CSOS to improve communication on their policy engagement, including promotion of existing and new tools for packaging and targeting information to make it more accessible, digestible and timely for key policy makers, specific type of policy discussions, the public, their constituencies and the media;
- Promote networking, joint actions and consensus building; assist civic actors and groups in gathering and disseminating evidence and explore how to mobilise resources for evidence-based policy-engagement;



- Explore, study and identify policy-maker expectations, needs and interests in engaging with CSOs and civic actors in formal and informal policy processes at local, Marz and national levels;
- Provide direct support to organise dialogues, meetings, presentations and consultations ahead of and after formal meetings such as Public Councils meetings, National Assembly hearings as well as local government meetings and informal consultations at all levels in order to enhance transparency, information flows and collaborations between CSOs and/or other civic actors;
- Review and development of curricula, training manuals and self-assessment tools and conduct trainings, mentoring/coaching and mock actions for CSOs, civic actors, students and pupils and other stakeholders as requested and considered valuable;
- Development of materials for policy advocacy - policy briefs, infographics, campaigns and media engagements etc.

### Financial support to third parties<sup>16</sup>

Applicants shall propose financial support to third parties.

Applicants shall propose financial support to third parties in order to help achieving the objectives of the action.

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

Under this call, financial support to third parties is considered essential to achieve the objective of the action.

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

- (i) the overall objectives, the specific objective(s) and the outputs<sup>17</sup> (i.e. the results) to be achieved with the financial support
- (ii) the different types of activities eligible for financial support, on the basis of a fixed list
- (iii) the types of persons or categories of persons which may receive financial support
- (iv) the criteria for selecting these entities and giving the financial support
- (v) the criteria for determining the exact amount of financial support for each third entity, and
- (vi) the maximum amount which may be given.

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

- Financial support interventions should be implemented with a rights-based approach.
- Recipient organisations of financial support under this call should be committed to European values.

### Visibility

The applicants must take all necessary steps to publicise the fact that the European Union has financed or co-financed the action. As far as possible, actions that are wholly or partially funded by the European Union

<sup>16</sup> These third parties are neither affiliated entity(ies) nor associates nor contractors.

<sup>17</sup> As per OECD DAC definition, the term ‘results’ includes: ‘impact’ (overall objective), ‘outcome(s)’ (specific objective(s) and ‘output(s)’.

must incorporate information and communication activities designed to raise the awareness of specific or general audiences of the reasons for the action and the EU support for the action in the country or region concerned, as well as the results and the impact of this support.

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

#### Number of applications and grants per applicants / affiliated entities

The lead applicant may not submit more than 1 application under this call for proposals.

The lead applicant may not be awarded more than 1 grant under this call for proposals.

The lead applicant may be a co-applicant or an affiliated entity in another application at the same time.

A co-applicant/affiliated entity may be the co-applicant or affiliated entity in more than 1 application under this call for proposals.

A co-applicant/affiliated entity may not be awarded more than 1 grant under this call for proposals.

### ***2.1.5 Eligibility of costs: costs that can be included***

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

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

- actual costs incurred by the beneficiary(ies) and affiliated entity(ies);

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

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

#### Eligible direct costs

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

#### Contingency reserve

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

#### Eligible indirect costs

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

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

### Contributions in kind

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

As an exception, contributions in kind may include personnel costs for the work carried out by volunteers under an action or work programme (which are eligible costs).

Volunteers' work may comprise up to 50 % of the co-financing. For the purposes of calculating this percentage, contributions in kind in the form of volunteers' work must be based on the unit cost provided by the contracting authority. This type of costs must be presented separately from other eligible costs in the estimated budget. The value of the volunteer's work must always be excluded from the calculation of indirect costs.

When the estimated costs include volunteers' work, the grant shall not exceed the estimated eligible costs other than the costs for volunteers' work.

Other co-financing shall be based on estimates provided by the applicant.

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

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

### Ineligible costs

The following costs are not eligible:

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

## **Ethics clauses and Code of Conduct**

### a) Absence of conflict of interest

The applicant must not be affected by any conflict of interest and must have no equivalent relation in that respect with other applicants or parties involved in the actions. Any attempt by an applicant to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or the contracting authority during the process of examining, clarifying, evaluating and comparing applications will lead to the rejection of its application and may result in administrative penalties according to the Financial Regulation in force.

### b) Respect for human rights as well as environmental legislation and core labour standards

The applicant and its staff must comply with human rights. In particular and in accordance with the applicable act, applicants who have been awarded contracts must comply with the environmental legislation including multilateral environmental agreements, and with the core labour standards as applicable and as defined in the relevant International Labour Organisation conventions (such as the conventions on freedom of association and collective bargaining; elimination of forced and compulsory labour; abolition of child labour).

#### **Zero tolerance for sexual exploitation and sexual abuse:**

The European Commission applies a policy of 'zero tolerance' in relation to all wrongful conduct which has an impact on the professional credibility of the applicant.

Physical abuse or punishment, or threats of physical abuse, sexual abuse or exploitation, harassment and verbal abuse, as well as other forms of intimidation shall be prohibited.

### c) Anti-corruption and anti-bribery

The applicant shall comply with all applicable laws and regulations and codes relating to anti-bribery and anti-corruption. The European Commission reserves the right to suspend or cancel project financing if corrupt practices of any kind are discovered at any stage of the award process or during the execution of a contract and if the contracting authority fails to take all appropriate measures to remedy the situation. For the purposes of this provision, 'corrupt practices' are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or execution of a contract already concluded with the contracting authority.

### d) Unusual commercial expenses

Applications will be rejected or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a payee who is not clearly identified or commissions paid to a company which has every appearance of being a front company.

Grant beneficiaries found to have paid unusual commercial expenses on projects funded by the European Union are liable, depending on the seriousness of the facts observed, to have their contracts terminated or to be permanently excluded from receiving EU/EDF funds.

### e) Breach of obligations, irregularities or fraud

The contracting authority reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to substantial breach of obligations, irregularities or fraud. If substantial breach of obligations, irregularities or fraud are discovered after the award of the contract, the contracting authority may refrain from concluding the contract.

## 2.2 HOW TO APPLY AND THE PROCEDURES TO FOLLOW

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

- I. Provide information about the organisations involved in the action. Please note that the registration of this data in **PADOR is obligatory**<sup>18</sup> for this call for proposals:

**Concept note step:** registration is obligatory for lead applicants applying for EU contributions of more than EUR 60 000.

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

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

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

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

If it is impossible to register online in PADOR for technical reasons, the applicants and/or affiliated entity(ies) must complete the ‘PADOR off-line form’<sup>19</sup> attached to these guidelines. This form must be sent **together with the application**, by the submission deadline (see sections 2.2.2 and 2.2.5).

Before starting using PADOR and PROSPECT, please read the user guides available on the website. All technical questions related the use of these systems should be addressed to the IT helpdesk at [EuropeAid-IT-support@ec.europa.eu](mailto:EuropeAid-IT-support@ec.europa.eu) via the online support form in PROSPECT.

### 2.2.1 Concept note content

Applications must be submitted in accordance with the concept note instructions in the grant application form annexed to these guidelines (Annex A).

Applicants must apply in English.

Please note that:

1. In the concept note, lead applicants must only provide an estimate of the requested EU contribution as well as an indicative percentage of that contribution in relation to the eligible costs of the action. A detailed budget is to be submitted only by the lead applicants invited to submit a full application in the second phase.
2. The elements outlined in the concept note may not be modified in the full application. The EU contribution may not vary from the initial estimate by more than 20%. Lead applicants are free to adapt the percentage of co-financing required within the minimum and maximum amount and percentages of co-financing, as laid down in these guidelines in Section 1.3. The lead applicant may replace a co-applicant or an affiliated entity only in duly justified cases (e.g. bankruptcy of initial co-applicant or affiliated entity). In this case the new co-applicant/affiliated entity must be of a similar nature as the initial one. The lead applicant may adjust the duration of the action if unforeseen circumstances outside the scope of the applicants have taken place following the submission of the concept note and require such adaptation (risk of action not being carried out). In such cases the duration must remain within the limits imposed by the guidelines for applicants. An

<sup>18</sup> Natural persons who apply for a grant (if so allowed in the guidelines for applicants) do not have to register in PADOR. In this case, the information included in PROSPECT and the grant application form is sufficient.

<sup>19</sup> Which corresponds to sections 3 and 4 of the full application form – Annex A.2.

explanation/justification of the relevant replacement/adjustment shall be included in an accompanying letter or email.

Own contributions by the applicants can be replaced by other donors' contributions at any time.

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

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

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

Hand-written concept notes will not be accepted.

### ***2.2.2 Where and how to send concept notes***

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

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

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

### ***2.2.3 Deadline for submission of concept notes***

The deadline for the submission of concept notes is **25<sup>th</sup> May 2020 at 12:00** (Brussels date and time). In order to convert this deadline to local time you can use any online time converter tool that takes into account timezones and winter/summer time changes (example available [here](#))<sup>20</sup>. **The lead applicant is strongly advised not to wait until the last day to submit** its concept note, since heavy Internet traffic or a fault with the Internet connection (including electricity failure, etc.) could lead to difficulties in submission. The Contracting Authority cannot be held responsible for any delay due to such afore-mentioned difficulties.

Any concept note submitted after the deadline will be rejected.

### ***2.2.4 Further information about concept notes***

An online information session on this call for proposals will be held on 15<sup>th</sup> April 2020 at 12.00 (Brussels time).

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

E-mail address: [DELEGATION-ARMENIA-FCA-CALLS@eeas.europa.eu](mailto:DELEGATION-ARMENIA-FCA-CALLS@eeas.europa.eu)

The contracting authority has no obligation to provide clarifications to questions received after this date.

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

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

No individual replies will be given to questions. All questions and answers as well as other important notices to applicants during the course of the evaluation procedure will be published on the website of DG

<sup>20</sup> For example: <http://www.timeanddate.com/worldclock/converter.html>.

International Cooperation and Development: <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome>, as the need arises. It is therefore advisable to consult the abovementioned website regularly in order to be informed of the questions and answers published.

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

### **2.2.5 Full applications**

Lead applicants invited to submit a full application following pre-selection of their concept note must do so using the grant application form annexed to these guidelines (Annex A.2). Lead applicants should then keep strictly to the format of the grant application form and fill in the paragraphs and pages in order.

The elements outlined in the concept note cannot be modified by the lead applicant in the full application. The EU contribution may not vary from the initial estimate by more than 20 %, although lead applicants are free to adapt the percentage of co-financing required within the minimum and maximum amount and percentages of co-financing, as laid down in these guidelines under Section 1.3. The lead applicant may replace a co-applicant or an affiliated entity only in duly justified cases (e.g. bankruptcy of initial co-applicant or affiliated entity). In this case the new co-applicant/affiliated entity must be of a similar nature as the initial one. The lead applicant may adjust the duration of the action if unforeseen circumstances outside the scope of the applicants have taken place following the submission of the concept note and require such adaptation (risk of action not being carried out). In such cases the duration must remain within the limits imposed by the guidelines for applicants. An explanation/justification of the relevant replacement/adjustment shall be included in an accompanying letter or email.

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

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

Any error related to the points listed in the checklist (Annex A.2, Instructions) or any major inconsistency in the full application (e.g. if the amounts in the budget worksheets are inconsistent) may lead to the rejection of the application.

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

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, if used). It is therefore of utmost importance that these documents contain ALL the relevant information concerning the action.

**With the full application the lead applicant also has to submit the completed PADOR form (Annex F) for the lead applicant, each (if any) co-applicants and each (if any) affiliated entities<sup>21</sup>.**

**No additional annexes should be sent.**

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<sup>21</sup> Natural persons who apply for a grant (if so allowed in the guidelines for applicants) do not have to provide an organisation data form. In this case, the information included in the grant application form is sufficient.

### **2.2.6 Where and how to send full applications**

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

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

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

### **2.2.7 Deadline for submission of full applications**

The deadline for the submission of full applications will be indicated in the letter sent to the lead applicants whose application has been pre-selected. This letter will appear online automatically in the PROSPECT profile of the lead applicant.

**Lead applicants are strongly advised not to wait until the last day to submit their full applications,** since heavy Internet traffic or a fault with the Internet connection (including electricity failure, etc.) could lead to difficulties in submission. The Contacting Authority cannot be held responsible for any delay due to such afore-mentioned difficulties.

Any application submitted after the deadline will be rejected.

### **2.2.8 Further information about full applications**

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

E-mail address: **DELEGATION-ARMENIA-FCA-CALLS@eeas.europa.eu**

The contracting authority has no obligation to provide clarifications to questions received after this date.

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

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

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

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



### **2.3 EVALUATION AND SELECTION OF APPLICATIONS**

Applications will be examined and evaluated by the contracting authority with the possible assistance of external assessors. All applications will be assessed according to the following steps and criteria.

If the examination of the application reveals that the proposed action does not meet the eligibility criteria stated in Section 2.1, the application will be rejected on this sole basis.

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

During the opening and administrative check the following will be assessed:

- If the deadline has been met. Otherwise, the application will be automatically rejected.
- If the concept note satisfies all the criteria specified in the checklist in Annex A.1, Instructions of the Grant application form. This includes also an assessment of the eligibility of the action. If any of the requested information is missing or is incorrect, the application may be rejected on that **sole** basis and the application will not be evaluated further.

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

The concept notes will receive an overall score out of 50 using the breakdown in the evaluation grid below. The evaluation will also check on compliance with the instructions on how to complete the concept note, which can be found in Annex A.1.

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

### Evaluation Grid

Section	Maximum Score
<b>1. Relevance of the action</b>	<b>20</b>
1.1. How relevant is the proposal to the objectives and priorities of the call for proposals and to the specific themes/sectors/areas or any other specific requirement stated in the guidelines for applicants? Are the expected results of the action aligned with the priorities defined in the guidelines for applicants (section 1.2)?	5
1.2. How relevant is the proposal to the particular needs and constraints of the target country(ies), region(s) and/or relevant sectors (including synergy with other development initiatives and avoidance of duplication)?	5
1.3. How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs (as rights holders and/or duty bearers) and constraints been clearly defined and does the proposal address them appropriately?	5
1.4. Does the proposal contain particular added-value elements (e.g. innovation, best practices) ? [and the other additional elements indicated under 1.2. of the guidelines for applicants]	5
<b>2. Design of the action</b>	<b>30</b>
2.1. How coherent is the overall design of the action? Does the proposal indicate the expected results to be achieved by the action? Does the intervention logic explain the rationale to achieve the expected results?	5x2**
2.2. Does the design reflect a robust analysis of the problems involved, and the capacities of the relevant stakeholders?	5
2.3. Does the design take into account external factors (risks and assumptions)?	5
2.4. Are the activities feasible and consistent in relation to the expected results (including timeframe)? Are results (output, outcome and impact) realistic?	5

2.5. To which extent does the proposal integrate the relevant cross-cutting elements such as environmental/climate change issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, youth, combating HIV/AIDS (if there is a strong prevalence in the target country/region)?	5
<b>Maximum total score</b>	<b>50</b>

**\*\*:** this scores is multiplied by 2 because of its importance

Note: A score of 5 (very good) will only be allocated if the proposal specifically presents a set of activities and specific objectives that are outlined in a high-quality, SMART Log Frame and presents a strong RBA-approach to achieve the proposed objective(s) as indicated in Section 1.2 (objectives of the programme) of these guidelines.

Once all concept notes have been assessed, a list will be drawn up with the proposed actions ranked according to their total score.

Firstly, only the concept notes with a score of at least 30 will be considered for pre-selection.

Secondly, the number of concept notes will be reduced, taking account of the ranking, to the number of concept notes whose total aggregate amount of requested contributions is equal to at least 200% of the available budget for this call for proposals. The amount of requested contributions of each concept note will be based on the indicative financial envelopes for each lot, where relevant.

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

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

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

Firstly, the following will be assessed:

- If the submission deadline has been met. Otherwise, the application will automatically be rejected.
- If the full application satisfies all the criteria specified in the checklist (Annex A.2, Instructions). This includes also an assessment of the eligibility of the action. If any of the requested information is missing or is incorrect, the application may be rejected on that **sole** basis and the application will not be evaluated further.

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

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

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

For the purpose of the evaluation of the financial capacity, lead applicants must ensure that the relevant information and documents (i.e. accounts of the latest financial year and external audit report, where applicable) in their PADOR profile are up to date. If the information and documents in PADOR are outdated and do not allow for a proper evaluation of the financial capacity, the application may be rejected.

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

*Scoring:*

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

## Evaluation grid

<b>Section</b>	<b>Maximum Score</b>
<b>1. Financial and operational capacity</b>	<b>20</b>
1.1. Do the applicants and, if applicable, their affiliated entity(ies) have sufficient in-house experience of project management?	5
1.2. Do the applicants and, if applicable, their affiliated entity(ies) have sufficient technical in-house expertise (especially knowledge of the issues to be addressed)?	5
1.3. Do the applicants and, if applicable, their affiliated entity(ies) have sufficient management in-house capacity (including staff, equipment and ability to handle the budget for the action)?	5
1.4. Does the lead applicant have stable and sufficient sources of finance?	5
<b>2. Relevance of the action</b>	<b>20</b>
2.1. How relevant is the proposal to the objectives and priorities of the call for proposals and to the specific themes/sectors/areas or any other specific requirement stated in the guidelines for applicants? Are the expected results of the action aligned with the priorities defined in the guidelines for applicants (section 1.2)?	5
2.2. How relevant is the proposal to the particular needs and constraints of the target country(ies), region(s) and/or relevant sectors (including synergy with other development initiatives and avoidance of duplication)?	5
2.3. How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs (as rights holders and/or duty bearers) and constraints been clearly defined and does the proposal address them appropriately?	5
2.4. Does the proposal contain particular added-value elements (e.g. innovation, best practices) ? [and the other additional elements indicated under 1.2. of the guidelines for applicants]	5
<b>3. Design of the action</b>	<b>15</b>
3.1. How coherent is the design of the action? Does the proposal indicate the expected results to be achieved by the action? Does the intervention logic explain the rationale to achieve the expected results? Are the activities proposed appropriate, practical, and consistent with the envisaged outputs and outcome(s)?	5
3.2. Does the proposal/Logical Framework include credible baseline, targets and sources of verification? If not, is a baseline study foreseen (and is the study budgeted appropriately in the proposal)?	5
3.3. Does the design reflect a robust analysis of the problems involved, and the capacities of the relevant stakeholders?	5
<b>4. Implementation approach</b>	<b>15</b>
4.1. Is the action plan for implementing the action clear and feasible? Is the timeline realistic?	5
4.2. Does the proposal include an effective and efficient monitoring system? Is there an evaluation planned (previous, during or/and at the end of the implementation)?	5

4.3. Is the co-applicant(s)'s and affiliated entity(ies)'s level of involvement and participation in the action satisfactory?	5
<b>5. Sustainability of the action</b>	<b>15</b>
5.1. Is the action likely to have a tangible impact on its target groups?	5
5.2. Is the action likely to have multiplier effects, including scope for replication, extension capitalisation on experience and knowledge sharing?	5
5.3. Are the expected results of the proposed action sustainable?- Financially (e.g. financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs)- Institutionally (will structures allow the results of the action to be sustained at the end of the action? Will there be local 'ownership' of the results of the action?)- At policy level (where applicable) (what will be the structural impact of the action — e.g. improved legislation, codes of conduct, methods) - Environmentally (if applicable) (will the action have a negative/positive environmental impact?)	5
<b>6. Budget and cost-effectiveness of the action</b>	<b>15</b>
6.1. Are the activities appropriately reflected in the budget?	5
6.2. Is the ratio between the estimated costs and the expected results satisfactory?	5x2**
<b>Maximum total score</b>	<b>100</b>

**\*\*:** this scores is multiplied by 2 because of its importance

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

If the lead applicant applies without co-applicants or affiliated entities the score for point 4.3 shall be 5 unless the involvement of co-applicants or affiliated entities is mandatory according to these guidelines for applicants.

#### *Provisional selection*

After the evaluation, a table will be drawn up listing the applications ranked according to their score. The highest scoring applications will be provisionally selected until the available budget for this call for proposals is reached. In addition, a reserve list will be drawn up following the same criteria. This list will be used if more funds become available during the validity period of the reserve list.

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

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

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

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

## 2.4 SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED APPLICATIONS

A lead applicant whose application has been provisionally selected or placed on the reserve list will be informed in writing by the contracting authority. It will be requested to supply the following documents in order to allow the contracting authority to verify the eligibility of the lead applicant, (if any) of the co-applicant(s) and (if any) of their affiliated entity(ies)<sup>22</sup>:

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

1. The statutes or articles of association of the lead applicant, (if any) of each co-applicant and (if any) of each affiliated entity<sup>23</sup>. Where the contracting authority has recognised the lead applicant's, or the co-applicant(s)'s, or their affiliated entity(ies)'s eligibility for another call for proposals under the same budget line within 2 years before the deadline for receipt of applications, it should be submitted, instead of the statutes or articles of association, a copy of the document proving their eligibility in a former call (e.g. a copy of the special conditions of a grant contract received during the reference period), unless a change in legal status has occurred in the meantime<sup>24</sup>. This obligation does not apply to international organisations which have signed a framework agreement with the European Commission.
2. For action grants exceeding EUR 750 000 and for operating grants above EUR 100 000, the lead applicant must provide an audit report produced by an approved external auditor where it is available, and always in cases where a statutory audit is required by EU or national law. That report shall certify the accounts for up to the last 3 financial years available. In all other cases, the applicant shall provide a self-declaration signed by its authorised representative certifying the validity of its accounts for up to the last 3 financial years available.

This requirement shall apply only to the first application made by a beneficiary to an authorising officer responsible in any one financial year.

3. The external audit report is not required from (if any) the co-applicant(s)) or affiliated entities.

This obligation does not apply to secondary and higher education establishments.

4. A copy of the lead applicant's latest accounts (the profit and loss account and the balance sheet for the last financial year for which the accounts have been closed)<sup>25</sup>. A copy of the latest account is neither required from (if any) the co-applicant(s) nor from (if any) affiliated entity(ies)).
5. Legal entity sheet (see Annex D of these guidelines) duly completed and signed by each of the applicants (i.e. by the lead applicant and (if any) by each co-applicant), accompanied by the justifying documents requested there. If the applicants have already signed a contract with the contracting authority, instead of the legal entity sheet and supporting documents, the legal entity number may be provided, unless a change in legal status occurred in the meantime.
6. A financial identification form of the lead applicant (not from co-applicant(s)) conforming to the model attached as Annex E of these guidelines, certified by the bank to which the payments will be made. This bank should be located in the country where the lead applicant is established. If the lead applicant has already submitted a financial identification form in the past for a contract where the European

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<sup>22</sup> No supporting document will be requested for applications for a grant not exceeding EUR 60 000.

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

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

<sup>25</sup> This obligation does not apply to natural persons who have received a scholarship or that are in most need in receipt of direct support, nor to public bodies and 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.



Commission was in charge of the payments and intends to use the same bank account, a copy of the previous financial identification form may be provided instead.

7. The lead applicant as well as all co-applicants and affiliated entities shall fill in and sign the declaration on honour certifying that they are not in one of the exclusion situations (see Section 2.6.10.1 of the PRAG).

The requested supporting documents (uploaded in PADOR or sent together with the PADOR offline form) must be supplied in the form of originals, photocopies or scanned versions (i.e. showing legible stamps, signatures and dates) of the said originals.

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

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

Applicants have to take into consideration the time necessary to obtain official documents from national competent authorities and to translate such documents in the authorised languages while registering their data in PADOR.

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

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

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

## **2.5 NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION**

### ***2.5.1 Content of the decision***

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

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

## 2.5.2 Indicative timetable

	DATE	TIME
<b>1. Online Information meeting (if any)</b>	15 <sup>th</sup> April 2020	12:00
<b>2. Deadline for requesting any clarifications from the contracting authority</b>	4 <sup>th</sup> May 2020	12:00
<b>3. Last date on which clarifications are issued by the contracting authority</b>	14 <sup>th</sup> May 2020	12:00
<b>4. Deadline for submission of concept notes</b>	25 <sup>th</sup> May 2020	12:00
<b>5. Information to lead applicants on opening, administrative checks and concept note evaluation (Step 1)</b>	19 <sup>th</sup> June 2020	-
<b>6. Invitations to submit full applications</b>	19 <sup>th</sup> June 2020	-
<b>7. Deadline for submission of full applications</b>	14 <sup>th</sup> August 2020	-
<b>8. Information to lead applicants on the evaluation of the full applications (Step 2)</b>	30 <sup>th</sup> September 2020	-
<b>9. Notification of award (after the eligibility check) (Step 3)</b>	16 <sup>th</sup> October 2020	-
<b>10. Contract signature</b>	30 <sup>th</sup> October 2020	-

All times are in the time zone of the country of the contracting authority.

This indicative timetable refers to provisional dates (except for dates 2, 3, and 4) and may be updated by the contracting authority during the procedure. In such cases, the updated timetable will be published on the web site of DG International Cooperation and Development: <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome>.

## 2.6 CONDITIONS FOR IMPLEMENTATION AFTER THE CONTRACTING AUTHORITY'S DECISION TO AWARD A GRANT

Following the decision to award a grant, the beneficiary(ies) will be offered a contract based on the standard grant contract (see Annex G of these guidelines). By signing the application form (Annex A of these guidelines), the applicants agree, if awarded a grant, to accept the contractual conditions of the standard grant contract. Where the coordinator is an organisation whose pillars have been positively assessed, it will sign a contribution agreement based on the contribution agreement template. In this case references to provisions of the standard grant contract and its annexes shall not apply. References in these guidelines to the grant contract shall be understood as references to the relevant provisions of the contribution agreement .

### Implementation contracts

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

In this context, a distinction should be made between awarding implementation contracts and subcontracting parts of the action described in the proposal, i.e. the description of the action annexed to the grant contract , such subcontracting being subject to additional restrictions (see the general terms and conditions in the model grant contract ).

**Awarding implementation contracts:** implementation contracts relate to the acquisition by beneficiaries of routine services and/or necessary goods and equipment as part of their project management; they do not cover any outsourcing of tasks forming part of the action that are described in the proposal, i.e. in the description of the action annexed to the grant contract .

**Subcontracting:** Subcontracting is the implementation, by a third party with which one or more beneficiaries have concluded a procurement contract, of specific tasks forming part of the action as described in annex to the grant contract (see also the general terms and conditions in the model grant contract ).

### 3 LIST OF ANNEXES

#### DOCUMENTS TO BE COMPLETED

- Annex A: Grant application form (Word format)  
A.1 – Concept note  
A.2 – Full application form
- Annex B: Budget (Excel format)
- Annex C: Logical framework (Excel format)
- Annex D: Legal entity sheet<sup>26</sup>
- Annex E: Financial identification form
- Annex F: PADOR registration form

#### DOCUMENTS FOR INFORMATION<sup>27</sup>

- Annex G: Standard grant contract
- Annex II: general conditions
  - Annex IV: contract award rules
  - Annex V: standard request for payment
  - Annex VI: model narrative and financial report
  - Annex VII: model report of factual findings and terms of reference for an expenditure verification of an EU financed grant contract for external action
  - Annex IX: standard template for transfer of ownership of assets
- Annex H: Declaration on Honour
- Annex I: Daily allowance rates (per diem), available at the following address:  
[http://ec.europa.eu/europeaid/funding/about-procurement-contracts/procedures-and-practical-guide-prag/diems\\_en](http://ec.europa.eu/europeaid/funding/about-procurement-contracts/procedures-and-practical-guide-prag/diems_en)
- Annex J: Information on the tax regime applicable to grant contracts signed under the call.
- Annex K: Guidelines for assessing simplified cost options.

#### Useful links:

##### Project Cycle Management Guidelines

[http://ec.europa.eu/europeaid/aid-delivery-methods-project-cycle-management-guidelines-vol-1\\_en](http://ec.europa.eu/europeaid/aid-delivery-methods-project-cycle-management-guidelines-vol-1_en)

##### The implementation of grant contracts

###### A Users' Guide

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

###### Financial Toolkit

[http://ec.europa.eu/europeaid/funding/procedures-beneficiary-countries-and-partners/financial-management-toolkit\\_en](http://ec.europa.eu/europeaid/funding/procedures-beneficiary-countries-and-partners/financial-management-toolkit_en)

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

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<sup>26</sup> Only applicable where the European Commission will make the payments under the contracts to be signed.

<sup>27</sup> These documents should also be published by the contracting authority.