



Contracting Authority: European Commission

Investing in People:

Education, knowledge and skills
Employment and social cohesion

Empowerment for better livelihoods, including skills development and vocational education and training, for marginalised and vulnerable persons and people dependent on the informal economy

Restricted call for Proposals

Budget lines 21.05.01.02-21.05.01.03

Guidelines
for grant applicants

Reference: EuropeAid/135181/C/ACT/Multi

Deadline for submission of Concept note:

19 February 2014 at 16:00 hrs (Brussels date and time)

NOTICE

In case of any discrepancy between the language versions of this call, the English version will prevail

This is a restricted call for proposals. In the first instance, only concept notes must be submitted for evaluation. Thereafter, applicants who have been pre-selected will be invited to submit a full application form. After the full applications have been evaluated, an eligibility check will be done on applicants who have been provisionally selected. Eligibility will be checked on the basis of the supporting documents requested by the Contracting Authority and the signed 'Declaration by the Applicant' enclosed with the application.

IMPORTANT

Even though the verification of eligibility is foreseen to be carried out only for the provisionally selected applicants at the end of the procedure, the Evaluation Committee may decide to verify this point at any previous step of the procedure. Consequently, any proposal found to be non-compliant with all the mandatory conditions set in these guidelines can be automatically rejected on that sole basis, at any stage of the procedure and without any prior notice nor clarification request. Applicants are therefore strongly advised to fill in scrupulously the "Checklist for the Concept Note" (Annex A, Part A, section 2), the "Checklist for the Full Application form" (Annex A, Part B, section 7) and the first two pages of the application form where most of the prerequisites are required/listed. Any missing supporting document or any incoherence between the declarations and the supporting documents may lead to the rejection of the proposal on that sole basis.

No modification of the partnership between the Concept Note and the Full Application will be allowed save in exceptional cases, justified by force majeure and accepted by the Evaluation Committee. Force majeure shall mean any unforeseeable exceptional situation or event beyond the parties' control which prevents either of them from fulfilling any of their obligations, is not attributable to error or negligence on their part and proves insurmountable in spite of all due diligence. In such cases, the applicant must clearly indicate the requested change and justify the request in Part B section 7 of the Full Application form. The validity of the justification provided will be examined during the evaluation of the Full Application. Should the justification not be deemed valid, the proposal may be rejected on that sole basis.

A functional mailbox specifically dedicated to this call has been set up: EuropeAid-SOCIAL-INCLUSION-135181@ec.europa.eu It shall be used exclusively for the purpose explained in paragraph 2.2 of these guidelines i.e. submission of the Concept Notes, clarification requests within the set deadline, submission of the Full Application and in case the applicant does not receive the confirmation of reception on the date announced in the indicative calendar (as explained in paragraph 2.2.3). No other functional mailbox (such as, for example, EuropeAid-GlobalCalls@ec.europa.eu) will be used. The Contracting Authority reserves the right to close this mail box without prior notice once this call for proposals is closed and not to reply to requests which do not fall under one of the aforementioned categories. In particular, neither information regarding the indicative time table nor the content of the decision will be given through this mailbox. In that respect, applicants are requested to follow instruction given in paragraphs 2.5.1 and 2.5.2 of these guidelines.

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1. INVESTING IN PEOPLE:

1.1. BACKGROUND

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 (MDG). It is based on Article 12 of the Development Cooperation Instrument (DCI)¹ and is detailed in the *Strategy Paper for the Thematic Programme 2007-2013*². Part of the second theme of the programme “*Education, knowledge and skills*” is dedicated to vocational education and training in view of increasing knowledge and skills and employability on the job market, contributing to active citizenship and individual fulfilment on a life-long basis. Part of the fourth theme of the programme “*Other aspects of human and social development*” is dedicated to addressing inequalities and promoting social cohesion, fostering the Decent Work Agenda³, employment and promoting the positive social dimension of globalisation.

Following the European Consensus on Development⁴ and the Communication “*Promoting decent work for all*”⁵, employment, social cohesion and decent work are high on the EU development policy agenda. Achieving full and productive employment and decent work for all, including women and young people, is now a firm target under MDG1 confirming the international consensus on the importance of intervention on the labour market to improve the livelihoods of the poorest. EU policies aim also notably at the inclusion of vulnerable groups such as persons with disabilities, children, ethnic minorities and migrants.

In recent years emerging and developing countries have grown faster than high-income economies. However, despite the social benefits that have accompanied growth, reflected in reduced child mortality, increased longevity and increased access to education, poverty has persisted. Informality in the labour market has increased with associated vulnerability due to the disruption of traditional social cohesion systems.

Evidence suggests that inequality and exclusion are in fact widening. Gains from growth have tended to bypass particularly those who are lowest on the economic ladder or are disadvantaged because of their sex, age, disability or ethnicity. Disparities between urban and rural areas are also pronounced with geographical remoteness often combined with ethnicity, constituting another key determinant of marginalization. The strong correlation between continuing high levels of chronic poverty and marginalisation clearly indicates the need for stronger efforts to target marginalised groups, in order to ensure equal access to education, health care, basic services and economic opportunities.

¹ 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, 27/12/2006, pp.41-71
<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2006:378:0041:0071:EN:PDF> as amended by Regulation (EC) No 960/2009 of 14 October 2009, OJ L270, 15/10/2009,
<http://eurlex.europa.eu/Notice.do?val=502660%3Acs&lang=en&list=502660%3Acs%2C&pos=1&page=1&nbl=1&pgs=10&hwords=>

² http://ec.europa.eu/development/icenter/repository/how_we_do_strategy_paper_en.pdf

³ <http://www.ilo.org/global/about-the-ilo/decent-work-agenda/lang--en/index.htm>

⁴ http://ec.europa.eu/development/policies/consensus_en.cfm

⁵ http://ec.europa.eu/europeaid/what/social-protection/documents/2com_2006_249_en.pdf

The Communication on *"Increasing the Impact of Development Policy: An Agenda for Change"*⁶ shaping the EU development policy framework to increase the impact and efficiency, refers to the importance to providing the workforce, particularly young people, with skills that respond to labour market needs, and therefore to the need for the EU to support "vocational training for employability".

The MDGs have been a powerful tool to mobilise the world around the fight against poverty. Today, tackling poverty remains a top priority as well as other global challenges such as climate change, resource scarcity, environmental degradation and social inequalities. As the MDGs come to an end in 2015 and the Rio+20 conference launched the process for the formulation of Sustainable Development Goals (SDGs), the European Commission acknowledges that both challenges must be tackled together through a joined up approach.

The two challenges of eradicating poverty and ensuring a sustainable development are interlinked and the Communication *"A Decent Life for All: Ending Poverty and Giving the World a Sustainable Future"*⁷, proposes a global framework to address both issues, with a view to achieve an EU common position to feed the debate at the UN and worldwide.

One of the principle factors that define livelihoods in low income/developing countries is the high number of people within the informal economy, characterised by jobs (including self-employment) that are low-paid with poor job security and low compliance in terms of core labour rights and all other aspects of the Decent Work Agenda: low average earnings and productivity, long working hours, lack of access to training, violations of labour rights, unsafe or difficult working conditions and lack of adequate legal and social protection. This situation reflects the inability of economies to create sufficient numbers of formal sector jobs, together with the prevalence of policies leading to labour market segregation, avoidance of taxation and social security contributions and general distrust of the governance of public institutions. More recently, the financial and economic crisis has contributed to pushing vulnerable workers towards informality. Disadvantaged groups, such as women, young workers, and children at work, persons with disabilities and persons with HIV/AIDS, indigenous people or migrants are over-represented in the informal economy.

The informal economy is often casual, irregular or seasonal. It includes a wide variety of activities, different situations and employment relationships, self-employment and jobs without social protection.

Supplying workers in the informal economy with appropriate support can contribute to increasing opportunities for people to earn their livelihoods in various working activities and to eradicating poverty. Moreover, enhancing the productive potential of the informal economy, its employment and income-generating capacity can lead to a gradual integration into the formal economy.

Particular attention has been paid to the informal economy in the Commission staff working paper on *"Promoting Employment through EU Development Cooperation"*⁸ and on the Council Conclusions⁹ constituting the main policy paper on employment in development cooperation.¹⁰

An overall strategic response to the challenges of informality will clearly need to be based on a mix of actions addressing both supply and demand side issues with regard to work and employment, while also addressing access to social protection within a framework of empowerment, human rights and equity.

⁶ http://ec.europa.eu/europeaid/what/development-policies/documents/agenda_for_change_en.pdf

⁷ http://ec.europa.eu/europeaid/documents/2013-02-22_communication_a_decent_life_for_all_post_2015_en.pdf

⁸ http://ec.europa.eu/europeaid/what/social-protection/documents/4sec_2007_495_en_documentdetravail_p_en.pdf

⁹ <http://ec.europa.eu/europeaid/what/social-protection/documents/5st11068.en07.pdf>

¹⁰ http://ec.europa.eu/europeaid/what/social-protection/documents/4sec_2007_495_en_documentdetravail_p_en.pdf

There is a need to create more jobs that conform to the Decent Work Agenda, preferably within the formal sector, while also creating incentives for formalisation of informal enterprises and informal jobs. Alongside this there is a commensurate need to extend access to training and education and business development services for people dependent on the informal economy, while seeking to increase their productive capacity and incomes through adjusting regulatory frameworks and strengthening legal protection against risk and insecurity. In parallel with this, it is also essential to mitigate exposure to risks through extending social protection to them, in particular to those who suffer marginalisation and exclusion from government-provided services, while strengthening their voice and empowerment.

The improvement in the relevance of technical and vocational training, taking into account the informal economy, is a key element for labour market policies and skills development strategies.

Skills development of informal workers can boost the informal economy, but there are no skills development schemes for 80% of the under-qualified young people seeking jobs and work in the informal sector, nor are there any schemes to train the master craftsmen and entrepreneurs who train the vast majority of young people, except in countries that have invested in the reform of traditional apprenticeship.

Furthermore, empirical studies¹¹ demonstrate that there is a latent, but real impact of the level of education attained by the informal workers: while uneducated people and those educated to primary level have more or less the same income, individuals with a high school education earn two times as much, and individuals who have been through higher education earn five times as much. The higher the level of education, the greater chance young people will have of finding waged and thus decent employment.

The Communication on *"Social Protection in European Union Development Cooperation"*¹² recognises that social protection can empower poor and marginalised people and has a transformative role in society. The Communication recognises the role that civil society organisations can play as advocates for social protection, in monitoring and evaluating social protection schemes, as well as empowering communities and individuals, in particular the disadvantaged and excluded, through raising awareness and improving information.

Social protection is a relatively new theme in EU development cooperation in low-income countries, but it has recently received more attention in the international development debate, in particular in relation to mitigating the social consequences of the financial and economic crisis. The challenges are enormous. It is estimated that 80% of the global population has less than adequate social protection coverage, which is still largely concentrated on urban based workers and their families in the formal economy. Most people in the informal economy either have no cover at all or have only rudimentary access to any social protection. According to the recent policy statement of the OECD-DAC Network on Poverty Reduction¹³, social protection directly reduces poverty, stimulates the involvement of poor women and men in the economy and contributes to social cohesion and stability. Furthermore, well-designed social protection programmes can be affordable, including for the poorest countries and represent good value for money.

In recent years, international development cooperation has undertaken a variety of projects/programmes in this area at local community level supporting grass-root initiatives addressing social security and basic social service needs where there is a lack of formal social protection coverage, developing alternative social protection systems and services and local development programmes.

¹¹ R. Walther, Skills development in informal economy, 2013. Study conducted by EuropeAid
<http://capacity4dev.ec.europa.eu/public-employment-social-protection/document/etude-sur-le-d%C3%A9veloppement-des-comp%C3%A9tences-dans-l%E2%80%99%C3%A9conomie-informelle-r-walther>

¹² http://ec.europa.eu/europeaid/what/social-protection/documents/com_2012_446_en.pdf

¹³ <http://www.oecd.org/dataoecd/63/9/43514572.pdf>

The International Labour Organisation (ILO) is jointly with the World Health Organisation (WHO), leading a UN initiative to extend a basic set of social protection measures to all. This is referred to as the basic social protection floor and comprises access to basic and essential health care, income security for children, some income assistance for poor and/or unemployed people, and income security via basic pensions for older and disabled people.

Recently, many governments in low-income countries have initiated social protection reforms to be implemented on a large scale throughout countries. These reforms cover often different forms of cash transfers to vulnerable groups such as children and older people, but also more employment-oriented actions such as public works and access to training and other services for workers in the informal economy.

An added value of this Call for Proposals will be to better link community level initiatives with a broader framework of social protection reforms.

1.2. OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

Under the programme “Investing in people” the theme “*Education, knowledge and skills*” aims at vocational education and training in view of increasing knowledge and skills and employability on the job market, contributing to active citizenship and individual fulfilment on a life-long basis.

The theme “*Other aspects of human and social development*” focuses, among other policies, on social cohesion, employment and decent work. This strand of thematic programme promotes an integrated approach that combines economic competitiveness and social development in erasing social inequalities and reducing regional asymmetries. It also aims at supporting initiatives to promote the improvement of working conditions and effective functioning of social protection systems.

Objectives

The **global objective** of this Call for Proposals is to contribute to the elimination of poverty and social exclusion of people dependent on the informal economy and other vulnerable groups.

The **specific objectives** of this Call for Proposals are:

- i) Support for the enhancement of livelihoods of people dependent on the informal economy, including skills development and vocational and education training and support to initiatives aimed at developing self-employment and job creation/improvement.
- ii) Support for the social inclusion of vulnerable groups through access to basic social services.

Priorities

The 2010 Mid-Term Review of the Strategy Paper for the thematic programme 2007-2013 of “Investing in People”,¹⁴ emphasised actions to address livelihoods for people dependent on the informal economy and recommended the following:

Proposals will have to include at least one of the following measures (assessed in section 1.1 of the concept note evaluation grid):

"(i) strengthening of rights at work and adaptation of national and local policies to the conditions and needs of people dependent on the informal economy;

¹⁴ http://ec.europa.eu/development/icenter/repository/investing_people_mid-term_review.pdf

- (ii) increasing the employability and productivity of people dependent on the informal economy;*
- (iii) strengthening interest organisations¹⁵ of people dependent on the informal economy and their participation in national policy processes;*
- (iv) extension and strengthening of social protection and social dialogue systems and programmes."*

A set of calls for proposals on the informal economy was already launched in 2009 under Investing in People. The selected projects aimed at developing technical and vocational education and training (TVET) methodologies and services for the informal economy and at providing support at community level for social inclusion and social protection in the informal economy and of vulnerable groups. An assessment on selected projects was launched by the European Commission in 2012¹⁶. Important conclusions of this evaluation exercise are mentioned below:

- People depending on the informal economy are not a homogeneous group. Projects should integrate an accurate analysis and definition of the target groups, ensuring appropriate accessibility to project activities and adequacy between beneficiaries' characteristics and needs and the tools developed.
- Projects should integrate a component on people's empowerment as a way to provide people dependent on the informal economy with tools for defending their interests and rights in the long term. Empowerment can have an individual and/or collective dimension (e.g. small workers or employers' associations, cooperatives, etc.).
- Creating a link between informal and formal economy is not a one-step process. The distance between the formal and informal economy is not a gap but a continuum allowing different degrees of formalization. The projects objectives should not be limited to "make informal become formal", but interventions could contribute to a decent or a "regulated" informality.
- To ensure sustainability and multiplier effects, projects should integrate a link with formal or government processes, structures and policies; both at local, regional or national level. Anchoring the project activities in existing national structures, engaging in an institutionalisation process of the project outputs, or integrating community-based mechanisms in larger structures, are some interesting examples.
- The mechanisms developed by the projects for improving the conditions of people dependent on the informal economy and /or vulnerable groups adopted many forms, from capacity building and training, to social protection measures, through improved access to social services, entrepreneurship or access to finance. The assessment concluded that the most effective interventions frequently were those which integrated several of these components in the project design.
- Future actions should aim at building stronger links between the different projects, for example through support to regional and inter-regional networks of projects and organisations or the organisation of global seminars.

Expected results *(this list is not exhaustive):*

¹⁵ The call aims at encouraging support for small local organisations, grass-roots organisations, including self-help groups and cooperatives, representing people...etc

¹⁶ <http://capacity4dev.ec.europa.eu/public-employment-social-protection/document/assessment-projects-selected-call-proposals-targeting-informal-economy-final-report>

Projects funded under this Call will be required to set targets for the delivery of demonstrated, quantified outputs and results at the local (sub-national) and/or national level in respect of the four key results set out below, not listed in a priority order:

i) **Enhanced livelihoods** of target groups at national or regional level, through improved access to services that address barriers to economic opportunities, strengthening of productive capacities and development of skills to improve employability and facilitate income-generation (e.g. improving qualifications, creating jobs, business opportunities, develop local/regional markets).

ii) **Resilience/risk reduction and greater equity** for marginalised groups, through inclusion in social protection programmes including health insurance and pensions, and access to social services, in particular health and education services (e.g. birth and civic registration).

iii) **Empowerment** of marginalised people and people dependent on the informal economy and the organisations that represent them through a strengthened voice at national and local (sub-national) level (e.g. social dialogue capacity building);

iv) **Information:** governments are better informed about people dependent on the informal economy and marginalised groups; citizens are better informed about their rights in the framework of existing legislation and programmes.

The following points constitute additional "added value" elements (assessed in section 1.4 of the concept note evaluation grid):

- integrating a holistic approach, addressing more than one of the expected results (e.g. training + business development + empowerment);
- building links between actions targeted at the informal economy and marginalised groups and formal government-led processes at local, regional or national level as per one of the above mentioned conclusions of 2012 assessment;
- including a component of empowerment, strengthening the voice of people dependent on the informal economy and marginalised groups;
- providing support, including financial support (see financial support to third parties at sections 2.1.3 and 2.1.4) to small local organisations, such as grass-roots organisations, including self-help groups and cooperatives, representing people;
- ensuring the involvement of local communities;
- targeting in particular low income countries
- proposals submitted by applicants from partner countries, promoting ownership and local leadership;
- clearly ensuring the long-term sustainability of activities beyond the lifetime of the individual projects funded under this programme as clearly reflected in the proposed monitoring and evaluation activities and methodologies;

Target groups

Projects should largely target the people whose lives and livelihoods depend on the informal economy and the most vulnerable groups of the population.

The target groups include:

- adults,

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- young women and men with no or minimum education,
- people discriminated against on the basis of caste,
- indigenous people,
- persons belonging to minorities (linguistic, ethnic, religious, sexual, etc.),
- people with disabilities
- migrants.

In the case of indigenous peoples and other ethnic minorities, the programme will ensure that approaches are consistent with the UN Declaration on the Rights of Indigenous People.

Projects should also be consistent with the UN Convention on the Rights of Persons with Disabilities (Art. 28 on *Adequate standard of living and social protection*).

These most vulnerable and marginalised groups should, moreover, be the specific target of projects that focus on Result (ii).

In addition to the abovementioned groups the following categories, who must have access to basic services, should be included for the second specific objective:

- HIV/AIDS affected persons,
- elderly people and children.

Gender equality will be a cross-cutting issue, given the extent of female participation in the informal sector. Special effort should be made to obtain statistics disaggregated by sex and age.

Proposals should include SMART¹⁷ indicators for measuring success. Detailed baseline values should be provided in the application. The quality and relevance of indicators will be evaluated in the full proposal phase, under point 3.3 in the evaluation grid.

1.3. FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this Call for Proposals is €44 000 000.

The Contracting Authority reserves the right not to award all available funds. Equally, this amount could be increased, should more funds become available either from the same or from a subsequent budget year.

Size of grants

Any requested contribution under this Call for Proposals must fall between the following minimum and maximum amounts:

- minimum amount: €1 500 000
- maximum amount: €5 000 000

Any proposal for which the EU requested contribution will not fall between these minimum and maximum amount will be rejected

Any grant requested under this Call for Proposals must respect the following maximum percentage of total eligible costs of the action:

¹⁷ SMART indicators are specific, measurable, attainable, reachable, and time-bound

- maximum percentage: 80% of the total eligible costs of the action (see also Section 2.1.5).

The grant may cover the entire eligible costs of the action if this is deemed essential to carry it out. If that is the case, the applicant must justify full financing in Section 2 of Part B of the grant application form and the validity of the justification provided will be examined during the evaluation procedure.

Should the Evaluation Committee consider the reasons stated to be not justified, the maximum percentage of 80% will then be applied.

The balance (i.e. the difference between the total cost of the action and the amount requested from the Contracting Authority) must be financed from sources other than the European Union Budget or the European Development Fund¹⁸.

2. RULES FOR THIS CALL FOR PROPOSALS

These guidelines set out the rules for the submission, selection and implementation of the actions financed under this Call, in conformity with the Practical Guide to contract procedures for EU external actions, which is applicable to the present call (available on the Internet at this address: http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm).

2.1. ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

(1) the actors:

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

(2) the actions:

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

(3) the costs:

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

<h4>2.1.1. Eligibility of applicants (i.e. applicant and co-applicant(s))</h4>
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Applicant

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

- be legal persons **and**

¹⁸ Where a grant is financed by the European Development Fund, any mention of European Union financing must be understood as referring to European Development Fund financing.

- be non-profit-making **and**
- be one of the following specific types of organisation: non-governmental organisations¹⁹, public sector operators, local authorities²⁰, international (inter-governmental) organisations as defined by Article 43 of the Rules of Application to the EC Financial Regulation²¹ **or**
- private companies especially if they can offer particular access and means, on condition that no-profit is derived from their involvement in the action **or**
- professional associations, chambers of commerce and other non-profit making institutions representing the private sector, as well as microfinance institutions (e.g. financial literacy, capacity building) **and**
- be established in²² a Member State of the European Union **or** in a partner country as per the list of aid recipients of the Development Assistance Committee of the Organisation for Economic Cooperation and Development (OECD/DAC)²³. This obligation does not apply to international organisations

In addition applicants from the following countries are also eligible:

- Iceland, Lichtenstein and Norway;²⁴
- Turkey, the Former Yugoslav Republic of Macedonia, Montenegro, Serbia²⁵.

¹⁹ The term non-governmental organisation is equivalent to the terms of Civil Society Organisations (CSOs) and to the term Non-State Actors (NSA). These are 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.

²⁰ The term 'local authority' (LA) refers 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. The term encompasses different tiers of government, e.g. villages, municipalities, districts, counties, provinces, regions, etc. [Reference: COM(2013) 280 final, 15.05.2013].

²¹ International organisations are international public-sector organisations set up by intergovernmental agreements as well as specialised agencies set up by them; the International Committee of the Red Cross (ICRC) and the International Federation of National Red Cross and Red Crescent Societies are also recognised as international organisations.

²² To be determined on the basis of the organisation's statutes, which should demonstrate that it has been established by an instrument governed by the national law of the country concerned and that its head office is located in an eligible country. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if the statutes are registered locally or a 'Memorandum of Understanding' has been concluded.

²³ <http://www.oecd.org/dac/stats/daclistofodarecipients.htm>

²⁴ As members of the European Economic Area EEA

²⁵ As official EU candidate countries

Furthermore, for actions proposed and taking place **exclusively in the least developed countries**, applicants from Australia, Canada, Japan, New Zealand, Switzerland and United States may also apply²⁶

In addition the applicant must

- have at least three years' experience in implementing actions in the specific field of the proposed action (assessed in section 1.2 of the full application evaluation grid) **and**
- be directly responsible for the preparation and management of the action with the co-applicant(s) and affiliated entity(ies), not acting as an intermediary.

(2) The potential applicant may not participate in calls for proposals or be awarded grants if it is in any of the situations listed in Section 2.3.3 of the Practical Guide to contract procedures for EU external actions (available from the following Internet address:

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

In Part A, section 3 of the grant application form ('Declaration by the applicant'), the applicant must declare that the applicant himself, the co-applicant(s) and affiliated entity(ies) are not in any of these situations.

The applicant must act with co-applicant(s) as specified hereafter

If awarded the Grant contract, the applicant will become the Beneficiary identified as the Coordinator in annex E3h1 (Special conditions). The Coordinator is the main interlocutor for the Contracting Authority. The Coordinator represents and acts on behalf of any other co-beneficiary and coordinates the design and implementation of the Action.

Co-applicant(s)

Partnership arrangements between actors and which build local ownership and capacity are strongly encouraged in this call.

Applicants must therefore act with at least one local co-applicant. This obligation does not apply if the applicant has the nationality²⁷ of the country or at least one of the countries where the action will take place.

In addition, for actions taking place in more than one country, the applicant must act with at least one co-applicant/affiliated entity/associate having the nationality²⁸ of each of the countries where the action will take place.

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

In exceptional cases where it is impossible to involve national organisations²⁹ from the target country because of the particular situation in that country, the applicant must provide explanations, which will be examined when applying criterion 1.3 of the evaluation grid to the Concept Note.

Co-applicant(s) must satisfy the eligibility criteria as applicable to the applicant himself.

²⁶ As members of the OECD/Development Assistance Committee (DAC)

²⁷ See footnote 22

²⁸ See footnote 22

²⁹ See footnote 22

Co-applicant(s) must sign the Mandate in Part B section 4 of the grant application form.

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

2.1.2. *Affiliated entities*

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

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

- (i) legal entities together forming one entity, including where that entity is established specifically for the purpose of implementing the action. In this case, the resulting entity may apply as an applicant or co-applicant, whereas the other entities may apply only as affiliated entity(ies); or
- (ii) legal entities having a link with the applicants, notably a legal or capital link, which is neither limited to the action nor established for the sole purpose of its implementation, on condition that they satisfy the eligibility and non-exclusion criteria of an applicant.

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

Affiliated entity(ies) must satisfy the eligibility criteria as applicable to the applicant and to the co-applicant(s), as the case may be.

Affiliated entity(ies) must sign the affiliated entity(ies)'s statement in Part B, section 5 of the grant application form.

2.1.3. *Associates and contractors*

The following entities are neither applicant(s) nor affiliated entity(ies) and do not have to sign the 'mandate' or 'affiliated entities' 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. Associates must be mentioned in Part B section 6 — 'Associates of the applicant participating in the action' — of the grant application form.

- Contractors

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

- .Financial support to third parties³⁰

The grant beneficiaries may award financial support to third entities. These entities are neither affiliated entity(ies) nor associates nor contractors. However, they are subject to the nationality and origin rules set out in Annex IV to the standard grant contract. **The third entity must have the nationality of the country or countries where the action is implemented**

2.1.4. Eligible actions: actions for which an application may be made

Definition:

An action is composed of a set of activities.

Duration

The initial planned duration of an action may not be lower than **36** months nor exceed **48**.

Sectors or themes and indicative activities

This list refers to typical areas and are not limited, proposals with other innovative sectors will also be considered.

Holistic approach combining a mix of policy measures and programmes (such as but not limited to training, business development, empowerment) in line with the conclusions of the above mentioned evaluation “to ensure sustainability and multiplier effects, projects should integrate a link with formal or government processes, structures and policies; both at local, regional or national level. Anchoring the project activities in existing national structures, engaging in an institutionalisation process of the project outputs, or integrating community-based mechanisms in larger structures”:

- improvement of livelihood of vulnerable groups such as women, children, youth, disabled and elderly persons
- skills development and vocational education and training
- promotion of productive employment
- enhancing the quality of jobs in the informal economy
- social cohesion
- improvement of working conditions
- promotion of Decent Work for all Agenda
- implementation of the ILO core labour standards
- social dialogue
- empowering labour associations
- wider coverage of social protection systems
- contribution to the elimination of worst forms of child labour

Location

The actions must take place in one or more countries as defined in the OECD DAC list³¹ and be eligible for funding under the DCI thematic programmes³².

³⁰ Role and definition is also described in:

Practical Guide to contract procedures for EU external actions:

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

³¹ <http://www.oecd.org/dac/stats/daclistofdairecipients.htm>

However, for actions involving **South Sudan** as action location (thus as beneficiary of the action), the signature of any resulting grant contract will be subject to the completion of the accession procedure by South Sudan to the Cotonou Agreement. South Sudan's accession procedure will be finalised when the authorities of South Sudan deposit an act of accession to the Agreement with the General Secretariat of the Council of the European Union.

In addition to the above and further to the non-ratification of the revised Cotonou Agreement, by **Sudan** and **Equatorial Guinea**, these countries are not eligible for funding under the 10th EDF. As a consequence, they are not eligible for funding under the DCI thematic programmes either and cannot be included as action location (thus as beneficiary of the action). As a result, they can only be included as action location on an exceptional basis, in the context of an action having a regional scope, if their participation is indispensable for the implementation of such actions. This will be examined on a case by case basis, taking into account the justification provided by the applicants concerned, during the evaluation procedure.

However, according to Article 31 (1) of the DCI, participation in procurement or grant contracts financed under a thematic programme of the DCI is open to entities established in developing countries as specified in the OECD/DAC list, therefore the entities of South-Sudan, Sudan, and Equatorial Guinea can participate under the present call.

Actions taking place in more than one country

Proposals should be adequately justified (assessed in section 2.1 of the concept note evaluation grid) and a clear explanation of the added value of a multi-country approach (as opposed to a single country approach) is required. Proposals should provide additional evidence of previous experience in multi-country projects in the sectors of this Call to ensure networking synergies in case of different countries. Proposals should show sufficient management capacity in particular for multi-countries with different languages. Adequate and enhanced measures to mitigate management, coordination and monitoring problems must be included in the proposals. Evidence of language skills of the project managers is requested for the languages used in the countries where the action is implemented. The evidence must be described in the Full Application Form

Types of action

Actions must be in line with the objectives and results indicated in section 1.2 above.

The following types of action are ineligible:

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

Types of activity

This list is not exhaustive, proposals with other innovative activities are also encouraged.

- Advocacy for access to services that address barriers to enhancement of livelihoods of people dependent on the informal economy and social inclusion of vulnerable groups, in particular for the inclusion into new and/or existing government-led training programmes and social protection systems, together with access to education, health and other basic services.

³² See footnote 1

- Cooperative initiatives involving civil society organisations, social partners or government institutions in the design, piloting, implementation and evaluation of actions addressing the enhancement of livelihoods of people dependent on the informal economy and social inclusion of vulnerable groups.
- Transformative actions, defined as actions that seek to address the barriers that prevent people dependent on the informal economy and vulnerable groups from moving out of risk and vulnerability.
- Monitoring and evaluation of national programmes and policies with a view to proposing feasible measures to ensure they are inclusive towards people dependent of the informal economy and vulnerable groups, in particular in accessing basic services.
- Knowledge generation such as research, collection, transfer and dissemination of good practices of policies and initiatives with a focus on participation in sustainable national systems (i.e. on a basis of collaboration with public authorities); help to document evidence of what works and what does not work.
- Capacity-building activities for local civil society organisations and for public authorities so that they are better equipped to identify and integrate the needs of informal workers and vulnerable groups.
- Support for organising for social justice³³ in the informal economy. This may include support for actions of officially recognised social partners to expand membership towards the informal economy.
- Support for the creation and strengthening of networks of organisations of people dependent on the informal economy at national (including local/sub-national), regional, and global level.
- Strengthening social dialogue: to develop capacities of social partners.
- Birth and civic registration to guarantee rights, ownership, access to services.
- Collection, exchange, transfer and dissemination of good practice concerning community-level interventions for the social inclusion of workers in the informal economy and vulnerable groups at local, national or transnational level.
- Capacity-building activities for local communities, including support to organisations of informal workers to address needs and challenges of informal workers' access to better and more productive employment.
- Development and implementation of integrated packages of policy responses at community level for vulnerable groups and workers in the informal economy. These may include activities in diverse fields such as financial services (capacity building for the development of micro-insurance and micro finance) business development services, social services (health care; child care; community based rehabilitation), occupational safety and health, sub-sector development and vocational education and training.
- Innovative activities aiming to extend social protection coverage in a sustainable manner (such as but not limited to developing linkages between statutory social security schemes and community based social protection mechanisms).

³³ See 'Organizing for social justice. Global report under the follow-up to the ILO Declaration on fundamental principles and rights at work. Report of the Director-General, 2004

- Development of mechanisms to extend social protection to groups that are difficult to cover due to their specific characteristics.
- Such as but not limited to improvement of quality, flexibility and availability of Vocational Education and Training (VET) and learning opportunities in formal and non-formal contexts, involving informal workers, potential future informal workers, trainers, mentors and instructors, addressing citizenship and entrepreneurial skills in vocational curricula and promoting membership of local industry in VET provision.
- Such as but not limited to innovation of VET curricula and pedagogy: blending of academic and vocational curricula, linking schools and training centres more closely to industry, promoting informal apprenticeship and recognition of non-formal and informal learning, providing infrastructures for open and distance learning, promoting modular competence-based training, green skills, etc.
- Such as but not limited to elaborating methods for anticipation of skills needs for a good matching between skills supplied by public/private training institutions and those needed by the productive sector and informal economy.
- Information and communication activities, raising awareness campaigns, etc.

Financial support to third parties

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

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

Under this Call, financial support to third parties may not be the main purpose of the action.

The third entity financially supported must have the nationality or be registered in the country or countries where the action is implemented³⁴.

Financial support to third parties in partner countries constitutes an additional "added value" element (cf. section 1.4 of the concept note evaluation grid) in order to

- support local grass root organisations
- strengthening their capacity to build sustainability
- implement actions aiming at the objectives of this Call

This aspect must be evidenced and detailed both in the concept note and in the full application.

In compliance with the present guidelines and notably of any conditions or restrictions set above, applicants should define mandatorily in section 2.1.1. of the grant application form:

- (i) the objectives and results to be obtained with the financial support

³⁴ See footnotes 22

- (ii) the different types of activities eligible for financial support, on the basis of a fixed list
- (iii) the types of persons or categories of persons which may receive financial support
- (iv) the criteria for selecting these entities and giving the financial support
- (v) the criteria for determining the exact amount of financial support for each third entity, and
- (vi) the maximum amount which may be given.

Visibility

Applicants must comply with the objectives and priorities and guarantee the visibility of the EU financing (see the Communication and Visibility Manual for EU external actions specified and published by the European Commission at http://ec.europa.eu/europeaid/work/visibility/index_en.htm).

In addition selected proposals are requested to submit a communication plan with eventually a case study to illustrate the EU's visibility and financial support.

Monitoring and Evaluation

All projects should include an internal monitoring and evaluation system in order to measure outcomes and impact. At the time of project start up an appropriately detailed baseline survey should be in place.

Number of applications and grants per applicant(s)

The applicant must submit only one application under this Call for Proposals.

If an applicant submits more than one application, all applications will be rejected.

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

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

A co-applicant may be awarded up to a maximum of three grants under this Call for Proposals.

The affiliated entity(ies) may take part in more than one application.

<h3><i>2.1.5. Eligibility of costs: costs that can be included</i></h3>
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Only 'eligible costs' can be covered by a grant. The categories of costs that are eligible and non-eligible are indicated below. The budget is both a cost estimate and a ceiling for 'eligible costs'.

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

- actual costs incurred by the Beneficiary(ies) and affiliated entity(ies);
- one or more simplified cost options.

Simplified cost options may take the form of:

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

- **lump sums:** covering in global terms all or certain specific categories of eligible costs which are clearly identified in advance;
- **flat-rate financing:** covering specific categories of eligible costs which are clearly identified in advance by applying a percentage fixed ex ante.

The amounts or rates have to be based on estimates using objective data such as statistical data or any other objective means or with reference to certified or auditable historical data of the applicants or the affiliated entity(ies). The methods used to determine the amounts or rates of unit costs, lump sums or flat-rates must comply with the criteria established in Annex K, and especially ensure that the costs correspond fairly to the actual costs incurred by the Grant Beneficiary(ies) and affiliated entity(ies), are in line with their accounting practices, no profit is made and the costs are not already covered by other sources of funding (no double funding). Refer to Annex K for directions and a checklist of controls to assess the minimum necessary conditions that provide reasonable assurance for the acceptance of the proposed amounts.

The applicant proposing this form of reimbursement, must clearly indicate in worksheet no.1 of Annex B, each heading/item of eligible costs concerned by this type of financing, i.e. add the reference in capital letters to "UNIT COST" (per month/flight etc), "LUMPSUM" or "FLAT RATE" in the Unit column. (see example in Annex K)

Additionally in Annex B, in the second column "Justification of the estimated costs" of worksheet no.2, "Justification of the budget of the action" per each of the corresponding budget item or heading the applicant must:

- describe the information and methods used to establish the amounts of unit costs, lump sums and/or flat-rates, to which costs they refer, etc.;
- clearly explain the formulas for calculation of the final eligible amount;³⁵
- identify the beneficiary who will use the simplified cost option (in case of affiliated entity, specify first the beneficiary), in order to verify the maximum amount per each beneficiary (which includes if applicable simplified cost options of its affiliated entity(ies)).

At contracting phase, the Contracting Authority decides whether to accept the proposed amounts or rates on the basis of the provisional budget submitted by the applicant, by analysing factual data of grants carried out by the applicant or of similar actions and by performing checks established by Annex K.

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

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

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

Eligible direct costs

³⁵ Examples:- for staff costs: number of hours or days of work * hourly or daily rate pre-set according to the category of personnel concerned;- for travel expenses: distance in km * pre-set cost of transport per km; number of days * daily allowance pre-set according to the country;- for specific costs arising from the organization of an event: number of participants at the event * pre-set total cost per participant etc.

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 G of the Guidelines).

Contingency reserve

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

Eligible indirect costs

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

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

Contributions in kind

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

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

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

Ineligible costs

The following costs are not eligible:

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

2.2. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

Prior registration in PADOR for this Call for Proposals is obligatory.

- **Phase 1, concept note:** Registration in PADOR is obligatory for applicant.

Registration is optional though strongly recommended for:

- co-applicant(s) and affiliated entity(ies).

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

PADOR is an on-line database in which organisations register and update their data regularly, through the EuropeAid website: http://ec.europa.eu/europeaid/work/online-services/pador/index_en.htm

Before starting to register your organisation in PADOR, please read the ‘Quick guide’ on the website. It explains the registration process.

It is strongly recommended to register in PADOR when you start drafting your proposal and not to wait until just before the deadline of submission.

You have to indicate on the proposal the EuropeAid ID (EID). To get this identification, your organisation must register, save and ‘sign’ (committing your responsibility) in PADOR obligatory data (on each screen the fields written in orange) and the related documents (see section 2.4).

However, if it is impossible for the organisation to register in PADOR, it must submit a justification proving that this impossibility is general and beyond the control of the applicants and/or its affiliated entity(ies). In such cases, the applicants and/or affiliated entity(ies) concerned must complete the ‘PADOR off-line form’³⁶ attached to these Guidelines and send it by the submission deadline, together with the application, to the address indicated in sections 2.2.2 and 2.2.6. The registration in PADOR will then be carried out by the European Commission service in charge of the CfP. If, at a later stage, the organisation wishes to update its data itself, it will have to send an access request to the PADOR helpdesk.

All questions related to registration in PADOR should be addressed to the PADOR helpdesk at:

Europeaid-pador@ec.europa.eu

2.2.1. Concept Note content

Applications must be submitted in accordance with the instructions on the Concept Note included in the Grant Application Form annexed to these Guidelines (Annex A, Part A).

Concept Notes must be submitted in one of the following EU languages: **English, French, Spanish or Portuguese**, whichever is the one most commonly used by the target populations in the country(ies) in which the action takes place.

In the Concept Note, applicants must only provide an estimate of the amount of contribution requested from the Contracting Authority and an indicative percentage of that contribution in relation to the total amount of the Action. Only the applicant invited to submit a full application in the second phase will be required to present a detailed budget. The elements outlined in the Concept Note may not be modified by the applicant in the full application form. The EU contribution may not vary from the initial estimate by more than 20%. Applicants are free to adapt the percentage of co-financing required within the minimum and maximum amount and percentages of co-financing, as laid down in these Guidelines in section 1.3. Own contributions by the applicants can be replaced by other donors' contributions at any time.

Any error or major discrepancy related to the points listed in the instructions 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 Contracting Authority from conducting an objective assessment.

³⁶ Which corresponds to Sections 3 and 4 of Part B of the application form.

Hand-written Concept Notes will not be accepted.

Please note that only the Concept Note form will be evaluated. It is therefore of utmost importance that this document contain ALL relevant information concerning the action. No additional annexes should be sent.

2.2.2. Where and how to send Concept Notes

The Concept Note together with the Checklist for the Concept Note (Part A section 2 of the grant application form) and the Declaration by the applicant for the Concept Note (Part A section 3 of the grant application form) must be submitted exclusively **by e-mail only** to the following address:

EuropeAid-Social-Inclusion-135181@ec.europa.eu

The subject field of the e-mail must bear the reference of the Call for Proposals, and the name of the applicant organisation.

The Applicant will receive an automatic acknowledgement of receipt following the submission of a Concept Note.

Concept Notes sent by other means (registered mail, courier service, fax, hand delivery, etc.) or sent to any other e-mail address may be rejected.

Applicants must verify that their Concept Note is complete using the Checklist (Part A, section 2 of the Grant Application Form). Incomplete Concept Notes may be rejected.

2.2.3. Deadline for submission of Concept Notes

The deadline for the submission of Concept Notes is **19 February 2014 at 16:00 hrs** (Brussels date and time).

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

Any Concept Note sent after the deadline will be rejected.

The applicant is solely responsible for following-up the delivery. In addition to the automatic acknowledgment of receipt indicated in section 2.2.2 above, the European Commission will send a confirmation of reception on the date announced in the indicative calendar (see section 2.5.2) to the contact email indicated in the application form. If the applicant does not receive this confirmation on the said date, it must immediately contact the European Commission at the following email address:

EuropeAid-Social-Inclusion-135181@ec.europa.eu

The European Commission cannot be held responsible for the non-delivery of any proposal.

However, for reasons of administrative efficiency, the Contracting Authority may reject any Concept Note sent in due time but received after the effective date of approval of the Concept Note evaluation (see indicative calendar as per section 2.5.2)

2.2.4. Further information about Concept Notes

Questions may be sent by e-mail no later than 21 days before the deadline for the submission of Concept Notes to the address below, indicating clearly the reference of the Call for Proposals. Replies will be given no later than 11 days before the deadline for the submission of Concept Notes.

The Contracting Authority has no obligation to provide further clarifications after this date.

E-mail address: EuropeAid-Social-Inclusion-135181@ec.europa.eu

No individual replies will be given to questions. All questions and answers, as well as other important notices to applicants during the course of the evaluation procedure, **will be published on the internet** at the EuropeAid web site:

1. http://ec.europa.eu/europeaid/work/funding/index_en.htm
2. "Search by reference"
3. "135181"

It is therefore highly recommended to regularly consult the abovementioned website in order to be informed of questions and answers published.

To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, or affiliated entity(ies), an action or specific activities.

All questions related to PADOR registration should be addressed to the PADOR help desk:

Europeaid-pador@ec.europa.eu

2.2.5. Full Application forms

Applicants invited to submit a Full Application form following the pre-selection of the Concept Note must do so by using the Part B of the application form annexed to these Guidelines (Annex A). Applicants should keep strictly to the format of the application form and fill in the paragraphs and the pages in order. Applications submitted on application documents relating to any other call **may be rejected**.

The elements assessed on the basis of the Concept Note cannot be modified by the applicant in the Full Application form. No modification of the partnership between the Concept Note and the Full Application will be allowed save in exceptional cases, justified by force majeure, and subject to approval by the evaluation committee. Force majeure shall mean any unforeseeable exceptional situation or event beyond the parties' control which prevents either of them from fulfilling any of their obligations, is not attributable to error or negligence on their part and proves insurmountable in spite of all due diligence. In such cases, the applicant must clearly indicate the requested change and justify the request in Annex A, Part B, section 7. The validity of the justification provided will be examined during the evaluation of the Full Application. Should the justification not be deemed valid, the proposal may be rejected on that sole basis. The EU contribution may not vary from the initial estimate by more than 20%, while the applicant is free to adapt the percentage of co-financing required within the minimum and maximum amount and percentages of co-financing, as laid down in these Guidelines under section 1.3.

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

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

Any error related to the points listed in the Checklist (Part B, Section 7 of the Grant Application form) or any major inconsistency in the Full Application form (e.g. the amounts mentioned in the budget worksheets are inconsistent) may lead to the rejection of the application.

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

Hand-written applications will not be accepted.

Please note that only the Full Application form and the published annexes which have to be filled in (budget, logical framework) will be transmitted to the evaluators and assessors. 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 Full Application forms*

The Full Application Form together with the Budget and the Logical framework **must** be submitted **by e-mail only** to the following address:

EuropeAid-Social-Inclusion-135181@ec.europa.eu

The subject field of the e-mail must bear the reference of the Call for Proposals, the name of the applicant organisation and the number allocated by the European Commission to the application at Concept Note stage.

The Applicant will receive an automatic acknowledgement of receipt following the submission of a Full Application.

Full Applications sent by other means (registered mail, courier service, fax, hand delivery, etc.) or sent to any other e-mail address may be rejected.

The Checklist (Part B, Section 7 of the Grant Application Form) and the Declaration by the applicant (Part B, Section 8 of the Grant Application Form) must be enclosed in the e-mail.

To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, or affiliated entity(ies), an action or specific activities.

2.2.7. *Deadline for submission of Full Application forms*

The deadline for the submission of applications will be indicated in the letter sent to the applicants whose application has been preselected.

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

Any Full Application Form sent after the deadline will be rejected.

The applicant is solely responsible for following-up the delivery. In addition to the automatic acknowledgment of receipt indicated in section 2.2.6 above, the European Commission will send a confirmation of reception on the date announced in the indicative calendar (see section 2.5.2) to the contact email indicated in the application form. If the applicant does not receive this confirmation on the said date, it must immediately contact the European Commission at the following email address:

EuropeAid-Social-Inclusion-135181@ec.europa.eu

However, for reasons of administrative efficiency, the Contracting Authority may reject any application sent in due time but received after the date of approval of evaluation report for full applications (see indicative calendar as per Section 2.5.2)

2.2.8. Further information about Full Application forms

Questions may be sent by e-mail no later than 21 days before the deadline for the submission of applications to the address listed below, indicating clearly the reference of the Call for Proposals. Replies will be given no later than 11 days before the deadline for the submission of applications.

The Contracting Authority has no obligation to provide further clarifications after this date.

E-mail address: EuropeAid-Social-Inclusion-135181@ec.europa.eu

No individual replies will be given to questions. All questions and answers, as well as other important notices to applicants during the course of the evaluation procedure, **will be published on the internet** at the EuropeAid web site:

1. http://ec.europa.eu/europeaid/work/funding/index_en.htm
2. "Search by reference"
3. "135181"

It is therefore highly recommended to regularly consult the abovementioned website in order to be informed of questions and answers published.

In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a co-applicant, an affiliated entity, an action or specific activities.

All questions related to PADOR registration should be addressed to the PADOR help desk:

Europeaid-pador@ec.europa.eu

2.3. EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by the Contracting Authority with the possible assistance of external assessors. All actions submitted by applicants will be assessed according to the following steps and criteria.

If the examination of the application reveals that the proposed action does not meet the eligibility criteria stated in paragraph 2.1.1, 2.1.2 and 2.1.3, the application shall be rejected on this sole basis.

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

The following will be assessed:

- The submission deadline has been respected. If the deadline has not been respected the application will automatically be rejected.
- The Concept Note satisfies all the criteria specified in part 1 of the Checklist (Section 2 of Part A of the grant application form). If any of the requested information is missing or is incorrect, the application may be rejected on that sole basis and the application will not be evaluated further.

The evaluation of the Concept Notes that have passed the first administrative check will cover the relevance and design of the action.

The Concept Note will receive an overall score out of 50 using the breakdown in the evaluation grid below. The evaluation will also check on compliance with the instructions on the Concept Note, which can be found in Part A of the 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.

Concept Note Evaluation Grid

1. Relevance of the action		Sub-score	30
1.1 How relevant is the proposal to the objectives and priorities of the Call for Proposals?*	5x2**		
1.2 How relevant to the particular needs and constraints of the target country(ies) or region(s) is the proposal (including synergy with other EU initiatives and avoidance of duplication)?	5x2**		
1.3 How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs been clearly defined and does the proposal address them appropriately? Please note that the quality of the partnership will be assessed in this section as indicated in section 2.1.1. of these guidelines. In exceptional cases where it is impossible to involve national organisations ³⁷ from the target country because of the particular situation in that country, the applicant must provide explanations, which will be examined when applying this criterion.	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 section 1.2 of these guidelines?	5		
2. Design of the action		Sub-score	20
2.1 How coherent is the overall design of the action?	5x2**		

³⁷ See footnotes 22.

In particular, does it reflect the analysis of the problems involved, take into account external factors and relevant stakeholders?		
2.2 Is the action feasible and consistent in relation to the objectives and expected results?	5x2**	

TOTAL SCORE

50

* Note: A score of 5 (very good) will only be allocated if the proposal specifically addresses the required priorities as indicated in Section 1.2 (Objectives of the programme).

**These scores are multiplied by 2 because of their importance.

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

First, only the Concept Notes with a score of at least 30 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, taking into account the budget indicated in Section 1.3 of these guidelines.

Following the Concept Note evaluation, the Contracting Authority will send a letter to all applicants, indicating whether their application was submitted prior to the deadline, informing them of the reference number they have been allocated and whether the Concept Note were evaluated and the results of that evaluation. The preselected applicants will subsequently be invited to submit Full Applications.

(2) STEP 2: EVALUATION OF THE FULL APPLICATION

First, the following will be assessed:

- The submission deadline has been respected. If the deadline has not been respected the application will automatically be rejected.
- The Full Application form satisfies all the criteria specified in part 1 of the Checklist (Section 7 of Part B of the grant application form). If any of the requested information is missing or is incorrect, the application may be rejected on that **sole** basis and the application will not be evaluated further.

The quality of the applications, including the proposed budget and capacity of the applicants and affiliated entity(ies), will be evaluated using the evaluation criteria in the evaluation grid below. There are two types of evaluation criteria: selection and award criteria.

The selection criteria help to evaluate the applicant(s)'s and affiliated entity(ies) operational capacity and the applicant's financial capacity and to ensure that they:

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

The award criteria help to evaluate the quality of the applications in relation to the objectives and priorities, and to award grants to projects which maximise the overall effectiveness of the Call for Proposals. They help to select applications which the Contracting Authority can be confident will comply with its objectives and

priorities. They cover the relevance of the action, its consistency with the objectives of the Call for Proposals, quality, expected impact, sustainability and cost-effectiveness.

Scoring:

The evaluation grid is divided into sections and subsections. Each subsection of sections 1 of the evaluation grid will be assessed on whether the criteria has been fulfilled or not. Each subsection of sections 2, 3, 4 and 5 will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Full Application Evaluation Grid

Section	
1. Financial and operational capacity	Yes/No
1.1 Do the applicants and, if applicable, affiliated entity(ies) have sufficient experience of project management?	
1.2 Do the applicants and, if applicable, affiliated entity(ies) have sufficient technical expertise? (especially knowledge of the issues to be addressed.), e.g. do they have at least five or, in case of co-applicant at least three, years' expertise in the field to which this call relates?	
1.3 Do the applicants and, if applicable, affiliated entity(ies) have sufficient management capacity? (including staff, equipment and ability to handle the budget for the action)?	
1.4 Does the applicant have stable and sufficient sources of finance?	
	Maximum Score
2. Relevance of the action	30
<i>Score transferred from the Concept Note evaluation</i>	
3. Effectiveness and feasibility of the action	20
3.1 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results? In the case of multi-country approach, have adequate and enhanced measures to mitigate management, coordination and monitoring problems been included in the project design?	5

3.2 Is the action plan clear and feasible?	5
3.3 Does the proposal contain objectively verifiable indicators for the outcome of the action? Is any evaluation planned? Are the proposed indicators SMART ³⁸ ? Are base line values provided?	5
3.4 Is the co-applicant(s)'s and affiliated entity(ies)'s level of involvement and participation in the action satisfactory?	5
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? - financially (<i>how will the activities be financed after the funding ends?</i>) - institutionally (<i>will structures enabling 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>) - environmentally (if applicable) (<i>will the action have a negative/positive environmental impact?</i>)	5
5. Budget and cost-effectiveness of the action	15
5.1 Are the activities appropriately reflected in the budget?	5
5.2 Is the ratio between the estimated costs and the expected results satisfactory? Where any service delivery component by a CSO is part of the project, has a unit cost analysis and a quantified financial sustainability assessment been provided?	5x2*
Maximum total score	80

*these scores are multiplied by 2 because of their importance

Note on Section 1. Financial and operational capacity

If the answer is negative to one or more of the criteria, the application will be rejected.

³⁸ See section 1.2. "Results". SMART indicators are specific, measurable, attainable, reachable, and time-bound.

Provisional selection

After the evaluation, a table will be drawn up listing the applications ranked according to their score and within the limits of the funds available. In addition, a reserve list will be drawn up following the same criteria to be used if more funds should become available during the validity period of the reserve list.

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

The eligibility verification, based on the supporting documents requested by the Contracting Authority (see Section 2.4) will be performed for the applications that have been provisionally selected according to their score and within the available financial envelope.

- The Declaration by the applicant (Section 8 of Part B 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 application on that sole basis.
- The eligibility of applicants, the affiliated entities(ies), 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 application will be replaced by the next best placed application in the reserve list that falls within the available financial envelope, which will then be examined for the eligibility of its applicants and affiliated entities(ies).

2.4. SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED APPLICATIONS

Applicants who have been provisionally selected or listed under the reserve list will be informed in writing by the Contracting Authority. They will be requested to supply the following documents in order to allow the Contracting Authority to verify the eligibility of the applicants, their co-applicants (if any) and affiliated entities (if any):

All required supporting documents **for the applicant** for this Call for Proposals **must be uploaded** in the PADOR³⁹ system; the deadline for uploading them in the system is the same as the deadline for submission of the Concept Note (see section 2.2.3). **Co-applicants and affiliated entities** must upload all their supporting documents in PADOR before the submission of the Full Application. Applicants, co-applicants and affiliated entities that are already registered in PADOR and need to update their profile and/or supporting documents may do so by the deadline for submission of the Full Application.

Any applicant submitting a "PADOR offline form" must send ALL relevant supporting documents for this Call for Proposals in their e-mail together with the **Concept Note**. Any applicant submitting a "PADOR offline form" for its co-applicant(s) or affiliated entity(ies) must send ALL relevant supporting documents for this Call for Proposals in their e-mail together with the **Full Application**.

Required supporting documents for the applicant:

1. **The statutes or articles of association of the applicant organisation:**⁴⁰ such documents must prove that the organisation in question meets all the required eligibility criteria indicated in section 2.1.1. above. They

³⁹ See section 2.2.

⁴⁰ Where the applicant is a public body created by a law, a copy of the said law must be provided.

must bear the stamp of the appropriate authorising body (ministry, lawyer, etc.) or be accompanied by relevant registration documents or other appropriate documentation. Any such accompanying documentation must be uploaded into PADOR in the same electronic file as the statutes or articles of association or, when a PADOR offline form is submitted, must be sent together with the supporting documents.

Where the Contracting Authority has recognized 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. This obligation does not apply to international organisations which have signed a framework agreement with the European Commission.

2. An **external audit report** produced by an approved auditor, certifying the applicant's accounts for the last financial year available where the total amount of the grant exceeds €750 000.

This obligation does not apply to public bodies and international organisations provided that the international organisation in question offers the guarantees provided for in the applicable Financial Regulation, as described in Chapter 6 of the Practical Guide to contract procedures for EU external actions.

3. Copy of the **applicant's latest accounts** (the profit and loss account and the balance sheet for the last financial year for which the accounts have been closed).⁴¹

4. **Legal entity sheet** (see annex D of these 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 Contracting Authority, 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** of the applicant conforming to the model attached at Annex E of these Guidelines, certified by the bank to which the payments will be made. This bank should be located in the country where the applicant is established. If the applicant has already submitted a financial identification form in the past for a contract where the European Commission was in charge of the payments and intends to use the same bank account, a copy of the previous financial identification form may be provided instead.

Required supporting documents for co-applicants and affiliated entities:

1. **The statutes or articles of association of (if any) each co-applicant(s) and (if any) of each affiliated entity(ies):**⁴² such documents must prove that the organisation in question meets all the required eligibility criteria indicated in sections 2.1.1 and 2.1.2. above. They must bear the stamp of the appropriate authorising body (ministry, lawyer, etc.) or be accompanied by relevant registration documents or other appropriate documentation. Any such accompanying documentation must be uploaded into PADOR in the same electronic file as the statutes or articles of association or, when a PADOR offline form is submitted, must be sent together with the supporting documents.

This obligation does not apply to international organisations which have signed a framework agreement with the European Commission. A list of the relevant framework agreements is available at the following address: http://ec.europa.eu/europeaid/work/procedures/financing/international_organisations/other_international_organisations/index_en.htm.

⁴¹ This obligation does not apply to natural persons who have received a scholarship, nor to public bodies nor to international organisations. It does not apply either when the accounts are in practice the same documents as the external audit report already provided pursuant to Section 2.4.2.

⁴² When the organisation is a public body created by a law, a copy of the said law or other official document recognizing the body's public status in accordance with the relevant national law must be provided.

2. **Legal entity sheet** (see annex D of these Guidelines) duly completed and signed by each co-applicant(s), accompanied by the justifying documents requested there.

Requirements for all supporting documents:

Where such documents are not in one of the official languages of the European Union, a translation into one of the languages of the Call for Proposals (see Section 2.2.1.) the relevant parts of these documents, proving the applicant's, co-applicant's (s') and affiliated entity's (ies') eligibility, must be uploaded into PADOR in the same electronic file as the original language version (or, when a PADOR offline form is submitted, be sent with the supporting documents) and will prevail for the purpose of analysing the proposal.

Where these documents are in an official language of the European Union other than the languages of the Call for Proposals, 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, co-applicant's (s') and affiliated entity's (ies') eligibility, into one of the languages of the Call for Proposals. Where such translation is provided, it must be uploaded into PADOR in the same electronic file as the original language version (or, when a "PADOR offline form" is submitted, be sent with the supporting documents).

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

Based on the verification of the supporting documents by the Evaluation Committee it will make a final recommendation to the Contracting Authority which will decide on the award of grants.

2.5. NOTIFICATION OF THE CONTRACTING AUTHORITY'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 at the Opening and Administrative Check stage of the procedure wishing 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
Directorate-General for Development and Cooperation — EuropeAid
Unit B.6 Finance, Contracts, Audit
Attn. Head of the Calls for Proposals Sector
Office: J-59 01/033
B-1049 Brussels
Belgium

Applicants who were unsuccessful at the technical evaluation stages and/or at the Eligibility check stage of the procedure wishing to obtain further information should send their request, indicating the reference of the Call for Proposals and the reference allocated to the proposal, to:

European Commission
Directorate-General for Development and Cooperation — EuropeAid
Unit B.3 Employment, Social Inclusion and Migration
Attn. Head of Unit
Office: J-59 03/052
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
Directorate-General for Development and Cooperation — EuropeAid
DEVCO B Human and Society Development
Attn. The Director
Office: J-59 05/005
B-1049 Brussels
Belgium

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

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

2.5.2. Indicative timetable

Preliminary information on the main milestones in the procedure for this call for proposals is available in the table "Ongoing Global Calls for Proposals" under Thematic Programmes on the following EuropeAid webpage: http://ec.europa.eu/europeaid/work/funding/index_en.htm.

After the Concept Note submission deadline, a detailed indicative calendar will be published on the same EuropeAid webpage as the other documents relating to this call for proposals:

<https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> and will be updated in the course of the evaluation procedure, as necessary.

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

Following the decision to award a grant, the Beneficiary(ies) will be offered a contract based on the Contracting Authority's grant contract (see Annex G of these Guidelines). By signing the application form (Annex A of these Guidelines), the applicants agree, if awarded a grant, to accept the contractual conditions of the standard grant contract.

Implementation contracts

Where implementation of the action requires the Beneficiary(ies) and its affiliated entity(ies) (if any) 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 standard grant contract.

2.7. EARLY WARNING SYSTEM AND CENTRAL EXCLUSION DATABASE

The applicants and, if they are legal entities, persons who have powers of representation, decision-making or control over them, are informed that, should they be in one of the situations mentioned in:

- the Commission Decision of 16.12.2008 on the Early Warning System (EWS) for the use of authorising officers of the Commission and the executive agencies (OJ, L 344, 20.12.2008, p.125) or

- the Commission Regulation of 17.12.2008 on the Central Exclusion Database (CED) (OJ L344, 20.12.2008, p.12),

their personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the EWS only or both in the EWS and CED, and communicated to the persons and entities listed in the above-mentioned Decision and Regulation, in relation to the award or the execution of a grant agreement or decision.

3. LIST OF ANNEXES

DOCUMENTS TO BE COMPLETED

- Annex A: Grant Application Form (Word format)
- Annex B: Budget (Excel format)
- Annex C: Logical Framework (Excel format)
- Annex D: Legal Entity Sheet
- Annex E: Financial identification form
- Annex F: PADOR off Line Form (Only if impossible to register in PADOR)

DOCUMENTS FOR INFORMATION

See documents at <http://ec.europa.eu/europeaid/prag/document.do?locale=en>

Annex G: Standard Grant Contract

- Annex II: General conditions applicable to european union-financed grant contracts for external actions
- Annex IV: contract award procedures
- Annex V: standard request for payment
- Annex VI: model narrative and financial report
- Annex VII: model report of factual findings and terms of reference for an expenditure verification of an EU financed grant contract for external action
- Annex VIII: model financial guarantee
- Annex IX: standard template for transfer of ownership of assets

Annex H: Daily allowance rates (Per diem), available at the following address:
http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm

Annex I : DAC List of ODA Recipients Effective for reporting on 2012 and 2013 flows

Annex J : Information on the tax regime applicable to grant contracts signed under the call

Annex K : Guidelines and Checklist for assessing Budget and Simplified cost options

Project Cycle Management Guidelines

http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101_en.htm