



European Commission

Investing in People (IiP)

Equality between women and men

Strengthening the capacity of non-State actors to promote women's rights and gender equality in Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, the Occupied Palestinian Territory, Syria, Tunisia, and Mauritania

**Restricted Call for Proposals 2009
Guidelines for grant applicants**

Budget line 21 05 01 04
Reference: EuropeAid/129205/C/ACT/MULTI

Deadline for submission of Concept Notes:
08/02/2010, 16:00 CET

Notice

This is a restricted Call for Proposals. In the first instance, only Concept Notes must be submitted for evaluation. Thereafter, applicants whose Concept Notes have been pre-selected will be invited to submit a Full Application Form. Further to the evaluation of the Full Applications, an eligibility check will be performed for those which are provisionally selected. This check will be undertaken on the basis of the supporting documents requested by the European Commission, the signed "Declaration by the Applicant" sent together with the Concept Note and the second Declaration sent together with the Full Application.

All Internet links in the present document are valid at the time of publication of this Call for Proposals. Nevertheless, they may be subject to changes at a later stage.

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1. THE PROGRAMME 'INVESTING IN PEOPLE' – EQUALITY BETWEEN WOMEN AND MEN

1.1 BACKGROUND

The European Union has a longstanding commitment to promoting gender equality, both within and outside its borders. That commitment was reiterated in the most recent and most authoritative commitments taken by the EU¹. On 8 March 2006, the Commission issued a Communication entitled “A Roadmap for equality between women and men”, outlining six priority areas for EU action on gender equality for the period 2006-2010: equal economic independence for women and men; reconciliation of private and professional life; equal representation in decision-making; eradication of all forms of gender-based violence; elimination of gender stereotypes; and promotion of gender equality in external and development policies.

Most recently, with the adoption of the Guidelines on violence against women and girls and combating all forms of discrimination against them², the EU has highlighted the importance of co-operating with third parties, including non-governmental organisations, to fighting violence against women and combating impunity.

In the Southern Mediterranean countries and neighbouring regions, the reports on Human Development and other major studies carried out have stressed that the unequal status and role often assigned to women are one of the main impediments to the development of these countries and regions. Most of these countries have committed themselves to uphold the highest standards on the promotion and protection of women's rights and to co-operate with regional and universal human rights system³. Nevertheless, often these countries fail to ensure an adequate implementation of these standards at the national level and progress in ensuring equality between women and men is still insufficient.

In line with its global efforts to foster gender equality, the EU has worked for many years with Mediterranean partner countries in promoting equality between women and men. Promoting gender equality and women's rights is at the heart of the Euro-Mediterranean Partnership and the Union for the Mediterranean. The Framework for Action on Strengthening the Role of Women in Society⁴ agreed at the Ministerial Conference held in Istanbul in 2006 comprises a comprehensive set of actions for the promotion of women's rights and gender equality in the civil, political, social, economic and cultural spheres. This recent process needs greater support and visibility.

The EC has implemented two regional programmes, one on the role of women in the economic life (recently finished) and one on the support of gender equality in the Euro-Mediterranean region (ongoing). In some of these countries women's machineries are supported through geographic programmes. Finally, a call for proposals under the thematic programme "Investing in people" was launched in 2007 and resulted in the award of 13 grants to civil society organisations⁵.

¹ European Pact for Gender Equality, adopted by the European Council (March 2006), Roadmap for equality between women and men 2006-2010 (COM(2006)0092), Charter of Fundamental Rights of the European Union (Article 23), EU Council Guidelines on Violence against women and girls and combating all forms of discrimination against them (December 2008).

² www.consilium.europa.eu/uedocs/cmsUpload/16173cor.en08.pdf.

³ Most of these countries have ratified a number of regional and international human rights instruments and the CEDAW, albeit with reservations and interpretative declarations. Often, they also provide co-operation with the relevant Special Procedures of the UN Human Rights Council, such as the one on violence against women, its causes and consequences or the one on human rights defenders. When reviewed through the UN Universal Periodic Review mechanism, these countries often accept recommendations on the situation of women's rights and take voluntary pledges to this effect. Link to the CEDAW, www.un.org/womenwatch/daw/cedaw/cedaw.htm.

⁴ http://ec.europa.eu/external_relations/euromed/women/docs/conclusions_1106.pdf.

⁵ The 2008 Call focused on 3 priorities : Coordinated action by civil society in the area of women's rights and equality between women and men; Action of economic and social partners targeting the labour market and the work place ; and Integration of equality between women and men in the socio-economic development strategies. List of selected projects available under "attribution", at:

1.2 OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES OF THE CALL

Objectives of the Programme

The thematic Programme 'Investing in People' pursues a broad approach to development and poverty reduction, with the general aim of improving human and social development levels in partner countries in accordance with the United Nations Millennium Declaration and the Millennium Development Goals. It is based on Article 12 of the Development Cooperation Instrument DCI⁶, and is detailed in the *Strategy Paper for the Thematic Programme 2007-2013*⁷. The third theme of the programme is gender equality, which includes women's empowerment. It provides for a specific allocation to support capacity building of non-State actors (NSAs) engaged in promoting women's civil and political rights and economic and social empowerment, and in countering gender stereotypes in the Mediterranean countries covered by the European Neighbourhood and Partnership Instrument (ENPI).

Priority issues of this Call for proposals

Overall objectives

This Call for Proposals is intended to contribute to awareness-raising, promotion and the implementation of the rights recognised notably in the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW) and the Istanbul Framework for Action in the 10 Mediterranean countries covered by the European Neighbourhood Policy: Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, the Occupied Palestinian Territory, Syria and Tunisia. Mauritania is also included, as a member of the Euro-Mediterranean Partnership and of the Union for the Mediterranean.

The Call is intended to be complementary to other geographic and thematic cooperation activities undertaken by the European Commission and the Member States, both at bilateral and regional levels⁸.

Specific objectives

This Call for Proposals aims at selecting projects which undertake actions under the following priorities:

1. support of the efforts of civil society in countering **gender stereotypes**, notably in order to combat the root causes of violence against women and foster the participation and the role of women in public life (media, political life, employment, etc.)⁹;
2. support of the efforts of civil society in monitoring, promoting wide participation, raising public awareness and advocating the implementation of the **Istanbul Framework of Action**¹⁰;
3. support of the efforts of civil society in developing capacity, monitoring, raising awareness among the wider public, educating and advocating for the respect of international standards, notably:
 - o the full implementation of all rights reflected in the **UN Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW)**, including by ensuring the full adaptation of national laws and the review of all discriminatory laws and regulations, and the lifting the reservations and interpretative declarations, and by disseminating and facilitating

<https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome&nbPubliList=15&orderby=upd&orderbyad=Desc&searchtype=RS&aofr=126779>.

⁶ Regulation (EC) No 1905/2006 of the European Parliament and of the Council of 18 December 2006 establishing a financing instrument for development cooperation, OJ L378 of 27/12/2006, pp. 41-71.

⁷ http://ec.europa.eu/development/policies/9interventionareas/humandev_en.cfm.

⁸ For regional activities, see http://www.euromedgenderequality.org/en/programe_objectives.php.

⁹ For Mauritania and Libya, which were not covered by the Call for Proposals of 2008, this priority encompasses action of economic and social partners targeting the labour market and the work place, e.g. direct civil society efforts to raise awareness and advocate for women's access to labour.

¹⁰ Cfr. Footnote n.7

- the implementation of the concluding observations and other recommendations of the Committee on the Elimination of Discrimination against women;
- the full implementation of **all international commitments** made by the authorities on the promotion and protection of women's rights, including those voluntary pledges and commitments stemming from the Universal Periodic Review¹¹;
- the promotion of gender equality and women's rights in peace-building and negotiation, crisis preparedness and in post-conflict reconstruction, in line with **UN Security Council resolutions 1325 and 1820 on women, peace and security**.

4. support of the efforts of civil society in promoting gender equality and women's rights in **local development** and supporting women's participation in political life and local decision-making processes – e.g. enabling women to engage in dialogue with relevant local authorities and stakeholders on local development, conducting of poverty reduction and socio-economic development strategies that effectively empower women; or gender budgeting initiatives;

Any proposal must indicate to which of these priorities it relates and demonstrate its relevance regarding these priorities¹².

Given the specific objectives of this call, priority will be given to actions led by non-State actors and local authorities **in the country or countries targeted in this Call**. This will also ensure a higher level of ownership and sustainability.

Special attention shall be paid by the European Commission to ensure geographical balance among the actions to be funded.

Partnership is strongly recommended so as to meet more efficiently the capacity building needs of NSAs. Partnership with neighbouring countries facing similar issues, especially Iran, Iraq and Yemen, is also encouraged so as to facilitate regional cross-fertilisation and exchange of best practices.

Eligibility criteria pertaining to partnership are detailed in section 2.1.2.

Expected Results

Results expected include (**this list is not exhaustive**):

- improved awareness of gender stereotypes and improved image of women contributing to mindset changes, including in the field of violence against women;
- positive evolution of gender relations by involving the youngest, and men and boys in activities;
- improvement of the discourse on gender relations by involving actors of change in activities (decision makers, religious leaders, female leaders, etc.);
- overall improvement in advocating and monitoring the implementation of the Istanbul Framework for Action;
- better exchange of know-how and best practices for promoting gender issues and women's rights, including with neighbouring countries such as Yemen, Iraq or Iran;
- overall improvement in advocating and monitoring the implementation of the UN CEDAW;
- lifting of reservations to the CEDAW ; legislative and regulatory changes bringing the legal framework more in line with international standards;
- international commitments of the target countries better known and monitored;

¹¹ www.ohchr.org/EN/HRBODIES/UPR/Pages/UPRMain.aspx

¹² Several priorities may be targeted whenever justified in the framework of the same proposals.

- improved knowledge and awareness among non-State actors and local authorities of linkages between gender equality and the local development agenda;
- improved participation of women in local, socio-economic development;
- pilot projects on gender budgeting initiatives;
- improved response to the needs of women in crisis situation and increased role in crisis preparedness; overall gender-sensitive approach to crisis management;
- improved involvement of women in peace-building and post-conflict reconstruction;

1.3 FINANCIAL ALLOCATION PROVIDED BY THE EUROPEAN COMMISSION

The overall indicative amount made available under this Call for Proposals is **EUR 4 300 000**. Subject to the adoption of the 2010 General Budget of the European Communities by the budgetary authority, an indicative amount of **EUR 3 500 000** will be added to finance selected projects under this Call for Proposals. The European Commission reserves the right not to award all available funds or to attribute additional funds.

Size of grants

Any grant awarded under this programme must fall between the following minimum and maximum amounts:

- **minimum amount:** **200 000 EUR**
- **maximum amount:** **800 000 EUR**

In addition, no grant may exceed **80 %** of the total eligible costs of the action (see also section 2.1.4). The balance must be financed from the applicant's or partners' own resources, or from sources other than the European Community budget or the European Development Fund. Full financing may be given only in cases provided for in Article 253 of the Implementing Rules of the Financial Regulations¹³ where financing in full is essential to carry out the action in question. If that is the case, the applicant must justify full financing in section 1.3 of the grant application form by showing that it is essential to carry out the action.

¹³ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:2002R2342:20090101:EN:PDF>

2. RULES FOR THIS CALL FOR PROPOSALS

These guidelines set out the rules for the submission, selection and implementation of actions financed under this Call, in conformity with the provisions of the Practical Guide to contract procedures for EC external actions.

The majority of terms used in the present guidelines are explained in the Glossary to the Practical Guide to contract procedures for EC external actions.

The aforementioned Practical Guide and the Glossary can be consulted at the following Internet address: http://ec.europa.eu/europeaid/work/procedures/implementation/practical_guide/index_en.htm

In addition to the Glossary, the following definitions apply:

Partnership	the grouping of organisations i.e. the main applicant and its partners for the purpose of implementing the proposed action
Applicant	the organisation responsible for submitting the application
Partner	member organisation of the partnership other than the applicant
Associate	organisation that plays an active role in the action but which cannot benefit from funding under the grant
Subcontractor	organisation contracted by the beneficiary or its partner(s) in accordance with the appropriate procedures in order to execute specific tasks in implementing the action
Re-granting	financial support that may be given to third parties by the beneficiary of the Community grant where the implementation of the action so requires, subject to the conditions laid down in Article 120 of the Financial Regulation and 184a of the Implementing Rules of the Financial Regulation ¹⁴

2.1 ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

- applicant(s) which may request a grant (2.1.1), and their partners (2.1.2);
- actions for which a grant may be awarded (2.1.3);
- types of cost which may be taken into account in setting the amount of the grant (2.1.4).

2.1.1 *Eligibility of applicants: who may apply?*

(1) In order to be eligible for a grant, applicants **must**:

- be **legal persons, and**
- be **non-profit making, and**

¹⁴ http://www.ec.europa.eu/budget/documents/implement_control_en.htm

- be **nationals¹⁵ of a Member State of the European Union** or of a Member State of the European Economic Area **or of one of the following countries:** Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Occupied Palestinian Territory, Syria, Tunisia, and Mauritania, **and**
 - **belong to one of the following categories:**
 - o non-State actors¹⁶, in particular those active in the area of women's rights and equality between women and men, or
 - o local authorities, **and**
 - be **directly responsible for the preparation and management** of the action, not acting as an intermediary.
- (2) Potential applicants may not participate in Calls for Proposals or be awarded grants if they are in any of the situations which are listed in Section 2.3.3 of the Practical Guide to contract procedures for EC external actions (available from the Internet address indicated at the beginning of the section 2).

In Part A, section III of the Grant Application Form (“Declaration by the applicant”), applicants must declare that they do not fall into any of the situations.

2.1.2 Partnerships and eligibility of partners

Applicants may act individually or with partner organisations. However, applicants from the EU and the EEA **must** act in partnership with one or more partners from the eligible countries where the action is to take place.

Partners

Partnership with relevant stakeholders **is highly encouraged** (see sub-section 2.3 of the Concept Note evaluation grid and sub-section 3.3 of the Full Application Form evaluation grid).

The partnership with local partners from each country where the proposed action is to take place is considered highly preferable, and will be given weight in the evaluation and selection processes, unless it is demonstrated that no partnership could be established.

Applicants from the EU and the EEA **must** act in partnership with one or more organisations from the eligible country of countries where the action is to take place.

Attention must be paid to the quality of partnership. Indeed partners should have a clear role, either of coordination, input or direct implementation, to the action. The role of partners must be effectively organised to realise the activities and work towards the fulfilment of the objectives of the proposed action. Partners participate in designing and implementing the action, and the costs they incur are eligible in the same way as

¹⁵ Such nationality being determined on the basis of the organisation's statutes which should demonstrate that it has been established by an instrument governed by the internal law of the country concerned. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if they are registered locally or accompanied by a “Memorandum of Understanding”.

¹⁶ The non-State actors as defined by the article 24.2 of the Regulation (EC) No 1905/2006 of the European Parliament and of the Council of 18 December 2006 establishing a financing instrument for development cooperation: the non-State, non-profit making actors eligible for financial support under this Regulation operating on an independent and accountable basis include: non governmental organisations, organisations representing indigenous peoples, organisations representing national and/or ethnic minorities, local traders' associations and citizens' groups, cooperatives, trade unions, organisations representing economic and social interests, organisations fighting corruption and fraud and promoting good governance, civil rights organisations and organisations combating discrimination, local organisations (including networks) involved in decentralised regional cooperation and integration, consumer organisations, women's and youth organisations, teaching, cultural, research and scientific organisations, universities, churches and religious associations and communities, the media and any non governmental associations and independent foundations, including independent political foundations, likely to contribute to the implementation of the objectives of this Regulation.

those incurred by the grant beneficiary. **They must therefore satisfy the same eligibility criteria as applicants, except for the nationality.**

There is no maximum number of partners but please keep in mind that all partners must be carefully chosen and play an active role in the actions proposed. It is highly recommended not to involve more partners than is needed.

In the case where the applicant is a network, members of the network can be considered as partners, provided that their role in the action is clearly presented in the proposal and justified.

Regarding the nationality criterion, partners can be nationals of one of the following countries and territories:

- Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Occupied Palestinian Territory, Syria, Tunisia, and Mauritania, or
- the 27 Member States of the European Union (EU), or
- a Member State of the European Economic Area, or
- Iran, Iraq and Yemen.

During the second phase of the call for proposals, the partners (and the applicant) must sign the partnership statement.

Associates

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

Participation, as associates, of organisations established in the Gulf (Bahrain, Kuwait, Oman, Qatar, Saudi Arabia, and United Arab Emirates), or neighbouring countries facing similar issues, is encouraged.

Associates are not considered as partners and do not have to sign the partnership statement.

Subcontractors

The grant beneficiaries have the possibility to award contracts to subcontractors. Subcontractors are neither partners nor associates, and are subject to the procurement rules set out in Annex IV to the Standard Grant Contract (see Annex F on the last page of the present guidelines).

Subcontractors are not considered as partners and do not have to sign the partnership statement.

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

2.1.3 <i>Eligible actions: actions for which an application may be made</i>
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Definition: An action (i.e. a project) is composed of a set of activities.

Duration

The initial planned duration of an action may not be lower than **12 months** nor exceed **36 months**.

Sectors or themes

All projects must conform to the programme strategy described and be directed towards the priority issues identified for this Call for Proposals in Section 1.2.2.

Geographical location

Actions must take place in one or more of the following countries and territories:

- Algeria,

- Egypt,
- Israel,
- Jordan,
- Lebanon,
- Libya,
- Mauritania,
- Morocco,
- Occupied Palestinian Territory,
- Syria,
- Tunisia.

A limited part of the activities may take place in EU countries, or in neighbouring countries, notably Iran, Iraq and Yemen (however, these activities should only represent a marginal share of the budget).

The following types of action are ineligible:

- actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses;
- actions concerned only or mainly with individual scholarships for studies or training courses;
- actions supporting political parties;
- actions including proselytism;
- one-off conferences: conferences can only be founded if they form part of a wider range of activities to be implemented in the life-time of the action. For these purposes, preparatory activities for a conference and the publication of the proceedings of the conference do not, in themselves, constitute such "wider activities".

Re-granting

In order to **support the achievement of the objectives of the action**, and in particular where the **implementation of the action proposed by the applicant requires financial support to be given to third parties**, the applicant **may** propose awarding sub-grants.

Within the remit of this call, re-granting applies mainly to the activities of capacity-building of local, grass-root non-governmental organisations active in the field of women's rights and gender equality. In such case, re-granting activities have to be articulated within a wider strategy and set of activities on capacity-building. The activities supported through re-granting must participate in the achievement of the objectives set in the proposed action. The beneficiary proposing re-granting and capacity-building must have the necessary capacity and credibility to transmit lessons from experience and useful tools to smaller organisations.

Any such re-granting must be duly justified, including in the Concept Note. The applicant must indicate in the Full Application Form the exact amount to be awarded in the form of re-granting as well as specifying the minimum and maximum amounts that may be allocated to third parties. In addition, the applicant must specify the criteria to be used to select the beneficiary third parties and to determine the exact amount to be awarded and include a fixed list of the different types of activity that may receive such financial support. The afore-mentioned elements will be included in the grant contract and, for each activity assigned in this manner, a specific narrative and financial report annexed to the grant contract activity reports will be required.

The maximum amount is limited to EUR 10,000 per third party of the sub-grant while the total amount which can be awarded as sub-grants to third parties is limited to EUR 100,000.

In no circumstances may re-granting be the principal activity of the proposed action.

Visibility

Applications should include a communication and visibility strategic plan both in the Full Application and the budget in line with the EC visibility guidelines available at http://ec.europa.eu/europeaid/work/visibility/index_en.htm

Monitoring and Evaluation

Actions should foresee planning, human resources, budget and any other appropriate measures for the monitoring and evaluation of the proposed action.

Number of proposals and grants per applicant

An applicant may submit more than one proposal under this Call for Proposals. An applicant may not be awarded more than one grant under this Call for Proposals. An applicant may at the same time be partner/associate in another application. Partners/associates may take part in more than one application.

2.1.4 Eligibility of costs: costs which may be taken into consideration for the grant

Only "eligible costs" can be taken into account for a grant, (the categories of costs considered as eligible and non-eligible are indicated below). The budget is therefore both a cost estimate and a ceiling for "eligible costs". The eligible costs must be based on real costs based on supporting documents (except for subsistence costs and indirect costs where flat-rate funding applies).

Recommendations to award a grant are always subject to the condition that the checking process which precedes the signing of the contract does not reveal problems requiring changes to the budget (for instance arithmetical errors, inaccuracies or unrealistic costs and other ineligible costs). The checks may give rise to requests for clarification and may lead the European Commission to impose modifications or reductions to address such mistakes or inaccuracies. The amount of the grant and the percentage of co-financing as a result of these corrections may not be increased in any case.

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

Eligible direct costs

To be eligible under the Call for Proposals, costs must comply with the provisions of Article 14 of the General Conditions to the Standard Grant Contract (see Annex F on the last page of the present guidelines).

Contingency reserve

A contingency reserve not exceeding **5%** of the direct eligible costs of the action may be included in the Budget of the action. It can only be used with the **prior written authorisation** of the European Commission.

Eligible indirect costs (overheads)

The indirect costs incurred in carrying out the action may be eligible for flat-rate funding fixed at maximum **7%** of the total eligible direct costs.

If the applicant is in receipt of an operating grant financed from the Community budget no indirect costs may be claimed within the proposed budget for the action.

Contributions in kind

Contributions in kind do not represent actual expenditure and are not eligible costs. Contributions in kind may not be treated as co-financing by the beneficiary.

The cost of staff assigned to the action is not a contribution in kind and may be considered as co-financing in the Budget of the action when paid by the beneficiary or its partners, and when justified by appropriate supporting documents (salary slips) and related proves of payment (bank transfers).

Thus, only staff recruited by the beneficiary and its partners with an employment contract is eligible as cofinancing. Staff recruited with a service contract (and related payment of invoices) is to be considered as “sub-contractors”. In this latter case, the procurement rules must be applied.

Notwithstanding the above, if the description of the action as proposed by the beneficiary foresees the contributions in kind, such contributions have to be listed separately in Annex B and must be provided.

Ineligible costs

The following costs are not eligible:

- debts and provisions for losses or debts;
- interest owed;
- items already financed in another framework;
- purchases of land or buildings, except where necessary for the direct implementation of the action, in which case ownership must be transferred to the final beneficiaries and/or local partners, at the latest by the end of the action;
- currency exchange losses;
- taxes, including VAT, unless the beneficiary (or the beneficiary’s partners) cannot reclaim them and the applicable regulations do not forbid coverage of taxes;
- credits to third parties.

2.2 HOW TO APPLY AND THE PROCEDURES TO FOLLOW

Prior registration in the PADOR system (Potential Applicant Data On-Line Registration)¹⁷ is not obligatory under this Call for Proposals. Nevertheless, all organisations that wish and have the possibility both to register and to upload all required supporting documents for this Call for Proposals (see section 2.4) are strongly invited to do so.

All questions related to the registration in PADOR should be addressed **to the PADOR help desk:**
europaaid-on-line-registration-hd@ec.europa.eu

2.2.1 Concept Note content

Applications must be submitted in accordance with the guidance on the Concept Note included in the Grant Application Form annexed to these Guidelines (Annex A, Part A) taking care to use the correct application documents for this Call (to be downloaded from the EuropeAid website at <http://ec.europa.eu/europaaid/cgi/frame12.pl>). Any Concept Note using the format relating to any other Call may be rejected.

Applicants must apply **in English or in French**.

In the Concept Note (cover page), the applicants must only provide an estimate of the total eligible costs of the action together with the amount of contribution and percentage requested from the European Commission. Only the applicants invited to submit a full proposal in the second phase will be required to present a detailed budget. This detailed budget may not vary from the initial estimate by more than 20%. The applicant is free to adapt the percentage of co-financing required as far as the minimum and maximum amount of co-financing, as laid down in the present Guidelines, is respected (see section 1.3).

Any error or major discrepancy related to the points listed in the guidance on the Concept Note may lead to the rejection of the Concept Note.

Clarifications will only be requested when information provided is unclear, thus preventing the European Commission from conducting an objective assessment.

¹⁷ http://ec.europa.eu/europaaid/onlineservices/pador/index_en.htm

Hand-written Concept Notes will be rejected.

The Concept Note together with the Checklist for the Concept Note (Part A, section II of the Grant Application Form) and the "Declaration by the applicant for the Concept Note" (Part A, section III of the Grant Application Form) must be submitted in one paper original in A4 format.

Concept Notes must be submitted as well in electronic format (CD-Rom). The electronic version must be **identical** to the submitted paper version.

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.

2.2.2 *Where and how to send Concept Notes*

Concept Notes must be submitted in a sealed envelope by registered mail with delivery confirmation, private courier service or by hand-delivery at the address below (a signed and dated acknowledgement of receipt will be given by the European Commission).

Postal address

European Commission
EuropeAid Co-operation Office, Unit EuropeAid A/5
Audits, Contracts and Finance Unit for Europe, Southern Mediterranean and Middle East
"Equality between women and men"
Office: J-54 – 01/230
B-1049 Brussels, Belgium

Address for hand delivery or by private courier service

European Commission
Service du Courier Central
EuropeAid Co-operation Office, Unit EuropeAid A/5
Audits, Contracts and Finance Unit for Europe, Southern Mediterranean and Middle East
"Equality between women and men"
Office: J-54 – 01/230
Avenue de Bourget, 3
B-1140 Brussels-Evere, Belgium
Tel.: +32.2.29 98 453

N.B.: This department is open from 08:00 to 17:00 from Monday to Thursday and from 08:00 to 16:00 on Friday; it is closed on Saturdays, Sundays and Commission holidays.

Concept Notes sent by any other means (e.g. by fax or by e-mail) or delivered to other addresses will be rejected.

Where an applicant sends several different Concept Notes, each one must be sent separately.

The outer envelope must bear **the reference and the title of the Call for Proposals**, the full name and address of the applicant, and the words "Not to be opened before the opening session".

Applicants must verify that their Concept Note is complete using the Checklist for Concept Note (Part A, section II of the Grant Application Form). Incomplete Concept Notes may be rejected.

2.2.3 *Deadline for submission of the Concept Notes*

The deadline for the submission of Concept Notes is **8 February 2010** (date at place of dispatch) as evidenced by the postmark or the date of the deposit slip. In the case of hand-deliveries, the deadline for receipt is **8 February 2010, 16:00** (Brussels date and time) as evidenced by the Contracting Authority's

signed and dated acknowledgement of receipt given to the bearer. Any Concept Note sent after the deadline or, in the case of hand-deliveries, received after the stipulated time will be rejected.

The applicant is solely responsible for the choice of means of expedition amongst those indicated in section 2.2.2 and for following-up the delivery in accordance with the indications of the present section.

2.2.4 *Further information for Concept Note*

**One information session on this Call for Proposals will be held in January 2010 in Brussels (in French and English).
If possible, information sessions will also be organised by relevant EC Delegations.**

Further information on the exact dates and venues of these meetings will be published on EuropeAid website at the following address:

<https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome>

Questions (except those related to registration in PADOR) may be sent by e-mail no later than **18 January 2010** (21 days before the deadline for the submission of Concept Notes) to the below address, indicating clearly the reference of the Call for Proposals:

E-mail address: EuropeAid-GENDER@ec.europa.eu

Ref.: "Equality between women and men"

The answers, will be published no later than 11 days before the deadline for the submission of Concept Notes on the EuropeAid website: <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome>

It is therefore highly recommended to regularly consult the above website in order to be informed of the published clarifications.

In the interest of equal treatment of applicants, the European Commission cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.

All questions related to PADOR registration should be addressed **to the PADOR help desk:** europeaid-pador@ec.europa.eu

After the deadline for submission of Concept Notes, the above-mentioned e-mail address can only be used by applicants for the purpose specified in section 2.2.3 or by the European Commission to initiate correspondence regarding any requests for clarification that may be required. No individual replies to queries with regard to the status of the selection procedure can be given via this mailbox although an updated automatic reply providing the current status of the evaluation procedure will be generated on receipt of all messages sent to this mailbox.

2.2.5 *Full Application Form*

Applicants invited to submit a Full Application Form following the pre-selection of the Concept Note must do so by using the application documents annexed to the present Guidelines: (Annex A, Part B - Full Application Form, Annex B-Budget and Annex C-Logical Framework). These are to be downloaded from the EuropeAid website at the address indicated in section 2.2.1. Applicants should keep strictly to the format of the application form and fill in the paragraphs and pages in order taking care to use the correct application

documents for this Call. Applications submitted on application documents relating to any other call may be rejected.

Budgetary information concerning the action should be provided using round figures and be presented only in the Budget (Annex B); they should not appear in the Full Application Form (Annex A, Part B, Point 1.3).

The elements contained in the Concept Note cannot be modified in the Full Application Form. In this respect, any change in the composition of a consortium between the submission of the concept note and the submission of the full application form is a cause of automatic rejection.

The detailed budget (provided with round figures) may not vary from the initial estimate indicated in the Concept Note by more than 20%. The applicant is free to adapt the percentage of co-financing required as far as the minimum and maximum amount of co-financing, as laid down in the present Guidelines (see section 1.3), is respected.

Applicants must submit their applications in the same language as their Concept Note.

The Full Application Form should be completed carefully and as clearly as possible to facilitate the evaluation. The reference number allocated to the Concept Note should appear on the cover page of the Full Application Form.

Any error related to the points listed in the Checklist (Part B, section V of the Grant Application Form) or any major inconsistency in the Full Application Form may lead to the rejection of the application.

Clarifications will only be requested when information provided is unclear, thus preventing the European Commission from conducting an objective assessment.

Hand-written applications will be rejected.

The Full Application Form, the Budget and the Logical Framework must be submitted in one paper original in A4 size, as well as in electronic format (CD-Rom). The electronic version must be identical to the submitted paper version. Each component of the application (Full Application Form, Budget and Logical Framework) must be submitted in a single, separate electronic file (for example, the Full Application Form must not be split into several different electronic files) and should not contain coloured or high resolution graphs, images or diagrams. The electronic version of the applications will only be printed in black and white for evaluation purposes.

Only the Full Application Form and the published annexes which must be filled in (Budget, Logical Framework) will be evaluated. It is therefore of utmost importance that these documents contain ALL relevant information concerning the action. No supplementary annexes should be sent.

2.2.6 *Where and how to send the Full Application Form*

Full Application Form must be submitted in a sealed envelope by registered mail with delivery confirmation, private courier service or by hand-delivery at the address below (a signed and dated acknowledgement of receipt will be given by the European Commission).

Postal address

European Commission

EuropeAid Co-operation Office, Unit EuropeAid A/5

Audits, Contracts and Finance Unit for Europe, Southern Mediterranean and Middle East

”Equality between women and men”

Office: J-54 – 01/230

B-1049 Brussels, Belgium

Address for hand delivery or by private courier service
European Commission
Service du Courier Central
EuropeAid Co-operation Office, Unit EuropeAid A/5
Audits, Contracts and Finance Unit for Europe, Southern Mediterranean and Middle East
"Equality between women and men"
Office: J-54 – 01/230
Avenue de Bourget, 3
B-1140 Brussels-Evere, Belgium
Tel.: +32.2.29 98 453

N.B.: This department is open from 08:00 to 17:00 from Monday to Thursday and from 08:00 to 16:00 on Friday; it is closed on Saturdays, Sundays and Commission holidays.

**Applications sent by any other means (e.g. by fax or by e-mail)
or delivered to other addresses will be rejected.**

The Checklist (Part B, Section V of the Grant Application Form) and the Declaration by the applicant (Part B, Section VI of the Grant Application Form) must be stapled separately and enclosed in the envelope.

Where an applicant sends several different Full Application Forms, each one must be sent separately.

The outer envelope must bear the **reference and the title of the Call for Proposals**, the reference number allocated to the Concept Note, the full name and address of the applicant, and the words "Not to be opened before the opening session".

Applicants must verify that their application is complete using the Checklist (part B, section V of the Grant Application Form). Incomplete applications may be rejected.

2.2.7 *Deadline for submission of the Full Application Form*

The deadline for submission of the Full Application Forms will be indicated in the letter sent to the pre-selected applicants. Submission within the deadline will be evidenced by the postmark or the date of the deposit slip. The deadline for reception of Full Application Forms in the case of hand-deliveries will also be indicated in the above-mentioned letter. In this case, reception within the deadline will be evidenced by the signed and dated acknowledgement of receipt given to the bearer by the European Commission. Any Full Application Form sent after the deadline or, in the case of hand-deliveries, received after the stipulated time will be rejected.

The Applicant is solely responsible for the choice of means of expedition amongst those indicated in section 2.2.6 and for following-up the delivery in accordance with the stipulations of the present section.

If the Applicant does not receive the results of the Opening and Administrative Check of the Full Application Form within 15 days of the date set for completion of this step in the indicative calendar under section 2.5.2 below, a message to this effect should be sent to the European Commission via the e-mail address indicated under the following section 2.2.8. This message should include a legible copy of the signed and dated proof of sending as well as the European Commission's acknowledgement of receipt.

Any Full Application Form received by the European Commission on or after the effective date of completion of the evaluation of the Full Application Forms (see indicative calendar under section 2.5.2) will be treated as having been submitted after the deadline and, therefore, rejected.

2.2.8 Further information for Applicants

Questions concerning the Full Application Forms (except those related to registration in PADOR) may be sent by e-mail no later than 21 days before the deadline for the submission of applications to the below address, indicating clearly the reference of the Call for Proposals:

E-mail address: EuropeAid-GENDER@ec.europa.eu
Fax: +32 (0)2.292.10.23
Ref.: "Equality between women and men"

Replies will be given no later than 11 days before the deadline for the submission of Full Application Forms.

In the interest of equal treatment of applicants, the European Commission cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.

Questions that may be relevant to other applicants, together with the answers, will be published on the Internet at the EuropeAid website: <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome>.

All questions related to PADOR registration should be addressed **to the PADOR help desk:** europeaid-pador@ec.europa.eu.

After the deadline for submission of Full Application Forms, the above-mentioned e-mail address can only be used by applicants for the purpose specified in section 2.2.7 or by the European Commission to initiate correspondence regarding any requests for clarification that may be required. No individual replies to queries with regard to the status of the selection procedure can be given via this mailbox although an updated automatic reply providing the current status of the evaluation procedure will be generated on receipt of all messages sent to this mailbox.

2.3 EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by the European Commission according to the following steps and criteria.

If at any stage in the evaluation process any component of the application (the applicant, a partner or the action) is identified as not fulfilling the eligibility criteria specified in the sections 2.1.1, 2.1.2 and 2.1.3 of the present guidelines, the application may be rejected on this sole basis.

(1) STEP 1: OPENING SESSION AND ADMINISTRATIVE CHECK OF THE CONCEPT NOTE

The following will be assessed:

- The deadline has been respected. If the deadline has not been respected, the proposal will automatically be rejected.
- The Concept Note satisfies all the criteria mentioned in the Checklist (Part A, Section II of the Grant Application Form). If any of the requested information is missing or is incorrect, the proposal may be rejected on that sole basis and the proposal will not be evaluated further.

Following the opening session and the administrative check of the Concept Notes, the European Commission will send a letter to all applicants, indicating whether their Concept Note was submitted prior to the deadline, informing them of the reference number allocated to it, whether all the criteria mentioned in the Checklist have been met and whether their Concept Note has been recommended for evaluation.

(2) STEP 2: EVALUATION OF THE CONCEPT NOTE

The evaluation of the Concept Notes that have passed the first administrative check will cover the relevance of the action, its merits and effectiveness, its viability and sustainability. The European Commission reserves the right not to undertake the evaluation of the Concept Notes whenever considered justified (for example when less than expected number of Concept Notes are received) and to directly invite the applicants to submit Full Application Forms.

The scores awarded to the Concept Note are completely separate from those that may be given to the Full Application.

The Concept Note will be given an overall score out of 50 points in accordance with the breakdown provided in the Evaluation Grid below. The evaluation shall also verify the compliance with instructions provided in the guidance for Concept Note, part A of the Grant Application Form.

The evaluation criteria are divided into headings and subheadings. Each subheading will be given a score between 1 and 5 in accordance with the following assessment categories: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

	Scores	
1. Relevance of the action	Sub-score	15
1.1 Relevance of the problems to needs and constraints of the country/region to be addressed in general, and to those of the target groups and final beneficiaries in particular	5	
1.2 Relevance to the priorities and objectives mentioned in the Guidelines	5(x2)*	
2. Effectiveness and Feasibility of the action	Sub-score	25
2.1 Assessment of the problem identification and analysis	5	
2.2 Assessment of the proposed activities (practicality and consistency in relation to the objectives, purpose and expected results)	5(x2)*	
2.3 Assessment of the role and involvement of all stakeholders and proposed partners	5(x2)*	
3. Sustainability of the action	Sub-score	10
3.1 Assessment of the identification of the main assumptions and risks, before the start up and throughout the implementation period	5	
3.2 Assessment of the identification of long-term sustainable impact on the target groups and final beneficiaries	5	
TOTAL SCORE		50

*the scores are multiplied by 2 because of their importance

Once all Concept Notes have been assessed, a list will be established with the proposed actions ranked according to their total score.

Firstly, only the Concept Notes which have been given a score of a minimum of 12 points in the category "Relevance" as well as a minimum total score of 30 points will be considered for pre-selection.

Secondly, the list of Concept Notes will be reduced in accordance to the ranking to those whose sum of requested contributions amounts to at least twice the available budget for this Call for Proposals. The preselected applicants will subsequently be invited to submit Full Application Forms.

(3) STEP 3: OPENING SESSION AND ADMINISTRATIVE CHECK OF THE FULL APPLICATION FORM

The following will be assessed:

- The deadline has been respected. If the deadline has not been respected the proposal will be rejected.
- The Full Application Form satisfies all the criteria mentioned in the Checklist (Part B, Section V of the Grant Application Form). If any of the requested information is missing or is incorrect, the proposal may be rejected on that sole basis and the proposal will not be evaluated further.

Following the opening session and the administrative check of the Full Application Forms, the European Commission will send a letter to all applicants, indicating whether their application was submitted prior to the deadline, whether their application has satisfied all the criteria mentioned in the Checklist and whether their application has been recommended for evaluation.

(4) STEP 4: EVALUATION OF THE FULL APPLICATION FORM

An evaluation of the quality of the proposals, including the proposed budget, and of the capacity of the applicant and the partners, will be carried out in accordance with the evaluation criteria set out in the Evaluation Grid included below. There are two types of evaluation criteria: selection and award criteria.

The selection criteria are intended to help evaluate the applicants' financial and operational capacity to ensure that they:

- have stable and sufficient sources of finance to maintain their activity throughout the period during which the action is being carried out and, where appropriate, to participate in its funding;
- have the management capacity, professional competencies and qualifications required to successfully complete the proposed action. This also applies to any partners of the applicant.

The award criteria allow the quality of the proposals submitted to be evaluated in relation to the set objectives and priorities, and grants to be awarded to actions which maximise the overall effectiveness of the Call for Proposals. They enable the selection of proposals which the European Commission can be confident will comply with its objectives and priorities and guarantee the visibility of the Community financing. They cover such aspects as the relevance of the action, its consistency with the objectives of the Call for Proposals, quality, expected impact, sustainability and cost-effectiveness.

Scoring:

The evaluation criteria are divided into sections and subsections. Each subsection will be given a score between 1 and 5 in accordance with the following guidelines: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Evaluation Grid

Section	Maximum Score
1. Financial and operational capacity	20
1.1 Do the applicant and partners have sufficient experience of project management ?	5
1.2 Do the applicant and partners have sufficient technical expertise ? (notably knowledge of the issues to be addressed)	5
1.3 Do the applicant and partners have sufficient management capacity ? (including staff, equipment and ability to handle the budget for the action)	5
1.4 Does the applicant have stable and sufficient sources of finance ?	5

2. Relevance	25
2.1 How relevant is the proposal to the objectives and one or more of the priorities of the Call for Proposals? Note: A score of 5 (very good) will only be allocated if the proposal specifically addresses at least one priority . Note: A score of 5 (very good) will only be allocated if the proposal contains specific added-value elements, such as promotion of gender equality and equal opportunities...	5 x 2
2.2 How relevant to the particular needs and constraints of the target country/countries or region(s) is the proposal? (including synergy with other EC initiatives and avoidance of duplication)	5
2.3 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 x 2
3. Methodology	25
3.1 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?	5
3.2 How coherent is the overall design of the action? (in particular, does it reflect the analysis of the problems involved, take into account external factors and anticipate an evaluation ?)	5
3.3 Is the partners' level of involvement and participation in the action satisfactory? Note: If there are no partners the score will be 1.	5
3.4 Is the action plan clear and feasible? (includes: are the mitigation measures/strategies proposed to deal with risks appropriate, realistic and sufficient?)	5
3.5 Does the proposal contain objectively verifiable indicators for the outcome of the action?	5
4. Sustainability	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 and extension of the outcome of the action and dissemination of information)	5
4.3 Are the expected results of the proposed action sustainable : - financially (<i>how will the activities be financed after the funding ends?</i>) - institutionally (<i>will structures allowing the activities to continue be in place at the end of the action? Will there be local "ownership" of the results of the action?</i>) - at policy level (where applicable) (<i>what will be the structural impact of the action — e.g. will it lead to improved legislation, codes of conduct, methods, etc?</i>)?	5
5. Budget and cost-effectiveness	15
5.1 Is the ratio between the estimated costs and the expected results satisfactory?	5
5.2 Is the proposed expenditure necessary for the implementation of the action?	5 x 2
Maximum total score	100

Note on Section 1. Financial and operational capacity

If the total average score is less than 12 points for section 1, the proposal will be rejected.

Note on Section 2. Relevance

If the total average score is less than 20 points for section 2, the proposal will be rejected.

Provisional selection

Following the evaluation, a table listing the proposals ranked according to their score and within the available financial envelope will be established as well as a reserve list following the same criteria.

Note: The scores awarded in this phase are completely separate from those given to the Concept Note of the same application.

(5) STEP 5: VERIFICATION OF ELIGIBILITY OF THE APPLICANT AND PARTNERS

The eligibility verification, based on the supporting documents requested by the European Commission (see section 2.4) will only be performed for the proposals that have been provisionally selected according to their score and within the available financial envelope.

- The Declaration by the applicant (Part B, Section VI of the Grant Application Form) will be cross-checked with the supporting documents provided by the applicant. Any missing supporting document or any incoherence between the Declaration by the applicant and the supporting documents may lead to the rejection of the proposal on that sole basis.
- The eligibility of the applicant, the partners, and the action will be verified according to the criteria set out in sections 2.1.1, 2.1.2 and 2.1.3.

Following the above analysis and if necessary, any rejected proposal will be replaced by the next best placed proposal in the reserve list that falls within the available financial envelope, which will then be examined for the eligibility of its applicant and the partners.

2.4 SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED PROPOSALS

Applicants who have been provisionally selected or listed under the reserve list will be informed in writing by the European Commission. They will be requested to supply the supporting documents listed below in order to allow the European Commission to verify the eligibility of the applicants and their partners.

Supporting documents must be supplied for the applicant as well as for each partner by using one or other of the following methods:

a) either register (or already be registered) in the PADOR system and **upload all** required supporting documents for this Call for Proposals. The applicant organisation must communicate to the European Commission its EuropeAid ID number (assigned upon registration), as well as that of any partner organisation. The deadline for this communication will be indicated in the request for supporting documents mentioned above.

b) or not be registered in PADOR. In this case, the applicant must **send all** required supporting documents for this Call for Proposals choosing means of expedition amongst those indicated in section 2.2.2 within the deadline and to the address indicated in the request for supporting documents mentioned above.

Required supporting documents:

1. The **statutes or articles of association of the applicant organisation and of each partner organisation**¹⁸. Where the European Commission has recognised the applicant's eligibility for another Call for Proposals under the same budget line within 2 years before the deadline for receipt of applications, the applicant may submit, instead of its statutes, copy of the document proving the eligibility of the applicant in a former Call (e.g.: copy of the special conditions of a grant contract received during the reference period), unless a change in its legal status has occurred in the meantime.

2. Where the grant requested exceeds EUR 500,000, an external audit report produced by an approved auditor, certifying the accounts for the last financial year available. This obligation does not apply to public bodies.

3. **Copy of the applicant's latest accounts** (the profit and loss account and the balance sheet for the previous financial year for which the accounts have been closed)¹⁹.

¹⁸ Where the applicant and/or (a) partner(s) is a public body created by a law, a copy of the said law must be provided

¹⁹ This obligation does not apply to public bodies. It does not apply either when the accounts are in practice the same documents as the external audit report already provided pursuant to point 2 listed above.

4. **Legal entity sheet** (see annex D on the last page of the present guidelines) duly completed and signed by the applicant, accompanied by the justifying documents which are requested therein. If the applicant has already signed a contract with the European Commission, instead of the legal entity sheet and its supporting documents the legal entity number may be provided, unless a change in its legal status occurred in the meantime.

5. **A financial identification form** conforming to the model attached at Annex E (see on the last page of the present guidelines), certified by the bank to which the payments will be made. This bank must be located in the country where the applicant is registered. If the applicant has already signed a contract with the European Commission or where the European Commission has been in charge of the payments of a contract, a copy of the previous financial identification form may be provided instead, unless a change in its bank account occurred in the meantime.

The requested supporting documents must be supplied in the form of originals, photocopies or scanned versions (i.e. showing legible stamps, signatures and dates) of the said originals. However, the Legal entity sheet and the financial identification form must always be submitted in original.

Where such documents are not in one of the official languages of the European Union, a translation into English or French (see section 2.2.1) of the relevant parts of these documents, proving the applicant's eligibility, must be attached and will prevail for the purpose of analysing the proposal.

Where these documents are in an official language of the European Union other than English or French, it is **strongly** recommended, in order to facilitate the evaluation, to provide a translation of the relevant parts of the documents, proving the applicant's eligibility, into one of the languages of the Call for Proposals.

If the above-mentioned documents are not provided before the deadline indicated in the request for supporting documents sent to the applicant by the European Commission the application may be rejected.

Based on the verification of the supporting documents, the European Commission will prepare the final list of the grants to be awarded under this Call for Proposals.

2.5 NOTIFICATION OF THE EUROPEAN COMMISSION'S DECISION

2.5.1 *Content of the decision*

Applicants will be informed in writing of the European Commission's decision concerning their application and, where applicable, the principal reason(s) for a negative decision.

Applicants who were unsuccessful and who wish to obtain further information should send their request by letter, indicating the reference of the Call for Proposals and the reference allocated to the proposal, to:

European Commission
EuropeAid Co-operation Office
Attn. Head of the Unit EuropeAid A/5
Office: J54 1/243
B-1049 Brussels, Belgium

The request for further information should be sent to the European Commission no later than 90 days from the date of receipt of the letter informing the applicants about the negative decision concerning their application.

The European Commission must reply within 90 days of receipt of the request for information.

Thereafter, applicants believing that there has been an error or irregularity during the award process may send a petition no later than 90 days from the date of receipt of the above-mentioned reply from the European Commission, to the following address:

European Commission
 EuropeAid Co-operation Office
 Attn. Mr Marcus Cornaro, Director EuropeAid/A
 Europe, Southern Mediterranean, Middle-East and Neighbourhood Policy
 Office: J-54 - 03/205
 B-1049 Brussels, Belgium

The European Commission must reply within 90 days of receipt of the said petition.

Lastly, the applicant may have recourse to procedures established under Community legislation. European citizens or residents, including legal entities with a registered office in the European Union, also have the right to complain to the European Ombudsman, who investigates complaints of maladministration by the European Community Institutions.

2.5.2 Indicative time table

The dates and times indicated in the table below refer to the Brussels dates and times with the exception of the submission date for Concept Notes and Full Application Forms which may be the date of the place of dispatch (see section 2.2.3).

	DATE	TIME (for hand-delivery)
Information session (FR/EN) in Brussels (see section 2.2.4) Information sessions organised by EC Delegations.	January 2010	Exact dates and locations will be indicated later on https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome .
Deadline for sending questions to the functional mailbox of the Call for Proposals (see section 2.2.4)	18/01/2010	-
Deadline for the European Commission to reply to questions mentioned above	28/01/2010	-
Deadline for submission of Concept Notes	08/02/2009	16:00 CET
End of the evaluation of the Concept Notes	March 2010*	-
Notification of results of the evaluation of the Concept Notes (Step 2)/ Invitations for submission of the Full Application Forms	March 2010*	-
Deadline for submission of the Full Application Forms	May 2010*	-

End of the evaluation of the Full Application Forms	June 2010*	
Notification of results of the evaluation of the Full Application Forms (Step 4)	June/July 2010*	-
Notification of award (after Step 5 - the eligibility check)	July/August 2010*	-
Contract signature	August 2010*	-

* Indicative dates

2.6 CONDITIONS APPLICABLE TO IMPLEMENTATION OF THE ACTION FOLLOWING THE EUROPEAN COMMISSION'S DECISION TO AWARD A GRANT

Following the decision to award a grant, the beneficiary will be offered a contract based on the European Commission's standard contract (see Annex F on the last page of the present guidelines). By signing the Grant Application Form (Annex A), the applicant declares accepting, in case where it is awarded a grant, the Contractual conditions as laid down in the Standard Contract.

Implementation contracts

Where implementation of the action requires the beneficiary to award procurement contracts, it must award the contract to the tenderer offering the best value for money, that is to say, the best price-quality ratio, in compliance with the principles of transparency and equal treatment for potential contractors, care being taken to avoid any conflict of interests. To this end, the beneficiary must follow the procedures set out in Annex IV to the contract.

3. LIST OF ANNEXES

DOCUMENTS TO BE COMPLETED

Annex A: Grant Application Form (Word format)
including the **CONCEPT NOTE (PART A)** to be submitted during the first phase of the procedure

Annex B: Budget (Excel format)

Annex C: Logical Framework (Excel format)

Annex D: Legal Entity Sheet (Excel format)

Annex E: Financial identification form

See documents **E3e** at

http://ec.europa.eu/europeaid/work/procedures/implementation/grants/annexes_standard_documents/index_en.htm

DOCUMENTS FOR INFORMATION

Annex F: Standard Contract (Word format)

See documents **E3h** at

http://ec.europa.eu/europeaid/work/procedures/implementation/grants/annexes_standard_documents/index_en.htm

Annex G: Daily allowance rates (Per diem)

http://ec.europa.eu/europeaid/work/procedures/implementation/per_diems/index_en.htm