



European Union Delegation to Rwanda Call for Proposals

Lot 1 & Lot 3 Information Session
3rd April 2017



Today's presentation

Part 1: 9am – 10.45am

1. CSO-LA and EIDHR call – focus on CSO & EIDHR

Break: Tea and Coffee

Part 2: 11.15am – 1pm

2. Rules for this call for proposals

3. How to apply

4. Evaluation of proposals and useful tips

5. VIDEO: application process using PROSPECT

6. Question and answer



1. The CSO-LA and EIDHR Call For Proposals



1. The CSO-LA/EIDHR Call

The European Union (EU) Delegation in Rwanda has launched a call which is funded by the European Commission (EC) through the following global programmes and instruments:

- 1. Civil Society Organisations & Local Authorities Programme (CSO-LA)**
- 2. European Instrument for Democracy and Rights (EIDHR)**



European Union (EU) Delegation to Rwanda

The combined call for proposals has 3 Lots:

Lot 1: Civil Society Organisations

Lot 2: Local Authorities

Lot 3: EIDHR

The call must complement the 3 sector priorities of the EU Delegation in Rwanda:

1. Sustainable Energy
2. Sustainable Agriculture and Food Security
3. Accountable Governance



The CSO-LA/EIDHR call

Title of call: Enhancing the contributions of civil society and local authorities to human rights, governance and development processes

Reference of the call:

EuropeAid/155019/DD/ACT/RW



EU definition of civil society

- All non-State, not-for-profit structures, non-partisan and non-violent through which people organise to pursue shared objectives and ideals, whether political, cultural, social or economic.
- Civil society organisations (CSOs) include membership-based, cause-based and service-oriented CSOs.
- Among them, community-based organisations, non-governmental organisations, faith-based organisations, foundations, research institutions, gender and LGBTI organisations, cooperatives, professional and business associations, and the not-for-profit media.



Local Authorities

Local Authorities refer to public institutions with legal personality, component of the State structure, below the level of central government and accountable to citizens.

Local Authorities are usually composed of a deliberative or policy-making body (council or assembly) and an executive body (the Mayor or other executive officer), directly or indirectly elected or selected at local level.



Financial Allocation for Rwanda

Lot	Total Amount
1. CSO	EUR 4.2 million
2. Local Authorities	EUR 1 million
3. EIDHR	EUR 1.2 million
Total	EUR 6.4 million

The EU has no obligation to award all available funds.
The EU may reallocate funds between Lots.



Overarching principles p.7

Capacity building of Rwandan CSOs

- We encourage Rwandan civil society organisations to apply as the lead applicant
- Where non-Rwandan CSOs apply as the lead applicant, the proposals should outline how Rwandan CSOs will take the lead in key activities
- Proposals from non-Rwandan CSOs should clearly outline how the action will build the capacity of Rwandan CSOs and the type of results they want to achieve in terms of their support to Rwandan civil society



Overarching principles and value-added elements p.7

Proposals should consider adding value by:

- **Promoting gender equality** and ensuring girls, boys, women and men have a voice, are able to participate and have a say over key decisions
- **Tackling discrimination** and empowering the most marginalised and vulnerable groups
- **Tackling environmental issues** including renewable energy and climate change, and **building resilience and sustainability**.

Check evaluation grid – p. 28 & 30



Lot 1: Civil Society Organisations (CSO)



Eligibility (1): Lot 1 CSO

Lead applicant

- be a legal person **and**
- be non-profit-making **and**
- be a civil society organisation and
- Be directly responsible for the preparation and management of the action (with co-applicant)
- be registered for at least two years **and**
- be established in Rwanda or be established in a Member State of the EU/EEA or in a ODA developing country or in OECD member country;



Eligibility (2): Lot 1 CSO

Lead applicant

- The lead applicant must act at least with one co-applicant(s)
- A non-Rwandan lead applicant must act with at least **one co-applicant established in Rwanda,**
- We encourage Rwandan CSOs to apply as the lead applicant in line with the overall objectives of the action

See overarching and working principles



Size of grants: Lot 1 CSO

Duration of grant: 24 months- 48 months

Minimum amount of EU contribution : EUR 300,000

Maximum amount of EU contribution: EUR 1,000,000



Co-financing for Lead Applicant: Lot 1 CSO

Minimum % of EU contribution:
50% of the total eligible costs of the action

Maximum % of EU contribution for lead applicant:

- **Rwandan CSOs:** 90% of total eligible costs of the action. Require 10% co-financing.
- **Non-Rwandan CSOs:** 75% of total eligible costs. Require 25% co-financing.
- **Co-financing can come from another donor**



Priority Areas: Lot 1 CSO (p. 5-6)

Actions should aim to address a minimum of two priority areas

Priority Area 1

Actions aimed at strengthening civil society research, evidence-based advocacy and CSO-media collaboration including developing the political economy analysis, research and budget analysis skills of Rwandan CSOs



Examples of Activities: CSO Priority Area 1 p.14-15

1. Strengthening CSO research skills & partnerships
2. Strengthening the networking, political economy analysis, data collection and advocacy skills of Rwandan CSOs
3. Supporting agricultural CSOs (including farmers' organisations) to conduct research and advocacy
4. Supporting CSOs, media and journalists to partner in organising public debates and activities
5. Strengthening CSO partnerships and networks on thematic issues (i.e. agriculture) or social accountability processes (i.e. budget networks)



Priority Area 2: Lot 1 CSO

Priority Area 2

Actions aimed at supporting Rwandan CSOs to use social accountability and ICT tools to promote the accountability, public transparency, and budgetary oversight of public authorities

[Social accountability tools can include community score cards, citizen satisfaction surveys, community monitoring of public service delivery, participatory budgeting and, and public hearings]

[ICT tools can include social media, radio, mobile technology, communications technology, computers, television, laptops and the internet as well services and applications]



Examples of Activities: CSO Priority Area 2

1. Use of social accountability tools to input into government programmes, policies and plans
2. Promoting ICT tools and open data platforms to stimulate feedback in governance processes
3. Supporting CSOs to participate in budget review processes and sectoral working groups
4. Supporting CSO research and evidence-based advocacy on land rights and land dispute issues
5. Monitoring of Abunzi Mediation Committees
6. Monitoring the implementation of the Government of Rwanda's rural electrification strategy



Priority Areas: Lot 1 CSO

Priority Area 3

Actions aimed at strengthening citizen participation (of men and women) in local government planning, monitoring and evaluation processes.



Examples of activities: CSO Priority Area 3

1. Strengthen feedback channels and consultation mechanisms for input into local government planning, monitoring and evaluation processes;
2. Supporting Rwandan CSOs to use social accountability mechanisms to input into local government services, programmes, policies and plans
3. Creating or strengthening mechanisms to engage men and women, and Joint Action Development Forum (JADF) members in local government planning and accountability processes;



Lot 2: Local Authorities



Eligibility: Lot 2 LA

Lead applicant

- Be a Rwanda Local Authority or partnership of Rwandan Local Authorities.
- We encourage Rwandan Local Authorities to act with a co-applicant, either a Local Authority or CSO.

Co-applicant

- Be a Local Authority, and/or Association of Local Authorities or
- Be a Civil Society Organisation (same eligibility as for CSOs in Lot 1)



Size of grants: Lot 2 LA

Duration of grant: 24 months - 48 months

Minimum amount of EU contribution: EUR 300,000

Maximum amount of EU contribution : EUR 1,000,000



Co-financing for Lead Applicant: Lot 2 Local Authorities

Minimum % of EU contribution:
50% of the total eligible costs of the action

Maximum % of EU contribution:
Rwandan Local Authority: 90% of total eligible costs of the action



Priority Areas: Lot 2 LA

The Action must address at least one priority area

Priority Area 1

Actions aimed at improving the accountability of local authorities and at strengthening citizen participation (of men and women) in local government planning, monitoring, and evaluation processes



Types of Activities: LA Priority Area 1

- Supporting local authorities to develop partnerships and networks among private, public and civil society actors to strengthen the input of citizens into local government services, programmes, policies and plans;
- Creating or strengthening mechanisms to engage JADF members and citizens (youth, men and women) in local government accountability and planning processes.



Priority Areas: Lot 2 LA

Priority Area 2

Actions aimed at improving the capacity of local authorities to engage citizens (men and women) in local revenue mobilisation



Types of Activities: LA Priority Area 2

- Strengthen the capacity of local authorities to engage citizens (men and women) and obtain their feedback on local revenue mobilisation
- Supporting local authorities to operationalise the local tax issues forums;
- Increase the capacity of local authorities to measure the impact of fees and charges.



Lot 3: European Instrument for Democracy and Human Rights (EIDHR)



Eligibility: Lot 3 EIDHR

Lead applicant

- Be a legal person **or** an entity without legal personality **or** a natural person **and**
- Be non-profit-making **and**
- Be a civil society organisation, **and**
- Be directly responsible for the preparation and management of the action
- Any nationality



Eligibility (2): Lot 3 EIDHR

Lead applicant

- The lead applicant must act at least with one co-applicant(s)
- A non-Rwandan lead applicant must act with at least **one co-applicant established in Rwanda**
- We encourage Rwandan CSOs to apply as the lead applicant in line with the overall objectives of the action

See overarching and working principles



Size of grants: Lot 3 EIDHR

Duration of grant: 24 months- 48 months

Minimum amount of EU contribution: EUR 100,000

Maximum amount EU contribution: EUR 400,000

In exceptional circumstances, the grant may cover the entire eligible costs of the action if this is deemed essential to carry it out. Clear justification is required.



EIDHR Co-financing for Lead Applicant

Maximum % of EU contribution for all CSOs as lead applicant: 95% of total eligible costs of the action.

Require 5% co-financing.



Priority Areas: Lot 3 EIDHR

Priority Area 1

Actions aimed at promoting freedom of expression, investigative journalism, and access to information



Examples of Activities: Priority area 1 EIDHR

1. Use of ICT tools and open data platforms to promote freedom of expression and access to information;

[Open data platforms: public platforms or websites which make publicly available (often government) data available more freely and accessible to everyone]

2. Development of radio programmes, publications, talk shows/debate platforms to stimulate public debate



Examples of Activities: Priority area 1 EIDHR

3. Capacity building for not-for-profit media, journalists, and students of journalism to strengthen critical thinking, investigative journalism & media content

4. Supporting Rwandan CSOs to monitor, advocate and raise public awareness on 2013 Media and Access to Information Laws, and the effective functioning of Rwanda Media Commission (RMC).



Priority Areas: Lot 3 EIDHR

Priority Area 2

Actions aimed at supporting Rwandan CSOs and human rights defenders working to **prevent torture**, other cruel, inhuman or degrading treatment or punishment, provide rehabilitative and legal services to victims of torture, advocate for effective safeguards to prevent torture, and to monitor reports **enforced disappearances** and other similar human rights violations.



Types of Activities: Priority area 2 EIDHR

1. Monitoring the implementation of the Optional Protocol to the Convention against Torture (OPCAT) in Rwanda and the National Preventative Mechanism;
2. Supporting CSOs to conduct research and advocate for effective torture safeguards
3. Supporting Rwandan CSOs to provide rehabilitative & legal services to torture victims and their families.
4. Supporting CSOs to document, monitor and verify cases of torture and reports of enforced disappearances



Priority Areas: Lot 3 EIDHR

Priority Area 3

Actions aimed at supporting Rwandan CSOs and human rights defenders to monitor the implementation of government obligations and to advocate for the **inclusion of international human rights instruments** in national and local policies and plans



Examples of Activities: EIDHR Priority Area 3

1. Supporting Rwandan CSOs to monitor the implementation of the recommendations of the Universal Periodic Review (UPR);
2. Supporting civil society to develop an alternative parallel UPR report through research and consultations with other Rwandan CSOs, men, women, and the government on UPR recommendations;
3. Supporting Rwandan CSOs to advocate for the inclusion of international human rights instruments in national and local policies/plans and raise awareness
4. Supporting CSOs to monitor the implementation of government human rights obligations.



Priority Areas: Lot 3 EIDHR

Priority Area 4

Actions aimed at supporting Rwandan CSOs and human rights defenders to **promote anti-discrimination** and protect the rights of men and women from minorities and vulnerable groups, including those belonging to the Lesbian/Gay/Bisexual/Transgender and Intersex (LGBTI) community, historically marginalised groups, and people with disabilities.



Examples of Activities: EIDHR Priority area 4

1. Supporting Rwandan CSOs to create and strengthen community platforms to discuss and promote anti-discrimination practices, and to carry out advocacy and awareness-raising
2. Supporting Rwandan CSOs to provide legal, outreach and social services to discriminated groups
3. Supporting Rwandan CSOs to promote anti-discrimination practices among key stakeholders through training and awareness raising
4. Engaging the media to promote anti-discrimination through radio, TV, social media and other ICT tools to raise awareness and sensitise the wider population



3. Rules for the call for proposals



Rules: Lead Applicant

**Important to read eligibility criteria for each Lot
p. 9-13**

The Lead Applicant...

- Signs the mandate and the contract
- Financial and legal responsibility for the grant
- Is responsible for implementation (with co-applicant)
- Receives the funds directly from the EU
- Expenses are eligible
- Once the contract is signed, the lead applicant becomes the beneficiary of the Action



Who may the lead applicant cooperate with?

Distinction between (Lead) Applicant and

- **Co-applicant(s)**
 - Must sign the application form (mandate)
 - The same eligibility criteria as lead applicant (Lot 1 & 3)
- **Affiliated entities (if any)**
 - Structural link between lead applicant and affiliated entity (legal or capital link)
 - Legally defined as e.g. official network or umbrella, association of organisations, e.g. Trade Unions
 - The link exists before the application and will continue after the grant is complete.
- **Third parties (if any)** – sub-grants to small CSOs/CBOs



Rules: Co-Applicants Lot 1 & 3 (p.11)

A co-applicant participates in designing and implementing the actions and sign the application form

1. Co-applicants are subject to the **same eligibility criteria** as the lead applicant (Lot 1 & Lot 3)
2. Partnership with a co-applicant is **mandatory** (Lot 1 & Lot 3)
3. A non-Rwandan CSO must partner with at least one Rwandan CSO as a co-applicant
4. Costs incurred by co-applicant: eligible in the same way as lead applicant
5. Co-applicant(s): Beneficiary(ies) of the Action



Rules: Affiliated Entities

Affiliated entities have a structured link (legal or capital) with the lead and co-applicants which exists independently of the grant e.g. National trade union and affiliated unions for agriculture, transport etc.

1. They are not beneficiaries of the action and not parties to the contract, but they participate in the design and implementation of the actions.
2. Affiliated entities are **subject to the same eligibility criteria as the lead applicant**
3. They **can't be contractors** in the project



Rules: Associates

Other organisations or individuals who may be involved in the action. They play a real role in the action, but may not receive funding.

1. They **do not have to satisfy eligibility criteria** or sign partnership agreements
2. Costs: may not receive funding, except for per diem or travel (which must be included in the overall budget to be eligible)
3. They **cannot be contractors** in the project



Rules: Sub-granting Financial Support to Third Parties p.17

1. Sub-grant limited to 60,000 EUR per third party
2. No limits on total amount of sub grants
- 3. Sub-grant can be used to support small CSOs/CBOs**
4. Do not need to list the names of the Third Parties in your application, but must state objectives for sub-granting and outline the criteria for selection
5. Third parties are neither affiliated entities, associates or contractors
6. It is important that the lead applicant has **experience in sub-granting**, as it is responsible for these funds

Actors in grant contract



Actors	Signatory party of the contract	Role in the implementation of the activities	Expenditure eligible?	Who funds them directly?
Lead Applicant -> Beneficiary/ Coordinator	Yes	Yes	Yes	EU
Co-applicant -> (Co)beneficiary	No but !	Yes	Yes	Coordinator
Associates	No	No	No (can only receive per diem and travel costs)	(Co) Beneficiary/ Coordinator
Contractor	No	Yes	N/A	(Co) Beneficiary/ Coordinator
Third parties (sub-grantees – financial support to third parties)	No	Yes	N/A	(Co) Beneficiary/ Coordinator



4. How to apply

TIMELINE FOR KEY DATES



Wed 5 April	Information session – Lot 2 Local Authorities
April	Register in PADOR and download concept note form
2 May	Deadline to submit questions to the EU
11 May	Deadline for EU to respond to questions
23 May	Deadline for submission of concept notes
27/28 June*	EU informs applicants of results of concept note and invites shortlisted applicants to submit full application
16 Aug*	Deadline for submission of full application
10 Oct*	Applicants informed of results of full application
29 Oct*	Notification of award (after eligibility check)
7 Dec*	Contract signature

* Estimation





How to apply:

The call for proposals is managed through 2 online tools

1. **PADOR**: **P**otential **A**pplicant **D**ata **O**nline **R**egistration

- Contains the profile (legal and financial data of applicants)
- Tool for evaluating the operational and financial capacity
- Tool for checking the eligibility of the organisations that participate in the call

2. **PROSPECT**: e-system for submission of applications

PADOR GUIDE AND FAQ AND NEW USER



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▼ About Grants

➤ [What are grants?](#)

➤ [How to apply for a grant?](#)

▼ Applicant registration (PADOR)

- [ECAS Registration](#)
- [I need the EuropeAid ID of my](#)

Applicant's registration (PADOR)

UPDATE! As announced on the 1st of June a new version of PADOR was launched on 27th of June 2016. PADOR became more user friendly; the registration and updating of profiles will now take less time since there is less information to encode. The new PADOR is available in English, French, Spanish, and Portuguese.

On the 27th of June 2016 all existing profiles in PADOR which were used at least once in the last 5 years were automatically transferred to the new PADOR. Profiles that were inactive for a longer period of time were archived.

For more information about the new PADOR please consult the [undated user manual](#) and the [undated e-learning](#)

USEFUL LINKS

➤ [HelpDesk](#)

KEY DOCUMENTS

- [PADOR Offline Form](#)
- [PADOR Guide for applicants](#)

International Cooperation and Development Funding Aid



How to apply:

Registration in PADOR

1. Applicants must register their organisation in PADOR and submit application in PROSPECT
2. PADOR requires that you upload legal and financial documents about your organisation
3. Organisations registered in PADOR get a (EuropeAid ID) which they must mention in their application.
http://ec.europa.eu/europeaid/pador_en
4. It takes time – so register early
5. For technical questions/problems contact:
europeaid-IT-support@ec.europa.eu



How to apply:

Submitting concept notes using Prospect

1. Online submission via PROSPECT is **obligatory** for this call
2. The concept note together with the declaration by the lead applicant must be submitted online via PROSPECT

https://webgate.ec.europa.eu/europeaid/prospect_3

(more information on PROSPECT in next section)



How to apply:

Submitting concept notes

3. If it is **impossible** for lead applicants to submit their concept note online via PROSPECT for technical reasons, they must send their concept note in a sealed envelope by registered mail private courier service or by hand delivery (**see guidelines for detailed instructions**)

4. Applicants must apply in English or French



How to apply:

Submitting concept notes

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 Contacting Authority cannot be held responsible for any delay due to such aforementioned difficulties.



PADOR and PROSPECT

Before starting using PADOR and PROSPECT, please read the user guides available on the website. All technical questions should be addressed to the IT helpdesk at EuropeAid-IT-support@ec.europa.eu **via the online support form in PROSPECT**

It is **strongly recommended** to register in PADOR well in advance and not to wait until the last minute

Lead applicants must make sure that their **PADOR profile is up to date.**

TE(14)



Indicative Calendar

Tuesday 23 May 2017: Deadline for submission of Concept Notes

28 June 2017*: Results of evaluation of Concept Notes; selected applicants will be invited to submit Full Applications

16th August*: Deadline for submission of Full Applications

December 2017*: Signature of Contracts

Slide 62

TE(14 Do you htink this slide is necessary, as the calendar has been showed on a slide before?
Theresa EBERLE (EEAS-Kigali), 27/03/2017



How to apply:

DEADLINE for submission of concept notes

Tuesday 23rd May, 2017 at 14.00 Brussels Time

Any application received after the deadline will automatically be rejected by PROSPECT.



5. Evaluation process of proposals and useful tips



Evaluation of concept notes

1. Administrative Check (see next slide)
2. Evaluation of **Concept Notes** (every single concept notes is read (if pass administrative check))
3. Unsuccessful applicants will receive email from PROSPECT
4. Selected applicants invited to submit Full Application forms (with budget & logical framework)
5. Evaluation of **Full Application Forms**
6. Full eligibility screening of lead applicant & co-applicant(s)



Important information: reasons for rejection

- Proposal received **after the deadline**
- **Eligibility criteria not respected**
- Proposal **not in English/French**
- Proposal does **not follow the template**
- Amount requested from the EC **not indicated/ not correct**
- Duration of the project **not indicated/not correct**
- Declaration by the Applicant **not signed and uploaded**



Requirements of the concept notes

Three Sections:

- **Description of the action (1 page)**
- **Relevance of the Action (3 pages)**
 - Relevance to specific objectives/priorities of this call
 - Relevance to the needs and constraints of Rwanda and/or the sector (*problem analysis*)
 - Addressing needs of target groups, final beneficiaries
 - Value-added elements
- **Project details** (amount of EU contribution, duration, the Lot you are applying for)




Tips for concept notes

- **ANSWER ALL QUESTIONS** in the template!
 - Be precise and do not include a lot of **general background** (history of Rwanda, political situation)
- Include:**
- specific objectives and expected results and how they relate to the EU priorities of the Call
 - how the activities will help to achieve the results and objectives of the Action
 - reasons for choosing location and its need
 - definition of the target group & beneficiaries (including numbers) and analysis of their needs



Tips for concept notes

It is important to read the evaluation grid for the concept notes

Section	Maximum Score
1. Relevance of the action	30
1.1. How relevant is the proposal to the objectives and priorities of the Call for Proposals?*	5x2**^
1.2. How relevant to the particular needs and constraints of the target country(ies) or region(s) is the proposal (including synergy with other EU initiatives and avoidance of duplication)?*	5x2**
1.3. How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs been clearly defined and does the proposal address them appropriately?*	5
1.4. Does the proposal contain specific added-value elements , such as environmental issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, or innovation and best practices [and the other additional elements indicated under 1.2. of these guidelines]?* 	5



How concept notes will be evaluated

- Concept notes with a score lower than 30 will be rejected
- Score for relevance is automatically transferred to the full proposal evaluation grid

For Lot 1: CSO Section 1.1. of Evaluation grid

A score of 5 (very good) will only be allocated if the proposal specifically **addresses more than a minimum number of 2 priorities** as indicated in Section 1.2 (objectives of the programme) of these guidelines.



Evaluation of full proposals

Only those who have been pre-selected can submit a full application Form

- **Description of the action** (13 pages) – activities, methodology, results, sustainability, role of applicant and co-applicant
- **Sustainability** – tangible impacts and multiplier effect
- **Logical framework**
- **Budget in EURO** (including expected sources of funding for co-financing) – 3 sheets
- **Previous organisational experience** with similar actions



Evaluating Sustainability

4. Sustainability of the action	15
4.1. Is the action likely to have a tangible impact on its target groups?	5
4.2. Is the proposal likely to have multiplier effects (including scope for replication, extension and information sharing)?	5
4.3. Are the expected results of the proposed action sustainable?:(1) financially (how will the activities be financed after the funding ends?)(2) institutionally (will structures allowing the activities to continue be in place at the end of the action? Will there be local 'ownership' of the results of the action?)(3) at policy level (where applicable) (what will be the structural impact of the action — e.g. will it lead to improved legislation, codes of conduct, methods, etc?)(4) environmentally (if applicable) (will the action have a negative/positive environmental impact?)	5



Evaluating Financial and operational capacity

1. Financial and operational capacity	20
1.1. Do the applicants and, if applicable, their affiliated entity(ies) have sufficient experience of project management ?	5
1.2. Do the applicants and, if applicable, their affiliated entity(ies) have sufficient technical 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 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



Eligibility screening of lead and co-applicants

Only performed **for applicants who are provisionally selected**. They will be informed by PROSPECT & requested to supply the following **documents**:

- The statutes or articles of association of the applicant and of the affiliated entities;
- The applicant's most recent annual report and accounts (external audit report);
- Copy of applicants latest accounts;
- Legal Entity Form & Financial Identification Form;
- The registration certificate (lead and co-applicant).



To ask questions...

Questions may be sent to the EU Delegation by e-mail no later than **2nd May 2017** to the address below. They must indicate the **reference** of the call for proposals:

To: DELEGATION-RWANDA-LTB@eeas.europa.eu

No individual replies will be given. All questions and answers will be published on the EuropeAid and EU Delegation websites.

Replies will be given no later than **11th May 2017**



For more information

PROSPECT e-learning and user manual:

<https://webgate.ec.europa.eu/europeaid/prospect/external/>

PADOR – Potential Applicant Data Online Registration manual:

https://ec.europa.eu/europeaid/sites/devco/files/pador-manual-applicant-062016_en.pdf

Practical Guide – section on Call for Proposals

<http://ec.europa.eu/europeaid/prag/document.do?nodeNumber=6.5>

EU Delegation in Rwanda

https://eeas.europa.eu/delegations/rwanda_en

A horizontal navigation bar with a light grey background. On the left is a small European Union flag icon. To its right are five buttons: "PROSPECT", "simplifies", "improves", "guidance", and "demo". The "simplifies" button is highlighted in blue.

A more simple submission process...

- Submit your application online in 4 simple steps
- PROSPECT gets your organisation's data from PADOR
- Send your application with less mistakes, (ineligible or incomplete data). PROSPECT will guide you:
 - **blue messages**: important information (not blocking)
 - **red error** messages: e.g. a mandatory field has not been filled in; you can save the page, but you will not be able to submit

78

PROSPECT simplifies **improves** guidance demo

A better service...

- ✓ Track the status of your application at any moment, real-time!
- ✓ Receive a notification email when the letter is available (with results of your concept note)
- ✓ View the letter online – get the results faster.

My applications

Deadline	Call	Organisation	Title of the action	Nº	Action location(s)	Status	Letter
							CN FA ELG
30/11/2014	150021 - Lot 1	MUNICIPIUL TIMIS	appl_1	1	France, Germany	Accepted (CN)	CN

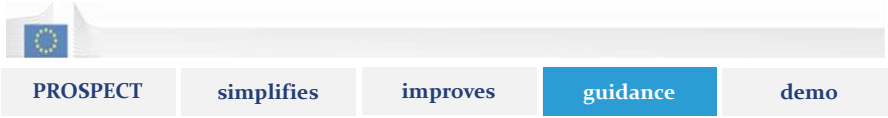
79

PROSPECT simplifies improves **guidance** demo

Tips and tricks (1) : How to apply

1. Go to the EuropeAid website
2. Search for the call for proposals
3. Connect to PROSPECT – click on "Apply" or:
<https://webgate.ec.europa.eu/europeaid/prospect>
4. Log in with your EuropeAid ID (ECAS username and password)

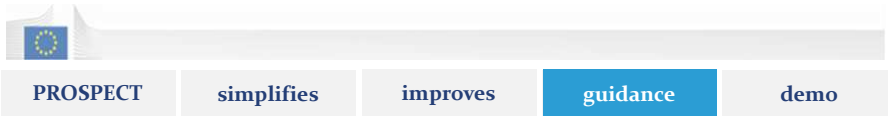
80



Tips and tricks (2) : How to use PROSPECT

- ✓ Stable internet connection for approximately 15 minutes (you can always save your work as draft).
- ✓ A recent version of a browser: Internet Explorer, Chrome, Firefox. All browsers are supported, but the user experience is best with these 3.

81




Tips and tricks (3) : Things to do

- 1.Preparation: e-learning and manuals available
- 2.Uploading of documents:
 - If it's big, you can zip!
 - If it takes time, be patient: your internet connection may be a bit slow...
3. Contact IT support for technical support:
EuropeAid-IT-support@ec.europa.eu
From **08:30** to **18:00** Brussels time

82

TE(25)



PROSPECT simplifies improves guidance demo

VIDEO:
https://ec.europa.eu/europeaid/sites/devco/files/e-learning-prospect-applicants-08012015_en.pdf

83



European Commission

Time for questions...

Slide 83

TE(25 Maybe add: E-learning video
Theresa EBERLE (EEAS-Kigali), 27/03/2017