



European Commission

**European Instrument for Democracy and Human Rights (EIDHR)**

**Support to Human Rights and Democracy actions on Torture and  
other forms of ill-treatment**

**Restricted Call for Proposals (2009)**

Guidelines for grant applicants

Budget line: 19.04.01

Reference: EuropeAid/128815/C/ACT/Multi

Deadline for submitting Concept Notes: **15 October 2009**

## Notice

**Prior registration** by applicants and partners in EuropeAid's on-line database, PADOR, is obligatory under the present call for proposals (see section 2.2 below for details).

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

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# **1. THE EUROPEAN INSTRUMENT FOR DEMOCRACY AND HUMAN RIGHTS (EIDHR)**

## **1.1 BACKGROUND**

The European Instrument for Democracy and Human Rights (EIDHR)<sup>1</sup> was adopted by the European Parliament and the Council in December 2006, taking the place of the European Initiative for Democracy and Human Rights, which was created at the initiative of the European Parliament in 1994. The entry into force of this specific instrument on 1 January 2007 makes it possible to give financial support for activities to strengthen democracy and the human rights in the world under the 2007-2013 financial perspectives.

## **1.2 OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES**

The general objectives of the EIDHR 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, consistent with the European Union's foreign policy as a whole.

This instrument is designed to help civil society to become an effective force for political reform and defence of human rights. In doing this, it will complement the new generation of geographical programmes, which will focus on public institution-building. The EIDHR will offer independence of action, which is a critical feature of cooperation with civil society organisations at national level, especially in the sensitive areas of democracy and human rights. Great flexibility and increased capacity to respond to changing circumstances or to support innovation, plus considerable independence of action since it does not need the consent of the governments of the countries concerned for the financing of activities, are among the features of the new instrument.

The new instrument is global in scope. It operates at national, regional and international levels and supports actions carried out in third countries throughout the world, and also in Member States if relevant to needs in third countries.

To implement this instrument the European Commission has adopted multiannual strategy papers which set out in detail the thematic and any geographical priorities.

The 2007-2010 Strategy paper sets out five specific EIDHR objectives:

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

The current strategy paper for 2007-2010 can be consulted at:

[http://ec.europa.eu/europeaid/where/worldwide/eidhr/working-documents\\_en.htm](http://ec.europa.eu/europeaid/where/worldwide/eidhr/working-documents_en.htm)

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<sup>1</sup> Regulation (EC) No 1889/2006 of the European Parliament and of the Council, 20.12.2006, OJ L 386, 29.12.2006, p.1 ([http://ec.europa.eu/europeaid/where/worldwide/eidhr/documents/reg\\_1889\\_2006\\_jo\\_l386\\_en.pdf](http://ec.europa.eu/europeaid/where/worldwide/eidhr/documents/reg_1889_2006_jo_l386_en.pdf)).

### 1.2.1 Objectives of this Call for Proposals

This Call for Proposals is launched under **Objective 3 of the EIDHR Strategy paper 2007-2010**, with the aim of selecting actions "Supporting human rights and democracy issues covered by the EU Guidelines to EU Policy towards Third Countries on Torture and Other Cruel Inhuman or Degrading Treatment or Punishment". It supports the implementation of the EU Guidelines on Torture and Other Cruel Inhuman or Degrading Treatment or Punishment as revised in 2008<sup>2</sup>, which provide the general framework for EIDHR assistance in this area as well as the EU policy towards third countries.

The **specific objective of this call** is to support civil society organisations in **actions aiming at preventing and eradicating torture and ill treatment and/or in rehabilitating torture survivors**. All actions should contribute to the overall fight against impunity and to support the rule of law for all.

For the purpose of this call for proposals, torture and ill treatment mean any act as defined under international human rights norms and standards and existing jurisprudence.<sup>3</sup> The UN Convention against Torture and other Cruel, Inhuman or Degrading Treatment or Punishment (UNCAT), its Optional Protocol, as well as all the applicable international and regional instruments should be referred to as the wider normative framework of all actions supported under this call.

**The focus of the proposed actions may be either on the prevention of torture and ill-treatment; or on the rehabilitation of torture survivors; or on both.**

**Prevention of torture and ill-treatment** is generally referred to as a wide range of elements ultimately contributing to prevent and reduce the incidence of torture and ill-treatment. Among others, the ratification of relevant norms and standards and their domestication in national legislation, the establishment of domestic or international preventive or monitoring mechanisms, the development of human rights capacities of State officials, such as the police, judicial and medical staff; and effective monitoring, advocacy and reporting by NGOs in view of enhancing investigation of torture allegations and prosecution and appropriate punishment of perpetrators.

**Rehabilitation** is generally considered to cover a broadly defined assistance to victims and their families, including, among others, medical and psychological care, social services, as well as redress at all levels (national, regional, international), thus contributing not only to the victim's recovery but also to the fight against impunity.<sup>4</sup> Rehabilitation strengthens monitoring of the prevalence of torture, in particular through provision of data that can be used in prevention activities.

However, the EIDHR promotes **an integrated and holistic approach** to the fight against torture and ill-treatment.<sup>5</sup> By integrated approach, it is meant an approach encompassing all factors of the fight, such as prevention; denunciation, investigation, prosecution, punishment of perpetrators; and rehabilitation of victims and their families; carried out in parallel within the framework of national and international law with due regard being given to effectively addressing the root causes of torture and ill treatment.

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<sup>2</sup> <http://www.consilium.europa.eu/uedocs/cmsUpload/8590.en08.pdf>

<sup>3</sup> Ref: Article 1, UN Convention against Torture and other Cruel, Inhuman or Degrading Treatment or Punishment (UNCAT), UNGA Resolution 39/46 of 10 December 1984. In addition, systematic and severe gender-based violence by private actors, impairing or nullifying the enjoyment of human rights and fundamental freedoms, will be considered as torture when *it is of the nature and severity envisaged by the concept of torture and when the State fails to take measures to provide effective protection or allows these crimes to go unpunished*. See: Para. 31, Report of the Special Rapporteur on Torture presented to the Human Rights Council in March 2008, (A/HRC/7/3).

<sup>4</sup> Ref: Article 21, Basic Principles and Guidelines on the Right to a Remedy and Reparation for Victims of Gross Violations of International Human Rights Law and Serious Violations of International Humanitarian Law, General Assembly resolution 60/147 of 16 December 2005.

<sup>5</sup> This is in line with the findings and recommendations of the Evaluation on Support to Prevention of Torture and Torture Rehabilitation Centres supported by EIDHR, Final Report (June 2008),  
See: [http://ec.europa.eu/europeaid/where/worldwide/eidhr/documents/evaluation\\_torture\\_projects\\_en.pdf](http://ec.europa.eu/europeaid/where/worldwide/eidhr/documents/evaluation_torture_projects_en.pdf)

**For information purposes, proposals must provide an indicative quantification of activities according to prevention and/or rehabilitation in the Concept Note (as global percentage).** In addition, pre-selected proposals must indicatively qualify (in the logical framework) and quantify activities (as global percentage) according to prevention and/or rehabilitation in the Full Application Form.

It is expected that sufficiently good quality applications will be received so that an overall balance between thematic areas may be achieved.

Project results should be sustainable, with a view to achieving ongoing impact beyond the duration of funding from the EIDHR. **All proposals should therefore foresee a minimum of activities seeking to ensure project sustainability.** This could include building institutional networks, fund raising, strengthening management capacities and skills and other inputs securing both results and financial sustainability.

Where relevant, activities may be linked to a post-conflict agenda of justice and reconciliation or campaigning against a culture of violence, in view of reinforcing the effectiveness of actions against torture and to build a broader coalition of civil society actors.

Target groups can be direct/indirect victims, including their families<sup>6</sup> and communities. The mainstreaming of gender equality, the rights of the child, the rights of indigenous people, the rights of persons with disabilities and the inclusion of other potentially vulnerable groups, including persons living in extreme poverty, must be ensured.

Projects building partnerships among international/regional/ national NGOs are strongly encouraged, as well as cooperation among European experienced rehabilitation centres and non-European centres in third countries. Projects facilitating partnerships between prevention oriented and rehabilitation focused NGOs are also strongly recommended.

With regard to the location of the action, no specific geographical focus or limitations on eligibility is laid down. However, EIDHR funding for rehabilitation activities<sup>7</sup> in the European Union must be directly related to situations arising in third countries.<sup>8</sup>

All actions should be designed to produce specific, measurable results in response to identified problems. Proposals must be based on concrete, recent, and verifiable information that can clearly identify specific problems and the related constraints (social, economic and political). It is thus necessary to set clear objectives based on a specifically tailored strategy and intervention methodology that incorporate complementary, consistent activities suitable for tackling the identified problems directly. The means to be deployed should stem logically from this approach and verifiable objective indicators should be set separately for each proposed activity.

### **Types of activities**

Activities could include:

- Promoting the international and regional framework on torture prevention through educational, information and/or awareness-raising programmes on the UN Convention Against Torture (UNCAT) and its Optional Protocol (OPCAT) and other relevant international and/or regional human rights instruments and tools (e.g. the Robben Island Guidelines, the Istanbul Protocol), in view of their adoption, ratification, effective domestication and implementation.

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<sup>6</sup> The trans-generational impact of torture and ill-treatment could also be considered.

<sup>7</sup> Including EIDHR funding for support activities essential for the success of the proposed rehabilitation actions (rehabilitation centres' core funding).

<sup>8</sup> Ref: Article 2, para.3, Regulation (EC) No 1889/2006 of the European Parliament and of the Council, 20.12.2006, OJ L 386, 29.12.2006, p.1

- Providing capacity building to civil society organisations or networks of NGOs in third countries to carry out activities to fight against torture and impunity. Activities may include submitting shadow reports to the UN system and to relevant regional mechanisms, monitoring and reporting cases of torture and ill-treatment, developing advocacy skills, raising awareness and knowledge on the relevant human rights standards, contributing actively to the ratification of the UNCAT and its Optional Protocol and to advocate for and contribute to the improvement of the domestic legal and institutional framework in relation to the prevention of torture and other ill treatment.
- Enhancing capacity building of relevant State officials, such as staff and professionals within the police, the justice system, the prisons service and medical personnel.
- Strengthening of co-ordination and effectiveness between relevant national institutions (such as Ombudspersons, National Human Rights Commissions or National Preventive Mechanisms), professional organisations and civil society organisations to combat practices of torture and ill treatment.
- Training and advocacy work to prevent and reduce the incidence of torture and other ill treatment.
- Advocacy, awareness-raising and/or capacity building work in relation to the set up of independent and effective mechanisms for monitoring places of deprivation of liberty.
- Research, publications, production of material and dissemination of information concerning the absolute prohibition of torture, including research related to its root causes and/or consequences.
- Study, collection, publication, and dissemination of information concerning the production and supply of instruments and technology of torture, which can be used for purposes of torture and ill-treatment.
- Raising awareness on the importance of and contributing to an early identification of torture survivors among asylum seekers.
- Raising awareness, increase knowledge and understanding on the rights and needs of survivors of torture and their families at all levels.
- Promoting the principle of non-refoulement and monitoring the adherence by States to this principle.
- Legal assistance to torture survivors or to individuals threatened with torture and their families, excluding financial compensation for victims.
- Provision of assistance to torture survivors in obtaining reparation.
- Provision of psychotherapy and other psychiatric assistance.
- Medical care.
- Social rehabilitation of torture survivors and their families, such as advice on social assistance and employment, development of their vocational skills.
- Providing capacity building for individuals or organisations that may be requested to work with survivors of torture.
- Developing databases contributing to exchange of practices, services and information and facilitating research.

**These are suggested activities; the list is not exhaustive.**

In line with the recommendations of the Evaluation on Support to Prevention of Torture and Torture Rehabilitation Centres supported by EIDHR,<sup>9</sup> proposals focusing on rehabilitating third-country nationals in EU Member States may integrate elements acting as a catalyst to develop a greater financial commitment by EU Member States and candidate countries. In this regard, activities could include:

- Advocacy activities targeting Governments and/or other crucial actors towards an effective implementation of relevant human rights standards and EC legislation, in particular as regards access to rehabilitation.
- Institutional capacity building, networking with competent authorities and decision-makers.
- Transfer of in-house expertise to national structures, i.e. mainstreaming of services in the national structures and services.
- Strengthening of local professional and services' skills.
- Lobbying for the integration of the required services in the national services and/or for the early identification of torture survivors upon their arrival.

**The expected results:**

An action will be selected in the light of their expected results and potential effectiveness. Each proposal should have its own performance and success indicators, which must be objectively verifiable. The results should meet at least one of the following priorities:

- Reduced prevalence of torture and ill-treatment increased reporting of torture and improved conditions for proving incidence of torture.
- Enhanced number of States' Parties to the UNCAT and its Optional Protocol and other relevant international and regional instruments.
- Enhanced number of legal reforms adopted and more effective implementation of the UNCAT and other relevant international and regional human rights norms and standards.
- More effective monitoring and reporting of torture and ill treatment.
- Clearer guidelines for security and law enforcement officials, more effective investigations and trying and sentencing of perpetrators.
- National Mechanisms for the Prevention of Torture put into place and functioning.
- Increased number of torture survivors receiving an effective medical, psychological and social rehabilitation.
- Restoration of victims' rights to legal redress.
- Enhanced financial support to EEA-based rehabilitation centres, by EU Member States in particular.

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<sup>9</sup> See footnote 5.

### **1.3 FINANCIAL ALLOCATION PROVIDED BY THE EUROPEAN COMMISSION**

The overall indicative amount made available under this call for proposals is EUR 20 million from the 2009 Budget. The European Commission reserves the right not to award all available funds.

#### **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 1.500.000**

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.

In exceptional cases, full financing of the total eligible costs may be applied where such full financing is deemed essential to carry out the action in question. The Applicant **must justify** any such request in Part B, Section I.2. of the Grant Application Form and the validity of the justification provided will be examined during the evaluation procedure.

## 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 (PRAG).

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

The afore-mentioned Practical Guide and the Glossary can be consulted at the following Internet address:  
[http://ec.europa.eu/europeaid/work/procedures/implementation/practical\\_guide/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/implementation/practical_guide/index_en.htm).

In addition, the following definitions apply:

<b>Partnership</b>	the grouping of organisations i.e. the main applicant and its partners for the purpose of implementing the proposed action
<b>Applicant</b>	the organisation responsible for submitting the application
<b>Partner</b>	member organisation of the partnership other than the applicant
<b>Associate</b>	organisation that plays an active role in the action but which cannot benefit from funding under the grant
<b>Subcontractor</b>	organisation contracted by the beneficiary or its partner(s) in accordance with the appropriate procedures in order to execute specific tasks in implementing the action
<b>Re-granting</b>	financial support that may be given to third parties by the beneficiary of the Community grant where the implementation of the action so requires, subject to the conditions laid down in Article 120 of the Financial Regulation and 184a of the Implementing Rules of the Financial Regulation <sup>10</sup>

### 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**
- belong to one of the following categories<sup>11</sup>:

<sup>10</sup> [http://ec.europa.eu/budget/documents/financial\\_regulation\\_en.htm](http://ec.europa.eu/budget/documents/financial_regulation_en.htm)

<sup>11</sup> Article 10 of Regulation (EC) No 1889/2006 of the European Parliament and of the Council, 20.12.2006, OJ L 386, 29.12.2006.

- (i) civil society organisations, including non-governmental organisations<sup>12</sup> and independent political foundations, community based organisations, and private sector agencies, institutions and organisations and networks thereof at local, national, regional and international level;
- (ii) public sector agencies, institutions and organisations and networks at local, national, regional and international level;
- (iii) international and regional inter-governmental organisations as defined by Article 43 of the Implementing Rules of the Financial Regulation<sup>13</sup> **and**
  - be directly responsible for the preparation and management of the action, not acting as an intermediary.

(2) No nationality restriction applies to applicants <sup>14</sup>

(3) Potential applicants may not participate in Calls for Proposals or be awarded grants if they are in any of the situations which are listed in Section 2.3.3 of the Practical Guide to contract procedures for EC external actions (available from the Internet address indicated at the beginning of the section 2).

In part A, section III and, if applicable, 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 as specified hereafter.

#### **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.

**The following are not partners and do not have to sign the “partnership statement”** (Part B Section III.2 of the Grant Application Form):

#### 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.

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<sup>12</sup> i.e. Not a state, national or international governmental institution or organisation or an organisation effectively controlled by such an institution. Whether a potential applicant is likely to be considered as effectively controlled by such an institution will depend on the extent to which such an applicant can demonstrate that it is independent of the state as regards decision-making, budgetary control and the appointment of staff (including members of its controlling body).

<sup>13</sup> International public-sector organisations set up by intergovernmental agreements, and specialised agencies set up by such organisations; the International Committee of the Red Cross, the International Federation of National Red Cross and Red Crescent Societies are also recognised as international organisations.

<sup>14</sup> In conformity with the Article 14 of Regulation (EC) No 1889/2006 of the European Parliament and of the Council, 20.12.2006, OJ L 386, 29.12.2006.

## Subcontractors

The grant beneficiaries have the possibility to award contracts to subcontractors. Subcontractors are neither partners nor associates, and are subject to the procurement rules set out in Annex IV to the standard grant contract (see Annex F indicated in Section 3 of the present Guidelines).

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*

An action (i.e. project) is composed of a set of activities.

## Duration

The planned duration of an action may not be lower than 18 months nor exceed 36 months.

## Location

Actions may take place in one or more countries, without any geographical restriction. However, EIDHR funding for rehabilitation activities in the European Union must be directly related to situations arising in third countries.<sup>15</sup>

## Monitoring and evaluation

Applications (Full Application Form) should include planning, human resources and budget for the monitoring and evaluation systems of the proposed action.

## Re-granting

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

Where the Applicant foresees to award sub-grants, it must 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.

## 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;
- one-off conferences: conferences may only be funded if they form part of a wider range of activities to be implemented over the life-time of the action. For this purpose, preparatory activities for a conference

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<sup>15</sup> See footnote 8.

and the publication of the proceedings of the conference do not, in themselves, constitute such "wider activities";

- actions supporting political parties;
- actions involving proselytism.

### **Number of applications and grants per applicant**

An applicant may submit more than one (1) proposal under this Call for Proposals.

**An applicant may not be awarded more than one (1) grant under this Call for Proposals.**

An applicant may at the same time be partner in other applications.

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 both a cost estimate and a ceiling for "eligible costs". The eligible costs must be based on real costs based on supporting documents (except for subsistence costs and indirect costs where flat-rate funding applies).

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

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

### **Eligible direct costs**

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

### **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 European Commission.

### **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 costs.

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

### **Contributions in kind**

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

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

Notwithstanding the above, if the description of the action as proposed by the beneficiary foresees contributions in kind these must be provided during implementation.

### **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;
- credit to third parties.

## 2.2 HOW TO APPLY AND THE PROCEDURES TO FOLLOW

This is a restricted Call for Proposals. **In the first instance, only Concept Notes must be submitted for evaluation.** Thereafter, applicants whose Concept Notes have been pre-selected will be invited to submit a Full Application Form.

Prior registration in the PADOR system (Potential Applicant Data On-Line Registration) is **obligatory** both for applicants and partners : [http://ec.europa.eu/europeaid/work/onlineservices/pador/index\\_en.htm](http://ec.europa.eu/europeaid/work/onlineservices/pador/index_en.htm)

PADOR is an on-line database in which organisations register themselves and update regularly their data. Data provided by organisations in PADOR is used by the European Commission for checking the eligibility of the organisations that participate in calls for proposals. This data concerns the organisation itself, it is not linked to a particular project proposal.

Applicants must complete all the sections presented in PADOR with the exception of the section "Strategy and Methodology". The partners must complete all PADOR sections with the exception of the sections "Board of Directors" and "Strategy and Methodology". All the required supporting documents for both applicants and partners (see section 2.4 below) should be uploaded in PADOR by the Concept Note submission deadline. The EuropeAid ID number (assigned upon completion of the registration process in PADOR) of the applicant organisation as well as that of any partner organisation must be indicated in the Concept Note.

Before starting the registration of your organisation in PADOR, the following should be consulted:

- the quick guide (that explains, on one page, the process of registration in PADOR)
- the Frequently Asked Questions
- the PADOR user's guide.

These 3 documents are available on the website indicated above.

Notwithstanding the above, where PADOR registration is objectively impossible, the applicant can submit a request for derogation concerning its registration in PADOR and/or that of any partner(s). In this case, it is compulsory for the applicant and/or the partner(s) concerned to complete the PADOR Derogation Pack (Annexes LA and LB to these Guidelines) and to send it together with the Concept Note to the address indicated in section 2.2.2. of the Guidelines. The justification for derogation must be based on the objective impossibility of the applicant and/or its partner(s) to register in PADOR. This objective impossibility should go beyond the control of the applicant and/or its partner(s) and, in principle, be of a general nature (i.e. not attributable to the specific circumstances of the applicant and/or its partner(s) themselves). The applicant should provide, where possible, supporting documents substantiating its request. Any derogation granted will apply only to the specific call for proposals in the context of which it was requested. If derogation is granted, registration in PADOR shall be initiated by the European Commission. If, at a later stage, the organisation wishes to update its data itself, an access request will have to be sent to the PADOR help desk at the address indicated hereafter.

All questions related to the registration in PADOR should be addressed **to the PADOR help desk:** [europeaid-on-line-registration-hd@ec.europa.eu](mailto:europeaid-on-line-registration-hd@ec.europa.eu)

### 2.2.1 *Concept Note content*

Applications must be submitted in accordance with the instructions on the Concept Note included in the Grant Application Form annexed to these Guidelines (Annex A, Part A) taking care to use the correct application documents for this Call (to be downloaded from the EuropeAid website at <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome>)

Any Concept Note using the format relating to any other Call may be rejected.

The applications must be submitted in one of the following Community languages: English, French or Spanish, whichever is commonly used in the country of origin of the target population.

In the Concept Note, applicants are only required to provide an estimate of the requested amount of the European Commission contribution. Only the applicants invited to submit a full proposal in the second phase will be required to present a detailed budget.

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

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

Hand-written Concept Notes will not be accepted.

The Concept Note together with the Checklist for the Concept Note (Part A, section II of the Grant Application Form) and the Declaration by the applicant for the Concept Note (Part A, section III of the Grant Application Form) must be submitted in **one (1) paper original**.

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

**Only the Concept Note form will be evaluated. It is therefore of utmost importance that this document contains ALL relevant information concerning the action. No additional annexes should be sent.**

### **2.2.2** *Where and how to send concept notes*

Concept Notes must be submitted in a sealed envelope by registered mail with delivery confirmation, courier service or by hand-delivery at the address below (a signed and dated acknowledgement of receipt will be given by the European Commission). For the convenience of the applicants an address form has been attached in annex I and J to the present guidelines. Applicants are encouraged to complete it and use it as a label for the outer envelope.

#### **Postal address**

European Commission  
EuropeAid Co-operation Office  
Unit F4 – Finances, Contracts and Audit for thematic budget lines  
Call for Proposals Sector  
Office: L-41 03/154  
B - 1049 Brussels  
BELGIUM

#### **Address for hand-delivery or courier service**

European Commission  
EuropeAid Cooperation Office  
Unit F4 – Finances, Contracts and Audit for thematic budget lines  
Call for Proposals Sector  
Office: L-41 03/154  
Central Mail Service  
Avenue du Bourget 1  
B-1140 Brussels (Evere)  
BELGIUM

Concept Notes sent by fax or by e-mail or delivered to other addresses will be rejected.

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

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

### **2.2.3** *Deadline for submission of the Concept Notes*

The deadline for the submission of Concept Notes is **15 October 2009** (date at place of dispatch) as evidenced by the postmark or the date of the deposit slip. In the case of hand-deliveries, the deadline for receipt is **15 October 2009 at 16:00 hrs** (Brussels date and time) as evidenced by the European Commission's signed and dated acknowledgement of receipt given to the bearer.

Any Concept Note sent after the deadline or, in case of hand-deliveries, received after the stipulated time will be rejected.

Any Concept Note received by the European Commission on or after the effective date of completion of the evaluation of the Concept Notes will be treated as having been submitted after the deadline and, therefore, rejected.

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

### **2.2.4** *Further information for Concept Note*

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

E-mail address: [EuropeAid-GlobalCalls@ec.europa.eu](mailto:EuropeAid-GlobalCalls@ec.europa.eu)

Replies will be given no later than 11 days before the deadline for the submission of Concept Notes. The European Commission has no obligation to provide further clarifications after this date.

After the deadline for submission of Concept Notes, the above-mentioned e-mail address can only be used by the European Commission to initiate correspondence regarding any requests for clarification that may be required.

No individual replies to queries with regard to the status of the selection procedure can be given via this mailbox.

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

In addition, during the course of the evaluation procedure important notices to applicants may be published on EuropeAid website <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> together with the other documents related to this call, as the need arises. The applicants are therefore strongly encouraged to regularly consult this webpage.

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

[Europeaid-on-line-registration-hd@ec.europa.eu](mailto:Europeaid-on-line-registration-hd@ec.europa.eu)

### 2.2.5 *Full Application form*

Applicants invited to submit a Full Application Form following the pre-selection of the Concept Note must do so by using the application documents annexed to the present Guidelines: Annex A, Part B – Full Application Form, Annex B – Budget and Annex C – Logical Framework. These can be downloaded from the EuropeAid website at the address indicated in section 2.2.1. Applicants should keep strictly to the format of the application form and fill in the paragraphs and pages in order, taking care to use the correct application documents for this Call. Applications submitted on application documents relating to any other call may be rejected.

**Budgetary information concerning the action should be provided using round figures and be presented only in the Budget (Annex B).**

Applicants should note that there are **two worksheets in Annex B** that have to be completed:

**Worksheet 1** – "Budget for the action" (worksheet 1 must include **all eligible costs** that are foreseen to be incurred by the action), and

**Worksheet 2** – "Expected sources of funding" (worksheet 2 must indicate the amount and percentage of financing per source, i.e. requested EC contribution, applicant's contribution, any other donors' contributions, etc). NB. See section 1.3 for rules on maximum percentage of EC contribution.

The amount of the requested EC contribution may vary in this detailed budget from the initial Concept Note estimate by not more than 20% but must still respect the limits indicated in section 1.3. Any variation higher than 20% should be duly justified in the Grant Application Form (Annex A, Part B, section I, point 2).

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

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

The elements contained in the Concept Note cannot be modified in the Full Application Form.

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

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

Hand-written applications will not be accepted.

The Full Application Form, the Budget and the Logical Framework must be submitted in **one (1) paper original**, as well as in electronic version (CD-Rom or USB).

The electronic version must be identical to the submitted paper version. Each component of the application (Full Application Form, Budget and Logical Framework) must be submitted in a separate electronic file (for example, the application form must not be split into several different electronic files) and should not contain coloured or high resolution graphs, images or diagrams.

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

## 2.2.6 *Where and how to send the Full Application form*

The Full Application Form must be submitted in a sealed envelope by registered mail with delivery confirmation, courier service or by hand-delivery at the address below (a signed and dated certificate of acknowledgement will be given by the European Commission to the bearer). For the convenience of the applicants an address form has been attached in Annex I and J to the present guidelines. Applicants are encouraged to complete it and use it as a label for the outer envelope.

### **Postal address**

European Commission  
EuropeAid Co-operation Office  
Unit F4 – Finances, Contracts and Audit for thematic budget lines  
Call for Proposals Sector  
Office: L-41 03/154  
B - 1049 Brussels  
BELGIUM

### **Address for hand-delivery or courier service**

European Commission  
EuropeAid Cooperation Office  
Unit F4 – Finances, Contracts and Audit for thematic budget lines  
Call for Proposals Sector  
Office: L-41 03/154  
Central Mail Service  
Avenue du Bourget 1  
B-1140 Brussels (Evère)  
BELGIUM

Full Application Forms sent by fax or by e-mail or delivered to other addresses will be rejected.

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

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

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

## 2.2.7 *Deadline for submission of the Full Application form*

The deadline for the submission of the Full Application Forms will be indicated in the letter sent to the pre-selected applicants. Submission within the deadline will be evidenced by the postmark or the date of the deposit slip. For hand deliveries, the deadline for submission of Full Application Forms will be on the same date as indicated in the above-mentioned letter at 16:00 Brussels time. In this case, reception within the deadline will be evidenced by the signed and dated acknowledgement of receipt given to the bearer by the European Commission.

Any Full Application Form sent after the deadline or, in the case of hand-deliveries, received after the stipulated time will be rejected.

Any Full Application Form received by the European Commission on or after the effective date of completion of the evaluation of the Full Application Forms will be treated as having been submitted after the deadline and, therefore, rejected.

The applicant is solely responsible for the choice of means of expedition amongst those indicated in Section 2.2.6 and for following-up the delivery.

### **2.2.8 Further information for the Full Application form**

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

E-mail address: [EuropeAid-GlobalCalls@ec.europa.eu](mailto:EuropeAid-GlobalCalls@ec.europa.eu)

Replies will be given no later than 11 days before the deadline for the submission of the Full Application Forms. The European Commission has no obligation to provide further clarifications after this date.

After the deadline for submission of Full Application Forms, the above-mentioned e-mail address can only be used by the European Commission to initiate correspondence regarding any requests for clarification that may be required.

No individual replies to queries with regard to the status of the selection procedure can be given via this mailbox.

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

In addition, during the course of the evaluation procedure important notices to applicants may be published on EuropeAid website <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> together with the other documents related to this call, as the need arises. The applicants are therefore strongly encouraged to regularly consult this webpage.

All questions related to PADOR registration should be addressed **to the PADOR help desk:**  
[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 European Commission according to the following steps and criteria.

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

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

The following will be assessed:

- The deadline has been respected. If the deadline has not been respected, the proposal will be rejected.
- The Concept Note satisfies all the criteria specified in points 1-5 of the Checklist (part A, section II of the Grant Application Form). If any of the requested information is missing or is incorrect, the proposal may be rejected on that **sole** basis and the proposal will not be evaluated further.

Following this session, the European Commission will inform all applicants whether their concept note was submitted prior to the deadline and whether it has been recommended for evaluation.

The European Commission reserves the right to proceed directly to the evaluation of the Concept Notes (step 2) submitted within the deadline and in the language specified in section 2.2.1 of the guidelines.

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

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

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

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

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

	Scores	
	Sub-score	
<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 overall objective(s) 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.  <b>Note:</b> A score of 5 (very good) will only be allocated if the proposal includes activities aiming at securing both results and financial sustainability, covering for example building institutional networks, fund raising, strengthening management capacities and skills.	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 at least twice the available budget for this Call for Proposals. The pre-selected applicants will subsequently be invited to submit Full Application Forms.

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

The following will be assessed:

- The deadline has been respected. If the deadline has not been respected the proposal will be rejected.
- The Full Application Form satisfies all the criteria specified in points 1-8 of the Checklist (Part B, Section V of the Grant Application Form). If any of the requested information is missing or is incorrect, the proposal may be rejected on that sole basis and the proposal will not be evaluated further.

Following this session, the European Commission will inform all applicants whether their full application was submitted prior to the deadline and whether it has been recommended for evaluation.

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

An evaluation of the quality of the applications, including the proposed budget, and of the capacity of the applicant and its 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 European Commission can be confident will comply with its objectives and priorities and guarantee the visibility of the Community 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 scale: 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 be allocated only if the proposal contains specific added-value elements, such as promotion of gender equality and equal opportunities, the rights of the child, minorities and indigenous peoples, and indirect or second-generation victims.	5 x 2
2.2 How relevant to the particular <b>needs and constraints</b> of the target	5

country/countries or region(s) is the proposal? (including synergy with other EC initiatives and avoidance of duplication.)	
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> )  <b>Note:</b> A score of 5 (very good) will only be allocated if the proposal includes activities aiming at securing both results and financial sustainability, covering for example building institutional networks, fund raising, strengthening management capacities and skills.	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 proposal will be rejected.

*Note on Section 2. Relevance*

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

*Provisional selection*

Following the evaluation, the proposals will be ranked according to their score and a list of provisionally selected proposals will be established on the basis of the available financial envelope and a reserve list drawn up.

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

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

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

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

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

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

## 2.4 SUBMISSION OF SUPPORTING DOCUMENTS

The supporting documents listed below are required in order to allow the European Commission to verify the eligibility of the applicants and their partners.

All required supporting documents **for both applicants and partners** for this Call for Proposals **must be uploaded** in the PADOR system. The deadline for uploading them in the system is the same as the deadline for submission of the Concept Note (see section 2.2.3).

If derogation from the obligation to register in PADOR is being requested (see section 2.2), the applicant or partner requesting derogation from the obligation to register in PADOR **must, in any case, send all** required supporting documents for this Call for Proposals to the address indicated in Section 2.2.2 together with the **Concept Note and the PADOR derogation Pack**.

If the supporting documents are not provided within the deadline above the application may be rejected.

### **Required supporting documents for APPLICANTS:**

1. The **statutes or articles of association** of the **organisation**<sup>16</sup>. Such documents must prove that the organisation in question meets all the required eligibility criteria indicated in section 2.1.1. above (i.e. legal existence, non profit-making status, category of organisation and objectives, etc.). They must bear the stamp of the appropriate authorising body (ministry, lawyer, etc.) or be accompanied by relevant registration documents or other appropriate documentation. Any such accompanying documentation must be uploaded into PADOR in the same electronic file as the statutes or articles of association or, when derogation from registration in PADOR is being requested, must be sent together with the supporting documents.

This obligation does not apply to international organisations which have signed a framework agreement with the European Commission. A list of the relevant framework agreements is available at the following address:

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

2. Where the grant requested exceeds EUR 500.000, an **external audit report** of the applicant organisation produced by an approved auditor, certifying the accounts for the last financial year available.

This obligation does not apply to public bodies or to international organisations as defined under footnote 13.

3. Copy of the **applicant's latest accounts** (the profit and loss account and the balance sheet) for the previous financial year for which the accounts have been closed. This obligation does not apply to public bodies or to international organisations as defined under footnote 13. It does not apply either when the accounts are in practice the same documents as the external audit report already provided pursuant to point 2 above.

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

### **Required supporting documents for PARTNER ORGANISATIONS:**

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<sup>16</sup> Where the organisation is a public body created by a law, a copy of the said law or other official document recognizing the body's public status in accordance with the relevant national law must be provided.

The **statutes or articles of association** of the **organisation**<sup>17</sup>. Such documents must prove that the organisation in question meets all the required eligibility criteria indicated in section 2.1.1 and 2.1.2. above (i.e. legal existence, non-profit making status, category of organisation and objectives, etc.). They must bear the stamp of the appropriate authorising body (ministry, lawyer, etc.) or be accompanied by relevant registration documents or other appropriate documentation. Any such accompanying documentation must be uploaded into PADOR in the same electronic file as the statutes or articles of association or, when derogation from registration in PADOR is being requested, must be sent together with the supporting documents.

This obligation does not apply to international organisations which have signed a framework agreement with the European Commission. A list of the relevant framework agreements is available at the following address: [http://ec.europa.eu/europeaid/work/procedures/implementation/international\\_organisations/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/implementation/international_organisations/index_en.htm)

### **Requirements for all supporting documents:**

Where the required supporting documents requested are not uploaded in PADOR, they must be supplied in the form of originals, photocopies or scanned versions of the said originals.

Where such documents are not in one of the official languages of the European Union, a translation into one of the languages of the Call for Proposals (see Section 2.2.1) of the relevant parts, proving the applicant's and partner's(s') eligibility, must be uploaded into PADOR in the same electronic file as the original language version (or, where derogation from PADOR registration is being requested, be sent with the supporting documents) and will prevail for the purpose of analysing the proposal.

Where these documents are in an official language of the European Union other than the languages of the Call for Proposals, it is **strongly** recommended, in order to facilitate the evaluation, to provide a translation of the relevant parts, proving the applicant's and partner's (s') eligibility, into one of the languages of the Call for Proposals. Where such translation is provided, it must be uploaded into PADOR in the same electronic file as the original language version (or, where derogation from PADOR registration is being requested, be sent with the supporting documents).

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<sup>17</sup> See footnote 16.

## 2.5 NOTIFICATION OF THE EUROPEAN COMMISSION'S DECISION

### 2.5.1 *Content of the decision*

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

Applicants who were unsuccessful at the Opening and Administrative Check stages of the procedure (Step 1 and Step 3) or at the Eligibility check stage (Step 5) wishing to obtain further information should send their request by letter, indicating the reference of the Call for Proposals and the reference allocated to the proposal, to:

European Commission  
EuropeAid Co-operation Office  
Unit F4 Finance, Contracts and Audit for Thematic Budget Lines  
Attn. Head of the Calls for Proposals Sector  
Office L-41 03/136  
B-1049 Brussels  
Belgium

Applicants who were unsuccessful at the technical evaluation stages of the procedure (Step 2 or Step 4) wishing to obtain further information should send their request, indicating the reference of the Call for Proposals and the reference allocated to the proposal, to:

European Commission  
EuropeAid Co-operation Office  
Unit F2 Central Management of Thematic Budget Lines PA RELEX  
Attn. Head of Unit  
Office L-41 02/53  
B-1049 Brussels  
Belgium

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

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

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

European Commission  
EuropeAid Co-operation Office  
Directorate F – Thematic Operations  
Attn. The Director  
Office L-41 06/169  
B-1049 Brussels, Belgium

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

### *2.5.2 Indicative time table*

The indicative calendar will be published on EuropeAid website <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> together with the other documents related to this call and will be updated in the course of the evaluation procedure.

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

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

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 European Commission 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 7 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 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 FILLED IN**

ANNEX A: GRANT APPLICATION FORM (WORD FORMAT)

ANNEX B: BUDGET (EXCEL FORMAT)

ANNEX C: LOGICAL FRAMEWORK (EXCEL FORMAT)

ANNEX D: LEGAL ENTITY SHEET (PFD FORMAT)

See document **E3e** at

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

#### **ANNEXEX TO FILL IN CASE OF REQUEST FOR DEROGATION FROM PADOR REGISTRATION**

ANNEX LA : PADOR APPLICANT DEROGATION PACK (WORD FORMAT)

ANNEX LB : PADOR PARTNER DEROGATION PACK (WORD FORMAT)

#### **DOCUMENTS FOR INFORMATION**

ANNEX E: FINANCIAL IDENTIFICATION FORM

See document **E3f** at

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

ANNEX F: STANDARD CONTRACT (WORD FORMAT) See documents from **E3h\_1** to **E3h\_9** at

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

**E3h\_1** SPECIAL CONDITIONS

**E3h\_2** - ANNEX II: GENERAL CONDITIONS APPLICABLE TO EUROPEAN COMMUNITY-FINANCED GRANT CONTRACTS FOR EXTERNAL ACTIONS

**E3h\_3** - ANNEX IV: CONTRACT AWARD PROCEDURES

**E3h\_4** - ANNEX V: STANDARD REQUEST FOR PAYMENT AND FINANCIAL IDENTIFICATION FORM

**E3h\_5** - ANNEX VI: INTERIM NARRATIVE REPORT

**E3h\_6** - ANNEX VI: FINAL NARRATIVE REPORT

**E3h\_7**- ANNEX VI: FINANCIAL REPORT

**E3h\_8** - ANNEX VII: MODEL REPORT OF FACTUAL FINDINGS AND TERMS OF REFERENCE FOR AN EXPENDITURE VERIFICATION OF AN EC FINANCED GRANT CONTRACT FOR EXTERNAL ACTIONS

**E3h\_9**- ANNEX VIII: MODEL FINANCIAL GUARANTEE

ANNEX G: DAILY ALLOWANCE RATES (PER DIEM)

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

ANNEX H: STANDARD CONTRIBUTION AGREEMENT, APPLICABLE IN CASE WHERE THE BENEFICIARY IS AN INTERNATIONAL ORGANISATION

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

ANNEX I: ADDRESS FORM (POSTAL ADDRESS – APPLICATIONS TO BE SENT BY POST)

ANNEX J: ADDRESS FORM (ADDRESS FOR HAND-DELIVERY OR COURIER SERVICE)

ANNEX K: 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)