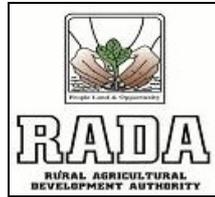
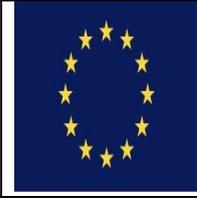




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Creation of sustainable employment opportunities through economic diversification in the banana producing parishes of Jamaica

Guidelines
for grant applicants

Financing Agreement No.

JM/BAN/2008/020-088

Reference: SFA 2008 EuropeAid/131171/M/ACT/JM

Deadline for submission of proposals: May 16 2011

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. ENTERPRISE DEVELOPMENT AND EMPLOYMENT CREATION

1.1 BACKGROUND

With the world trade in bananas since the early 1990s being subjected to further liberalisation and the erosion of trade preferences for ACP countries in Europe, the European Union (EU) has provided support to the banana industry in Jamaica since 1996. The current EU Banana Support Programme (EUBSP) is financed under the 10 year Strategic Framework of Assistance (SFA), **Council Regulation 856/1999 of the European Commission: Special Framework of Assistance (SFA) for Traditional ACP Suppliers of Bananas to the European Union**. The SFA sought to improve the competitiveness of the export banana industry, and to support diversification where improvements in the competitiveness of the banana sector is not sustainable. Funding was initially devoted solely to improving banana export competitiveness. From 2001 SFA allocations were made for rural diversification. Drought, hurricane, disease and increases in costs and reductions in returns as the banana market liberalised brought the export of bananas from Jamaica to an end.

Over the 10 year life of the SFA programme €44 million has been committed to the programme by the EU, of which approximately €11 m is devoted to rural diversification. Previous calls for proposals provided funding for a spectrum of activities aimed at supporting economic diversification in the affected areas, including [1] small enterprise development [2] capacity building in credit unions [3] job creation [4] social and economic infrastructure and [5] skills development/remedial education. Also in support of diversification there have been SFA supported investments in facilities for six fishing communities and in agricultural and livestock research and development.

Recent evaluations of the above-mentioned diversification activities have highlighted the great importance attached by beneficiaries to the value and contribution to sustainability of skills improvement and learning to do things for themselves.

1.2 OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

The **global objective** of this Call for Proposals is: To provide economic diversification and employment generation opportunities in the traditional bananas growing parishes of Jamaica.

The **specific objective (s)** of this Call for Proposals is/are: To foster the development/further development of new and on-going enterprises to offer employment opportunities to the former banana farmers and their workers and port workers, their families and others in the areas affected by the cessation of banana exports.

The general approach which is being undertaken with this Call for Proposal is in keeping with the developmental objectives as outline in the Vision 2030 agricultural development plan of the Government of Jamaica. This plan focuses on the following strategic objectives:

- Goal 1: Efficient Competitive Diversified Value-Added Agricultural Production**
- Goal 2: Strong Marketing Systems for Domestic and Export Markets**
- Goal 3: Competent and Adequate Human Resources**
- Goal 4: Enabling and Facilitating Framework, Infrastructure and Support Services**
- Goal 5: Contributor to Long-Term Rural Development**
- Goal 6: An Environmentally Sustainable Sector**
- Goal 7: National Food Security**

Priority should be given to

- **the creation of income generating opportunities for individuals and employment opportunities for farmers and their workers and port workers with skills often limited to semi- and unskilled employment**

- **the creation of employment opportunities with special emphasis on youths, women and vulnerable groups in the areas affected by the downturn of the Banana industry**
- **The development of ventures in the production and marketing of traditional crops, new crops agro and or eco tourism**

1.3 FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this call for proposals is **EUR 900,000** The Contracting Authority reserves the right not to award all available funds.

Similarly, the Contracting Authority may furthermore draw up a reserve list comprising a limited number of proposals in case there will be more proposals of the quality required than the available budget. The reserve list will comprise those proposals having obtained the best scores after those selected for financing.

The proposals included in the reserve list may receive a grant in so far as funds are available.

Size of grants

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

- minimum amount: EUR 200,000
- maximum amount: EUR 300,000

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 Union budget.

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).

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 specific types of organisations such as: non-governmental organisations, growers organisations, public sector operators, local authorities, registered associations and community based organisations, international (inter-governmental) organisations as defined by Article 43 of the Implementing Rules to the EC Financial Regulation¹ **and**
- be nationals² of a Member State of the European Union and the Africa, Caribbean and Pacific (ACP) countries, which include Jamaica. This obligation does not apply to International Organisations **and]**
- be non profit making **and**
- be directly responsible for the preparation and management of the action with their partners, not acting as an intermediary **and**
- have at least managed a project of a similar size to the requested grant in a related field to the actions being proposed in the last five (5) years.³

1 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, European Investment Bank (EIB) and European Investment Fund (EIF) are also recognized as international organisations.

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

3 Criterion assessed on the basis of information provided in the table of section 2.4 of the application form.

(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);

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 these situations.

2.1.2 Partnerships and eligibility of partners

Applicants may act individually or with partner organisations

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 of the applicant, except for the last 3 bullet points (eligibility criteria in section 2.1.1 above).

Partnership is strongly encouraged. Preference will be given to proposals that demonstrate strategic use of partnerships and associates to maximise benefits to the target group.

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.

- 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 any action should not be less than 15 months nor exceed 18 months, but all project activities **MUST** be completed at the latest by 17/03/2011, end date of implementation of the respective Financing Agreement.

Sectors or themes

The proposals should clearly **demonstrate and quantify with justification that sustainable employment opportunities** will be created in areas where there has been loss of livelihoods in the former and current banana growing parishes. Preference will be given to proposals which will benefit displaced banana workers and utilise land and other resources that were previously in banana.

Of particular importance is the clear demonstration in the application that the action:

- i) Clearly identify the target groups and their needs during the preparation of the proposal and demonstrate a strong commitment from the final beneficiaries in the application form;
- ii) Will provide hands-on strengthening and training as required to the final beneficiaries to ensure sustainability and must clearly state how the applicant proposes to fulfil this.

Location

Actions must take place in one or more of the parishes of St. Mary, Portland, St. Thomas, Clarendon, St. Catherine and St. James. Particular emphasis should be given to the greatest concentrations of unemployment.

Types of action

- Actions leading to the **creation of employment opportunities with special emphasis on youths, women and vulnerable groups** in the areas affected by the downturn of the Banana industry;
- Actions must reflect an integrated approach (addresses the basic needs of rural development, production, processing, marketing, group dynamics, hand-holding, etc.) and that can show sustainable results during and beyond the implementation period.

Types of activity

These actions may cover a wide spectrum of activity including **but not confined to:**

- Support to start up and expansion of market driven initiatives using a value chain approach.
- Technical and business advice, including preparation of business plans, and support to existing small and medium businesses/enterprises seeking to expand, and to establish new businesses/enterprises, either in or impacting upon the project area
- Creation or enhancement of appropriate production, processing and marketing systems, for a wide range of traditional and new rural pursuits such as, but not confined to, farm and horticultural products, honey, cocoa, livestock products, eco and agro-tourism activities and other tourism related activities, small manufacture and agro-processing, etc
- Rehabilitation of or provision of small productive rural infrastructure in support of enterprises or communities this may include, but not be confined to, post-harvest facilities, market facilities, water capture and distribution, drainage.
- Training and skills development in support of employment generating opportunities
- Small-scale income generating activities for the rural poor (both on farm and off farm);
- Support community mobilization for small producer groups and communities (CBO),
- Including actions that will improve the member's organization (producers, women, youth groups, etc.) to form "clusters" and to represent and advocate for their own interest.

Proposals may address one or more of the types of action listed above. The list however is indicative and other actions could be considered when appropriate and contributing to achieving the objectives of the call (Point 1.2).

Priority will be given to proposal that will present an integrated approach and that can show sustainable results within the short implementation period (18 months). In this context it is recommended that the applicant clearly identifies the target groups and their needs prior to the submission of the proposal. Commitment from the final beneficiaries and/or target communities should be clearly demonstrated in the application form.

The applicant must be able to demonstrate capacity to manage large scale activity corresponding to the size of the project or programme for which a grant is requested and to contribute by way of co-financing.

The proposed interventions should demonstrate **coherence and complementarities** with existing actions taking place in Jamaica sponsored by the Government, the EU and/or other donors.

Sub-granting

In order to **support the achievement of the objectives of the Action**, and in particular where the **implementation of the Action proposed by the Applicant requires financial support to be given to third parties**, the Applicant **may** propose awarding sub-grants. However, sub-granting may not be the main purpose of the Action and it must be duly justified.

In case where the Applicant foresees to award sub-grants, it has to specify in its application the total amount of the grant which may be used for awarding sub-grants as well as the minimum and maximum amount per sub-grant a list with the types of activity which may be eligible for sub-grants must be included in the application, together with the criteria for the selection of the beneficiaries of these sub-grants. The maximum amount of a sub-grant is limited to EUR 10,000 per third party while the total amount which can be awarded as sub-grants to third parties is limited to EUR 100,000.

Note that the applicant 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 laid down and published by the European Commission at (see http://ec.europa.eu/europeaid/work/visibility/index_en.htm).

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;

Number of applications and grants per applicant

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

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

An applicant may not at the same time be partner in another application

Partners may not 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 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 applies).

Recommendations to award a grant are always subject to the condition that the checking process which precedes the signing of the contract does not reveal problems requiring changes to the budget (for instance arithmetical errors, inaccuracies or unrealistic costs and other ineligible costs). The checks may give rise to requests for clarification and may lead the 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.

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

Eligible direct costs

To be eligible under the Call for Proposals, costs must comply with the provisions of article 14 of the General Conditions to the Standard Grant Contract (see Annex F 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. Indirect costs are eligible provided that they do not include costs assigned to another heading of the budget of the standard grant contract. The applicant may be asked to justify the requested percentage before contracting. 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 the applicant is in receipt of an operating grant financed from the EU budget no indirect costs may be claimed within the proposed budget for the action.

Contributions in kind

Contributions in kind 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, including VAT, unless the Beneficiary (or the Beneficiary's partners) cannot reclaim them and the applicable regulations do not forbid coverage of taxes;

OPEN CALL FOR PROPOSALS

2.2.1 *Application form*

Applications must be submitted in accordance with the instructions on the Concept Note and the Full application form 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 6 copies in letter 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

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

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

The Project Implementation Unit
EU Banana Support Programme
193 Old Hope Road
Kingston 6, Jamaica
Tel: 970-3937-8

Address for hand delivery or by private courier service

The Project Implementation Unit
EU Banana Support Programme
193 Old Hope Road
Kingston 6, Jamaica
Tel: 970-3937-8

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 the submission of applications is May 16, 2011 as evidenced by the date of dispatch, the postmark or the date of the deposit slip. In the case of hand-deliveries, the deadline for receipt is at 3:00 pm 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 application received after the effective date of approval of the first evaluation step (i.e. Concept Note) (see indicative calendar under section 2.5.2)

2.2.4 *Further information for the Application*

An information session on this call for proposals will be held on March 30, 2011 at 3:00 pm

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

E-mail address: **eupmu@cwjamaica.com**

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>, as well as The Planning Institute of Jamaica website www.pioj.gov.jm, RADA website www.rada.gov.jm and Ministry of Agriculture and Fisheries website www.moa.gov.jm, as the need arises. It is therefore highly recommended to regularly consult the abovementioned website in order to be informed of the questions and answers published.

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 & 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 Application Form satisfies all the criteria specified in points 1-5 of 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.

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 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.

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

		Scores	
1. Relevance of the action		Sub-score	30
1.1	How relevant is the proposal to the objectives and priorities of the Call for Proposals?*	5x2**	
1.2	How relevant to the particular needs and constraints of the target country(ies) or region(s) is the proposal? (including synergy with other EU initiatives and avoidance of duplication)	5x2*	
1.3	How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs been clearly defined and does the proposal address them appropriately?	5	
1.4	Does the proposal contain specific added-value elements, such as environmental issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, or innovation and best practices [<i>and the other additional elements indicated under 1.2. of these guidelines</i>]?	5	
2. Design of the action		Sub-score	20
2.1	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 relevant stakeholders?	5x2**	
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 more than the required minimum number of priorities as indicated in section 1.2 (Objectives of the programme) of these guidelines.

** 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.

First, only the Concept Notes which have been given a score of a minimum 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 twice the available budget for this Call for Proposals, taking into account the indicative financial envelopes foreseen by lot.

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 Evaluation Committee will subsequently proceed with the applicants whose proposals have been pre-selected.

The Contracting Authority reserves the right not to undertake 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.

(2) STEP 2: EVALUATION OF THE FULL APPLICATION

First, the following will be assessed:

- The full application form satisfies all the criteria specified in points 1-8 of 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.

An evaluation of the quality of the applications, including the proposed budget, and of the capacity of the applicant and its partners, will be subsequently 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. They cover such aspects as the relevance of the action, its consistency with the objectives of the Call for Proposals, quality, expected impact, sustainability and cost-effectiveness.

Scoring:

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

Evaluation Grid

Section	Maximum Score
1. Financial and operational capacity	20
1.1 Do the applicant and, if applicable, partners have sufficient experience of project management?	5
1.2 Do the applicant and, if applicable partners have sufficient technical expertise? (notably knowledge of the issues to be addressed.)	5
1.3 Do the applicant and, if applicable, partners have sufficient management capacity? (including staff, equipment and ability to handle the budget for the action)?	5
1.4 Does the applicant have stable and sufficient sources of finance?	5
2. Relevance 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?	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 evaluation foreseen?	5
3.4 Is the partners' 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 and extension of the outcome of the action and dissemination of information.)	5
4.3 Are the expected results of the proposed action sustainable: - financially (<i>how will the activities be financed after the funding ends?</i>) - institutionally (<i>will structures allowing the activities to continue be in place at the end of the action? Will there be local "ownership" of the results of the action?</i>) - at policy level (where applicable) (<i>what will be the structural impact of the action — e.g. will it lead to improved legislation, codes of conduct, methods, etc?</i>) - 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?	5x2*
5.2 Is the ratio between the estimated costs and the expected results satisfactory?	5
Maximum total score	100

*the scores are multiplied by 2 because of their importance

Note on Section 1. Financial and operational capacity

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

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.

(3) STEP 3: 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:

1. The statutes or articles of association of the applicant organisation⁴ 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. 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/implementation/international_organisations/index_en.htm
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)⁵.
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.

Where the requested supporting documents are not uploaded in PADOR they must be supplied in the form of originals, photocopies or scanned versions (i.e. showing legible stamps, signatures and dates) of the said originals. However, the Legal entity sheet and the financial identification form must always be submitted in original.

Where such documents are not in one of the official languages of the European Union, a translation into the language of the call for proposals 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 the language 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 eligibility, into the language of the call for proposals.

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.

⁴ 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

⁵ 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.

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*
Information meeting	March 30 2011	3:00 pm
Deadline for request for any clarifications from the Contracting Authority	April 25 2011	3:00 pm
Last date on which clarifications are issued by the Contracting Authority	May, 5 2011	3:00 pm
Deadline for submission of Application Form	May 16 2011	3:00 pm
Information to applicants on the opening & administrative check (step 1)	May 20 th 2011	3:00 pm*
Information to applicants on the evaluation of the Concept Notes (step 2)	May 30 2011	3:00 pm*
Information to applicants on the evaluation of the Full Application Form (step 3)	June 13 2011	3:00 pm*
Notification of award (after the eligibility check) (step 4)	June 27 th 2011	3:00 pm*
Contract signature	July 8 th 2011	3:00 pm*

Provisional date. All times are in the time zone of the country of the Contracting Authority

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.

If the successful applicant is an international organisation, the model Contribution Agreement with an international organisation or any other contract template agreed between the international organisation concerned and the Contracting Authority will be used instead of the standard grant contract provided that the international organisation in question offers the guarantees provided for in article 53d (1) of the Financial Regulation, as described in Chapter 6 of the Practical Guide to contract procedures for EC external actions.

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 standard Grant Contract.

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)^{6]}

ANNEX D: LEGAL ENTITY SHEET (EXCEL FORMAT)^{7]}

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 VII: MODEL REPORT OF FACTUAL FINDINGS AND TERMS OF REFERENCE FOR AN EXPENDITURE VERIFICATION OF AN EÜ FINANCED GRANT CONTRACT FOR EXTERNAL ACTIONS
- ANNEX VIII: MODEL FINANCIAL GUARANTEE

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

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

[ANNEX H: STANDARD CONTRIBUTION AGREEMENT, applicable in case where the beneficiary is an International organisation]

PROJECT CYCLE MANAGEMENT GUIDELINES

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

⁶ Optional where the total amount of the grants to be awarded under the call for proposals is EUR 100 000 or less.

⁷ Only applicable where the European Commission is the Contracting Authority or will make the payments under the contracts to be signed.