



**Contracting Authority:**  
Delegation of the European Union to the Republic of Serbia

**European Instrument for Democracy and Human Rights (EIDHR) –  
Country Based Support Schemes (CBSS)**

Guidelines  
for grant applicants

Budget line: 19.04.01

Reference: **EuropeAid/130035/L/ACT/RS**

Deadline for submission of proposals:

**Wednesday, 30<sup>th</sup> June 2010**

## **Notice**

This is an open Call for Proposals, where all documents are submitted at one stage (Concept Note and full proposal). However, in the first instance, only the Concept Notes will be evaluated. Thereafter, for the applicants whose Concept Notes have been pre-selected, evaluation of the full proposal will be carried out.

Further to the evaluation of the full proposals, an eligibility check will be performed for those which are provisionally selected. This check will be undertaken on the basis of the supporting documents requested by the Contracting Authority and the signed "Declaration by the Applicant" sent together with the application.

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# 1. EUROPEAN INSTRUMENT FOR DEMOCRACY AND HUMAN RIGHTS (EIDHR) COUNTRY-BASED SUPPORT SCHEME

## 1.1 BACKGROUND

*The European Instrument for Democracy and Human Rights (EIDHR)* is the successor programme to the European Initiative for Democracy and Human Rights. **The European Initiative for Democracy and Human Rights** was created by an initiative of the European Parliament in 1994 with the aim to promote human rights and democracy objectives worldwide. In addition to its work in support of civil society, it has a distinguished record of supporting international human rights instruments and mechanisms and the international criminal justice system. The available Community assistance has also made possible to develop the EU's role as one of the leading actors in election observation. Building on its key strength, which lies in the scope for providing assistance independently of the consent of third-country governments and other public authorities, the main purpose of Community assistance under the financing instrument preceding the present EIDHR has been to support civil society activity in the promotion of human rights and democracy.

The country-based support scheme (CBSS) – former micro-projects scheme – as the small-scale democratization activities selected and managed by the Delegations of the European Commission, have been implemented with considerable success in Balkan countries since 1996.

The EIDHR response strategy for 2007-2010 will support an integrated approach to democracy-building and the protection and promotion of human rights, and is designed to complement geographical and thematic programmes.

## 1.2 OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

The general objectives of the new financing instrument, set out formally in Article 1 of the Regulation (EC) No 1889/2006 are to contribute to the development and consolidation of democracy and the rule of law, and respect for all human rights and fundamental freedoms, within the framework of the Community's policy on development cooperation, and economic, financial and technical cooperation with third countries, and consistent with the EU's foreign policy as a whole. The response strategy under the EIDHR builds on the work being done with and through civil society organizations aimed at defending the fundamental freedoms which form the basis for all democratic processes and helping civil society to become an effective force for political reform and defence of human rights. In this way, it will complement the new generation of geographical programmes, which will increasingly mainstream democracy and human rights, through focusing primarily on public institution-building.

**The 2007-2010 strategy sets out five specific EIDHR objectives:**

1. Objective 1: Enhancing respect for human rights and fundamental freedoms in countries and regions where they are most at risk;
2. **Objective 2: strengthening the role of civil society in promoting human rights and democratic reform, in supporting the peaceful conciliation of group interests and in consolidating political participation and representation;**
3. Objective 3: Supporting actions on human rights and democracy issues in areas covered by EU Guidelines, including on human rights dialogues, on human rights defenders, on the death penalty, on torture, and on children and armed conflict;
4. Objective 4: supporting and strengthening the international and regional framework for the protection of human rights, justice, the rule of law and the promotion of democracy;
5. Objective 5: Building confidence in and enhancing the reliability and transparency of democratic electoral processes, in particular through election observation.

The objectives have been identified in accordance with the EIDHR Strategy Paper 2007-2010. Document is available on the following internet address: [http://ec.europa.eu/europeaid/what/human-rights/documents/eidhr\\_strategy\\_paper\\_2007-2010\\_en.pdf](http://ec.europa.eu/europeaid/what/human-rights/documents/eidhr_strategy_paper_2007-2010_en.pdf).

**Country-based support scheme will be covered only under the Objective 2. The Republic of Serbia is one of the countries qualified for this scheme under Objective 2.**

**Its priorities are:**

**i) strengthening the role of civil society in promoting human rights and democratic reform**

**ii) supporting the peaceful conciliation of group interests**

**iii) enhancing political representation and participation**

**iv) enhancing the inclusiveness and plurism of civil society**

**Following these priorities, and in order to maximize benefits and outcomes of this Programme, strong involvement of local civil society organizations, which can address these issues in an effective and efficient manner, is foreseen.**

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

The overall **indicative** amount made available under this Call for Proposals is **EUR 1.200.000** from the 2010 budget.

The Contracting Authority reserves the right not to award all available funds.

**Indicative allocation of funds by lot:**

**LOT 1 - EUR 400.000**

**LOT 2 - EUR 800.000**

Thematic focus of both lots is the same; the only difference is the size of the grants and the level of co-financing.

The Contracting Authority reserves the right to reallocate the funds between the lots.

#### **Size of grants**

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

##### **LOT 1:**

- minimum amount: EUR 10.000
- maximum amount: EUR 50.000

A grant may not be for less than 50 % of the total eligible costs of the action.

In addition, no grant may exceed 95% of the total eligible costs of the action (see also section 2.1.4). The balance must be financed from the applicant's or partners' own resources, or from sources other than the European Community budget or the European Development Fund.

##### **LOT 2:**

- minimum amount: EUR 50.000
- maximum amount: EUR 100.000

A grant may not be for less than 50 % of the total eligible costs of the action.

In addition, no grant may exceed 80% of the total eligible costs of the action (see also section 2.1.4). The balance must be financed from the applicant's or partners' own resources, or from sources other than the European Community budget or the European Development Fund.

## 2. RULES FOR THIS CALL FOR PROPOSALS

These guidelines set out the rules for the submission, selection and implementation of actions financed under this Call, in conformity with the provisions of the Practical Guide to contract procedures for EC external actions, 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](http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm)).

### 2.1 ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

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

#### 2.1.1 *Eligibility of applicants: who may apply ?*

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

- be legal persons **and**
- be non profit making **and**
- be a specific type of organisation such as a non-governmental organisation, higher education institution, independent political foundation (not political party) etc as defined by Article 10 of Council Regulation (EC) No 1889/2006 **and**
- be established in an eligible country as defined by Article 14 of Council Regulation (EC) No 1889/2006. Given the nature of the Country-Based Support Scheme organisations established in Serbia under Serbian legislation are encouraged to apply. In case an applicant is not established in Serbia, partnership with local organisation is compulsory **and**
- be directly responsible for the preparation and management of the action with their partners, not acting as an intermediary

(2) Potential applicants may not participate in calls for proposals or be awarded grants if they are in any of the situations which are listed in Section 2.3.3 of the Practical Guide to contract procedures for EC external actions (available from the following Internet address:

[http://ec.europa.eu/europeaid/work/procedures/implementation/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm));

In part B section VI of the grant application form (“Declaration by the applicant”), applicants must declare that they do not fall into any of the situations.

#### 2.1.2 *Partnerships and eligibility of partners*

Applicants may act individually or with partner organisations.

##### •Partners

Applicants’ partners participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the grant Beneficiary. They must therefore satisfy the same eligibility criteria as applicants.

In case an applicant is not established in Serbia under Serbian legislation, partnership with local organisation is compulsory.

## The following are not partners and do not have to sign the “partnership statement”:

- Associates

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

In case an application is recommended for award, the Applicant must provide a letter of support from the Associated Organization confirming its readiness to cooperate within the framework of the project.

- Subcontractors

The grant beneficiaries have the possibility to award contracts to subcontractors. Subcontractors are neither partners nor associates, and are subject to the procurement rules set out in Annex IV to the standard grant contract.

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

### 2.1.3 Eligible actions: actions for which an application may be made

Definition: An action (or project) is composed of a set of activities.

#### Duration

The planned duration of an action may not be lower than 12 months nor exceed 24 months.

#### Sectors or themes

Thematic focus will be on:

**Objective 2** – the emphasis will be on assisting civil society to develop greater cohesion in working on human rights, political pluralism and democratic political participation and representation, in contributing to the peaceful conciliation of group interests, combating discrimination on any ground and in developing equal participation of men and women in social, economic and political life, thus becoming an effective force for positive change, through cooperation among local civil society organizations and stakeholders.

#### Location

Actions must take place in Serbia.

#### Types of action

The following types of activity are envisaged:

1. **Enhancing political representation and participation**, including the empowerment of women and other underrepresented groups in all sectors and especially economic empowerment in economic/job creation areas and local development plans, and responsiveness and accountability. This should be achieved through the civil society initiatives in dialogue with "political society" (e.g. with political parties, groups of parliamentarians or legislative bodies);
2. **Initiatives to enhance the inclusiveness and pluralism of civil society**, for example by supporting activities and capacity-building of new or fragile civil society organisations formed by groups whose interest are underrepresented, or otherwise contributing to the empowerment of such groups (e.g. minority groups, people with disabilities, women workers, rural groups, internally displaced persons, etc), and initiatives to promote independent media excluding hate media.

3. **Fostering interethnic, inter-religious and intercultural tolerance and understanding, by:**

- supporting awareness-raising to realise the rights of persons and minorities,
- strengthening civil society organizations in advocacy and reinforcing their engagement in conflict prevention and resolution
- enhancing education, training and monitoring on human rights and democratization issues,
- developing issues on a local level through local platforms, reinforcing the grass root engagement and encouraging local civil society initiatives and networks

4. **Building towards consensus on disputed or controversial areas of policy in deeply divided societies,** by means of civil society dialogues which seek to bridge societal divides and which bring together a wide range of stakeholders to share experience and analyse common problems. Policy issues may be related, for instance, to peaceful management, mediation or resolution of conflicts, integration of "two schools under one roof", transitional justice and reconciliation, including the specific role of women in such processes, minority rights, religion and the state, land reform, control of natural resources, in a broader perspective of strengthening democratic institutions and human rights.

Mainstreaming

The mainstreaming of gender equality, the rights of the child, and the rights of persons with disabilities will be ensured through every project. All projects will need to show, whenever relevant, how these issues are taken into account in the design, implementation and monitoring of their activities.

The following types of action are ineligible:

- actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses;
- actions concerned only or mainly with individual scholarships for studies or training courses;
- projects taking place outside of Serbia;
- purchase of equipment (unless necessary for the successful execution of the project);
- retrospective financing for projects already in existence or completed;
- projects supporting individual political parties;
- core funding of the applicant or its partners;
- humanitarian activities;
- reconstruction works.

Number of applications and grants per applicant

An applicant may not submit more than one application per lot under this call for proposals. In case an applicant submits more than one application per lot, all of its applications for the lot concerned will be rejected.

An applicant may not be awarded more than one grant under this call for proposals.

An applicant may at the same time be partner in another application.

Partners may take part in more than one application.



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

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

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

It is therefore in the applicant's interest to provide a **realistic and cost-effective budget**. Detailed information about each budget line should be given in Annex A (Grant Application Form, point I.2) of these Guidelines.

### Eligible direct costs

To be eligible under the call for proposals, costs must respect the provisions of article 14 of the General Conditions to the Standard Grant Contract (see Annex F of the Guidelines).

### Contingency reserve

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

### Eligible indirect costs (overheads)

The indirect costs incurred in carrying out the action may be eligible for flat-rate funding fixed at not more than 7% of the total eligible direct costs.

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

### Contributions in kind

Any contributions in kind, which must be listed separately in Annex A (Part B, Point I.3), are not considered actual expenditure and are not eligible costs. The contributions in kind may not be treated as co-financing by the Beneficiary.

The cost of staff assigned to the Action is not a contribution in kind and may be considered as co-financing in the Budget of the Action when paid by the Beneficiary or his partners.

Notwithstanding the above, if the description of the action as proposed by the beneficiary foresees the contributions in kind, such contributions have to be provided.

### Ineligible costs

The following costs are not eligible:

- debts and provisions for losses or debts;
- interest owed;
- items already financed in another framework;
- purchases of land or buildings, except where necessary for the direct implementation of the action, in which case ownership must be transferred to the final beneficiaries and/or local partners, at the latest by the end of the action;
- currency exchange losses;
- taxes, duties or charges, including VAT.

## 2.2 HOW TO APPLY AND THE PROCEDURES TO FOLLOW

Please note that the prior registration in PADOR for applicants and all their partners for this Call for proposal is **obligatory**.

PADOR is an on-line database in which organisations register themselves and update regularly their data, through the Europeaid website: [http://ec.europa.eu/europeaid/work/onlineservices/pador/index\\_en.htm](http://ec.europa.eu/europeaid/work/onlineservices/pador/index_en.htm)

Before starting the registration of your organisation in PADOR, please read the "Quick guide" available on the indicated website. It explains the registration process.

An applicant shall indicate on the paper version of the application the EuropeAid ID (the example format of the EuropeAid ID: **RS-2010-XYZ-1000000000**). 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).

**In case applicants and all their partners are not properly (see the previous paragraph) prior registered in PADOR, their application will be rejected (see also the Annex A Application Form - Checklist in section V of part B).**

Notwithstanding the above, the applicant can submit a request for derogation concerning its registration in PADOR. A reasoned request for derogation should be sent to the Contracting Authority at the address as indicated in these Guidelines 21 days before the deadline for submission at the latest. The Contracting Authority needs to reply at the latest 11 days before the deadline for the submission. The justification for a derogation must be based on the objective impossibility of the applicant to have access to the technology required to register in PADOR. This objective impossibility should go beyond the control of the applicant and, in principle, be of a general nature (i.e. not attributable to the specific circumstances of the applicant itself). The applicant should provide, where possible, supporting documents substantiating its request. The Contracting Authority shall reason its reply. The derogation applies to the applicant requesting the derogation and only in the context of a specific call for proposals, unless the Contracting Authority see grounds for a general derogation for that call for proposals. In this case, data will be introduced in PADOR by the European Commission. If, at a later stage, the organisation wishes to update itself its data, an access request is needed.

### 2.2.1 *Application form*

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

Applicants must apply in English.

Any error or major discrepancy related to the points listed in the instructions on the Concept Note or any major inconsistency in the application form (e.g. the amounts mentioned in the budget are inconsistent with those mentioned in the application form) 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 application form and the published annexes which have to be filled in (budget, logical framework) will be evaluated. It is therefore of utmost importance that these documents contain **ALL** relevant information concerning the action. **No additional annexes should be sent.**

### 2.2.2 *Where and how to send the Applications*

Applications must be submitted in one original and 2 copies in A4 size, each bound. The complete application form (part A: concept note and part B: full application form), budget and logical framework must also be supplied in electronic format (CD-Rom) in a separate and unique file (e.g. the application form must not be split into several different files). The electronic format must contain **exactly the same** application as the paper version enclosed.

The Checklist (Section V of part B the grant application form) and the Declaration by the applicant (Section VI of part B of the grant application form) must be stapled separately and enclosed in the envelope

Where an applicant sends several different applications (if allowed to do so by the Guidelines of the Call), each one has to be sent separately.

The outer envelope must bear the **reference number and the title of the call for proposals**, together with number of the lot, the full name and address of the applicant, and the words "**Not to be opened before the opening session**" and "**Ne otvarati pre zvanicnog otvaranja**".

Applications must be submitted in a sealed envelope by registered mail, private courier service or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) at the address below:

Postal address and address for hand delivery or by private courier service

Delegation of the European Union to the Republic of Serbia  
Finance and Contracts Section – Procurement  
Vladimira Popovica 40  
11070 Belgrade, Serbia

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

**Applicants must verify that their application is complete using the checklist (section V of part B of the grant application form). Incomplete applications may be rejected.**

### 2.2.3 *Deadline for submission of Applications*

The deadline for submission of applications is **June 30<sup>th</sup> 2010** as evidenced by the date of dispatch, the postmark or the date of the deposit slip.

**In case of hand-deliveries**, the deadline for receipt is **June 30<sup>th</sup> 2010 at 15:00** local time as evidenced by the signed and dated receipt.

Any application submitted after the deadline will automatically be rejected.

However, for reasons of administrative efficiency, the Contracting Authority may reject any Concept Note received after the effective date of approval of the Concept note evaluation (see indicative calendar under section 2.5.2).

### 2.2.4 *Further information for the Application*

**Information sessions on this call for proposals will be held on:**

- **Friday, May 21<sup>st</sup> 2010, from 13:00 to 16:00 at the Media Centre (Terazije 3, Belgrade)**
- **Monday, May 24<sup>th</sup> 2010, from 13:00 to 16:00 in Prijepolje (Dom kulture u Prijepolju, Sandzackih brigade br.2)**
- **Wednesday, May 26<sup>th</sup> 2010, from 13:00 to 16:00 in Nis (Regionalna privredna komora Nis, Dobrička 2)**
- **Friday, May 28<sup>st</sup> 2010, from 13:00 to 16:00 in Kragujevac (Regionalna privredna komora Kragujevac, Dr Zorana Đinđića 10/IV)**
- **Monday, May 31<sup>th</sup> 2010, from 12:00 to 15:00 in Subotica (Regionalna privredna komora Subotica, Senćanski put br. 15)**

Applicants are strongly advised to attend one of the sessions. **All interested applicants must register by May 19<sup>th</sup> 2010** at the email address [ilic@mc.rs](mailto:ilic@mc.rs), by sending an email with the subject: *EIDHR Information Session* (specify the place) and indicating the name of the person and organization attending. No more than one representative per organization will be allowed to attend.

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

**E-mail addresses:**

[Dean.Skripec@ec.europa.eu](mailto:Dean.Skripec@ec.europa.eu)

[Ana.Milenic@ec.europa.eu](mailto:Ana.Milenic@ec.europa.eu)

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

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

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

Questions that may be relevant to other applicants, together with the answers, will be published on the internet at the EuropeAid website: <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> and the Delegation's website: <http://www.europa.rs>. It is therefore highly recommended to regularly consult the abovementioned websites in order to be informed of the questions and answers published.

All questions related to PADOR registration should be addressed to the PADOR helpdesk: [europeaid-on-line-registration-hd@ec.europa.eu](mailto:europeaid-on-line-registration-hd@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 2.1.3, the application shall be rejected on this sole basis.

### (1) STEP 1: OPENING SESSION AND ADMINISTRATIVE CHECK

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 Application Form satisfies all the criteria mentioned in the Checklist (section V 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.

Following the opening session and the administrative check, 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 they have been recommended for further evaluation.

### (2) STEP 2: EVALUATION OF THE CONCEPT NOTE

The evaluation of the Concept Notes that have passed the first administrative check will cover the relevance of the action, its merits and effectiveness, its viability and sustainability. The Contracting Authority reserves the right to skip the evaluation of the Concept Notes whenever considered justified (for example when a less than expected number of applications are received) and to go straight to the evaluation of the corresponding full applications.

Please note that the scores awarded to the Concept Note are completely separate from those given to the Full Application.

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

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

	Scores	
<b>1. Relevance of the action</b>	Sub-score	15
1.1 Relevance of the action needs and constraints of the country/region to be addressed in general, and to those of the target groups and final beneficiaries in particular.	5	
1.2 Relevance to the priorities and objectives mentioned in the Guidelines.	5(x2)*	
<b>2. Effectiveness and Feasibility of the action</b>	Sub-score	25
2.1 Assessment of the problem identification and analysis.	5	
2.2 Assessment of the proposed activities (practicality and consistency in relation to the objectives, purpose and expected results).	5(x2)*	
2.3 Assessment of the role and involvement of all stakeholders and, if applicable, proposed partners.	5(x2)*	

<b>3. Sustainability of the action</b>	Sub-score	10
3.1 Assessment of the identification of the main assumptions and risks, before the start up and throughout the implementation period.	5	
3.2 Assessment of the identification of long-term sustainable impact on the target groups and final beneficiaries.	5	
<b>TOTAL SCORE</b>		<b>50</b>

\*the scores are multiplied by 2 because of their importance

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

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

Secondly, the list of Concept Notes will be reduced in accordance to the ranking to those whose sum of requested contributions amounts to two times the available budget for this Call for proposals, taking into account the indicative financial envelopes foreseen by lot. The Evaluation Committee will subsequently proceed with the applicants whose applications have been pre-selected.

### (3) STEP 3: EVALUATION OF THE FULL APPLICATION

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

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

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

**The award criteria** allow the quality of the applications submitted to be evaluated in relation to the set objectives and priorities, and grants to be awarded to actions which maximise the overall effectiveness of the call for proposals. They enable the selection of applications which the Contracting Authority can be confident will comply with its objectives and priorities and guarantee the visibility of the EU financing (see [http://ec.europa.eu/europeaid/work/visibility/index\\_en.htm](http://ec.europa.eu/europeaid/work/visibility/index_en.htm)). They cover such aspects as the relevance of the action, its consistency with the objectives of the call for proposals, quality, expected impact, sustainability and cost-effectiveness.

*Scoring:*

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

#### Evaluation Grid

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

<b>2. Relevance</b>	<b>25</b>
2.1 How relevant is the proposal to the <b>objectives</b> and one or more of the <b>priorities</b> of the call for proposals? Note: A score of 5 (very good) will only be allocated if the proposal specifically addresses at least <b>one priority</b> . Note: A score of 5 (very good) will only be allocated if the proposal contains specific added-value elements, such as promotion of gender equality and equal opportunities...	5 x 2
2.2 How relevant to the particular <b>needs and constraints</b> of the target country/countries or region(s) is the proposal? (including synergy with other EU initiatives and avoidance of duplication.)	5
2.3 How clearly defined and strategically chosen are those involved (final beneficiaries, <b>target groups</b> )? Have their <b>needs</b> been clearly defined and does the proposal address them appropriately?	5 x 2
<b>3. Methodology</b>	<b>25</b>
3.1 Are the <b>activities</b> proposed appropriate, practical, and consistent with the objectives and expected results?	5
3.2 How coherent is the overall design of the action? (in particular, does it reflect the analysis of the problems involved, take into account external factors and anticipate an <b>evaluation</b> ?)	5
3.3 Is the partners' and/or other stakeholders' level of involvement and participation in the action satisfactory?	5
3.4 Is the <b>action plan</b> clear and feasible?	5
3.5 Does the proposal contain <b>objectively verifiable indicators</b> for the outcome of the action?	5
<b>4. Sustainability</b>	<b>15</b>
4.1 Is the action likely to have a tangible <b>impact</b> on its target groups?	5
4.2 Is the proposal likely to have <b>multiplier effects</b> ? (including scope for replication and extension of the outcome of the action and dissemination of information.)	5
4.3 Are the expected results of the proposed action <b>sustainable</b> : - financially ( <i>how will the activities be financed after the funding ends?</i> ) - institutionally ( <i>will structures allowing the activities to continue be in place at the end of the action? Will there be local "ownership" of the results of the action?</i> ) - at policy level (where applicable) ( <i>what will be the structural impact of the action — e.g. will it lead to improved legislation, codes of conduct, methods, etc?</i> )? - environmentally (if applicable) ( <i>will the action have a negative/positive environmental impact?</i> )	5
<b>5. Budget and cost-effectiveness</b>	<b>15</b>
5.1 Is the ratio between the estimated costs and the expected results satisfactory?	5
5.2 Is the proposed expenditure <b>necessary</b> for the implementation of the action?	5 x 2
<b>Maximum total score</b>	<b>100</b>

*Note on Section 1. Financial and operational capacity*

If the total average score is less than 12 points for section 1, the Evaluation Committee will reject the application.

*Note on Section 2. Relevance*

If the total average score is less than 20 points for section 2, the Evaluation Committee will reject the application.

*Provisional selection*

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

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

#### **(4) STEP 4: VERIFICATION OF ELIGIBILITY OF THE APPLICANT AND PARTNERS**

The eligibility verification, based on the supporting documents requested by the Contracting Authority (see section 2.4) will only 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 VI 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 the applicant, the partners, and the action will be verified according to the criteria set out in sections 2.1.1, 2.1.2 and 2.1.3.

Following the above analysis and if necessary, any rejected 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 applicant and the partners.



## 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 and their partners:<sup>1</sup>

1. The statutes or articles of association of the applicant organisation<sup>2</sup> and of each partner organisation. 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.
2. Copy of the applicant's latest accounts (the profit and loss account and the balance sheet for the previous financial year for which the accounts have been closed).
3. 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.
4. A financial identification form conforming to the model attached at Annex E of these Guidelines, certified by the bank to which the payments will be made. This bank must be located in the country where the applicant is registered. If the applicant has already signed a contract with the European Commission or where the European Commission has been in charge of the payments of a contract, a copy of the previous financial identification form may be provided instead, unless a change in its bank account occurred in the meantime.
5. If applicable, a letter of support from the Associated Organization confirming its readiness to cooperate within the framework of this project.

Supporting documents must be provided through PADOR (see section 2.2). However, the Legal entity sheet and the financial identification form must always be submitted in original. A letter of support from the Associated Organization (if applicable) must also be provided in original.

Where such documents are not in one of the official languages of the European Union or in the language of the country where the action is implemented, a translation into English of the relevant parts of these documents, proving the applicant's eligibility, must be attached and will prevail for the purpose of analysing the application.

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

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.

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<sup>1</sup> No supporting document will be requested for applications for a grant not exceeding EUR 25 000.

<sup>2</sup> Where the applicant and/or (a) partner(s) is a public body created by a law, a copy of the said law must be provided

## 2.5 NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

### 2.5.1 Content of the decision

Applicants will be informed in writing of the Contracting Authority's decision concerning their application and, in case of rejections, the reasons for the negative decision.

Applicants believing that they have been harmed by an error or irregularity during the award process may file a complaint. See further section 2.4.15 of the Practical Guide.

### 2.5.2 Indicative time table

	DATE	TIME*
<b>Information meeting (if any)</b>	<b>Session 1:</b> Friday, May 21 <sup>st</sup> 2010 in Belgrade <b>Session 2:</b> Monday, May 24 <sup>th</sup> 2010 in Prijepolje <b>Session 3:</b> Wednesday, May 26 <sup>th</sup> 2010 in Nis <b>Session 4:</b> Friday, May 28 <sup>th</sup> 2010 in Kragujevac <b>Session 5:</b> Monday, May 31 <sup>th</sup> 2010 in Subotica <i>please see section 2.2.4 for further details</i>	13:00 to 16:00 13:00 to 16:00 13:00 to 16:00 13:00 to 16:00 12:00 to 15:00
<b>Deadline for request for any clarifications from the Contracting Authority</b>	June 9 <sup>th</sup> 2010	16:30
<b>Last date on which clarifications are issued by the Contracting Authority</b>	June 18 <sup>th</sup> 2010	
<b>Deadline for submission of Application Form</b>	June 30 <sup>th</sup> 2010 **	
<b>Information to applicants on the opening &amp; administrative check (step 1)</b>	July 2010 ***	
<b>Information to applicants on the evaluation of the Concept Notes (step 2)</b>	September 2010 ***	
<b>Information to applicants on the evaluation of the Full Application Form (step 3)</b>	October 2010 ***	
<b>Notification of award (after the eligibility check) (step 4)</b>	November 2010 ***	
<b>Contract signature</b>	December 2010 ***	

\* All times are in the time zone of the country of the Contracting Authority

\*\* In case of **hand-deliveries**, the deadline for receipt is on the same day at **15:00** local time

\*\*\* **Provisional date**

## **2.6 CONDITIONS APPLICABLE TO IMPLEMENTATION OF THE ACTION FOLLOWING THE CONTRACTING AUTHORITY'S DECISION TO AWARD A GRANT**

Following the decision to award a grant, the Beneficiary will be offered a contract based on the Contracting Authority's standard contract (see Annex F of these Guidelines). By signing the Application form (Annex A of these Guidelines), the applicant declares accepting, in case where it is awarded a grant, the Contractual conditions as laid down in the Standard Contract.

### Implementation contracts

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

## **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)<sup>3</sup>

ANNEX D: LEGAL ENTITY SHEET

ANNEX E: FINANCIAL IDENTIFICATION FORM

#### DOCUMENTS FOR INFORMATION

ANNEX F: STANDARD 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 G: DAILY ALLOWANCE RATES (PER DIEM), available at the following address:

[http://ec.europa.eu/europeaid/work/procedures/implementation/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm)

PROJECT CYCLE MANAGEMENT GUIDELINES

[http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101\\_en.htm](http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101_en.htm)

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<sup>3</sup> Optional where the total amount of the grants to be awarded under the call for proposals is EUR 100 000 or less.  
EIDHR Guidelines for Applicants CBSS 2010 Serbia