



**Contracting Authority:  
Central Finance and Contracting Agency (CFCA)**

## **IPA 2010**

**Supporting the efforts of CSOs for monitoring and promoting  
transparency, effectiveness, accountability and inclusiveness of public  
administration in fighting against corruption**

Guidelines  
for grant applicants

Budget line:

National Programme for Croatia under the IPA – Transition Assistance  
and Institution Building Component for 2010  
(under Civil Society Facility)

Reference: EuropeAid/131922/M/ACT/HR

Deadline for submission of proposals: 02<sup>nd</sup> November 2011

## Notice

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

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# 1. SUPPORTING THE EFFORTS OF CSOS FOR MONITORING AND PROMOTING TRANSPARENCY, EFFECTIVENESS, ACCOUNTABILITY AND INCLUSIVENESS OF PUBLIC ADMINISTRATION IN FIGHTING AGAINST CORRUPTION

## 1.1 BACKGROUND

The overall institutional framework for supporting civil society development in Croatia is based on the close cooperation of three institutions: the Government Office for Cooperation with NGOs, the Council for Civil Society Development and the National Foundation for Civil Society Development, each fulfilling its distinctive role. The strategic priorities on the civil society development for the period 2006 – 2011 are set in the **National Strategy for the Creation of an Enabling Environment for Civil Society Development**<sup>1</sup>. The further implementation of the National Strategy for the Development of an Enabling Environment for Civil Society Development, and the related Operational Implementation Plan, continues to be the key priority also of the **2009 National Programme for the Integration of the Republic of Croatia into the European Union**<sup>2</sup>, in the area of Freedom of Association, likewise during previous years.

Following the good practice from the previous programming years, in autumn 2009, the Government Office for Non-Governmental Organizations (GofNGOs) conducted a sectoral analysis in close partnership with the Council of the Civil Society Development and other representatives of Civil Society Organizations (CSOs). Particular attention has been given to the capacities and strategic priorities of the Croatian CSOs in the context of the final phase of negotiations and forthcoming EU membership. The analysis provided vital input into the specifics of the Croatian CSOs needs for institutional strengthening, policy advocacy and innovative activities at the level of civil society sub-sectors, with particular attention given to those promoting the fight against corruption. Sectoral analysis followed the findings of the latest **Progress Report (2009)**<sup>3</sup> which emphasizes the exact areas for further improvements, one of which is the Anti-corruption policy. The documents states that in this policy area ‘overall, anti-corruption efforts continue and are producing initial results, but corruption remains prevalent in many areas and tools are not being deployed with sufficient vigour, especially on political corruption’ identifying advocacy and public awareness as its integral part. Therefore, the aim of this Call is to give an impetus to the sustainability of work of CSOs acting as independent advocates, policy setters in strengthening the fight against corruption. A particular attention will be given to ensuring the adequate support to smaller, locally-based CSOs.

The European Commission **Progress Report 2010**<sup>4</sup> likewise acknowledges the overall “good progress” in the fight against corruption and notes improved coordination of efforts (Anti-corruption policy). However, it is mentioned that “the anti-corruption sector is understaffed and further coordination and pro-active follow-up of implementation issues are needed”.

The cooperation between CSOs and the Government in the area of anti-corruption policy is anticipated by numerous strategic documents. Fight against corruption is stated as one of the key priorities of the **Accession Partnership**<sup>5</sup>, assuming fighting corruption at all levels and suggesting undertaking of various forms of combating corruption, from consistent and efficient implementation of the existing anti-corruption legislation and setting up an appropriate coordination of relevant institutions, to awareness-raising campaigning aimed at general public in order to demonstrate the seriousness of the corruptive actions. National Programme for the Integration of the Republic of Croatia into the European Union<sup>6</sup> draws special attention to the issue of corruption as it anticipates a continuation of a comprehensive fight against corruption which is to be reached by means of persistent implementation of measures deriving from the **Action Plan of the Strategy for the Fight against Corruption**<sup>7</sup>, intensification of joint and coordinated work of all relevant institutions,

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<sup>1</sup> [http://www.uzuvrh.hr/userfiles/file/Nacionalna\\_Strategija\\_ENG.pdf](http://www.uzuvrh.hr/userfiles/file/Nacionalna_Strategija_ENG.pdf)

<sup>2</sup> [http://www.mvpei.hr/ei/download/2009/04/24/NPPEU\\_2009.pdf](http://www.mvpei.hr/ei/download/2009/04/24/NPPEU_2009.pdf) (Croatian only)

<sup>3</sup> [http://www.eu-pregovori.hr/files/Izvijsce/Progress\\_report\\_2009.pdf](http://www.eu-pregovori.hr/files/Izvijsce/Progress_report_2009.pdf)

<sup>4</sup> [http://ec.europa.eu/enlargement/pdf/key\\_documents/2010/package/hr\\_rapport\\_2010\\_en.pdf](http://ec.europa.eu/enlargement/pdf/key_documents/2010/package/hr_rapport_2010_en.pdf)

<sup>5</sup> <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2006:055:0030:0043:EN:PDF>

<sup>6</sup> [http://www.mvpei.hr/ei/download/2009/04/24/NPPEU\\_2009.pdf](http://www.mvpei.hr/ei/download/2009/04/24/NPPEU_2009.pdf) (Croatian only)

<sup>7</sup> [http://www.transparency.hr/dokumenti/tekstovi/Nacionalni\\_program\\_za\\_borbu\\_protiv\\_korupcije.pdf](http://www.transparency.hr/dokumenti/tekstovi/Nacionalni_program_za_borbu_protiv_korupcije.pdf) (Croatian only)

improvement of legal framework in the policy fields where corruption is present as well as organization of educational and informational campaigns. In addition, fight against corruption is placed among the short-term and medium-term priorities of the **European Partnership**<sup>8</sup>, suggesting that the state should improve its endeavours to combat corruption by enforcing and extending the existing legal framework, ensure cooperation among all relevant institutions and take care of the anti-corruption public campaigning.

The field of fight against corruption is mentioned in the Article 4 of the **Stabilisation and Association Agreement**<sup>9</sup>, which reads “*Croatia commits itself to continue and foster cooperation and good neighbourly relations with the other countries of the region including ...combating organised crime, corruption, money laundering, illegal migration and trafficking.*“

**Multi-annual Indicative Planning Document (MIPD) 2009-2011 for the Republic of Croatia**<sup>10</sup> dedicates a special attention to the CSOs, anticipating “*further support the efforts of the Civil Society organisations through their monitoring in order to promote legitimacy, transparency, effectiveness, plurality and accountability of the public administration with particular attention to fight against corruption.*“ The document gives a high priority to fight against corruption in the context of the political criteria for membership in the EU, marking the fight against as an area where accountability is particularly lacking. The reinforcement of support to civil society is also planned as one of the four strategic objectives of the IPA Component I, implying that the existing legislative and institutional structures should be more efficiently used to deal with the practice of corruption; at the same time, awareness-raising campaigns are to be organized in this context.

In November 2009, Croatian Government adopted the Code of practice on Consultation with the Interested Public in Procedures of Adopting Laws, other Regulations and Acts. This document has set general principles and standards for the development of more open, inclusive and transparent policy making processes in Croatia. Another national document of great importance is the Anti-Corruption Strategy, adopted by Croatian Parliament in June 2008. The related Action Plan was adopted in the same month by the Government and was revised in March 2010. The Anti-Corruption Strategy emphasizes the principle of cooperation with civil society, which obliges all relevant authorities of the Republic of Croatia to improve cooperation with civil society in implementing anti-corruption measures. A number of measures under the authority of the Office for Cooperation with NGOs are related to the improvement of the environment for joint cooperation between civil society and government in monitoring the progress of anti-corruption measures, promoting the principles of good governance and transparent policy making, as well as in raising public awareness regarding the damaging effects of corruption. The development of cooperation with civil society in further strengthening transparency and openness of public administration has also been emphasized in the **Strategy for Public Administration Reform for the period 2008-2011**<sup>11</sup>, adopted in March 2008.

The areas proposed within the Programme IPA 2010 represent a continuation of the previously funded projects in the area of democracy, rule of law and fight against corruption (namely CARDS 2003/2004, PHARE 2006, IPA 2008 and IPA 2009). IPA 2010 is to support those CSO's projects that contribute to successful accession related reform processes, meeting the political criteria for EU membership and full implementation of the *Acquis*. By applying intra-sectoral and cross-sectoral approaches through cooperation, partnership and networking, the expected results will be increased public participation in developing, implementing and monitoring of public policies at all levels, and improved capacity of CSOs to influence public policy. In addition, another result will be enhanced absorption capacity of Croatian CSOs assisting Croatia in the implementation of the *Acquis*. The project will generate value added by encouraging engagement of partners from different sectors, thus contributing to cross-sectoral cooperation and effectiveness in implementing public policies in question. The further value added will be engaging smaller, local CSOs as partners in the projects, which will contribute to capacity building and sustainability of local, grass-roots initiatives in Croatia. Also, by encouraging partnerships with CSOs at the European level this intervention is intended to contribute to the networking activities (strengthening existing and building new partnerships) and be a part of Croatian CSOs preparation for EU membership. The overall objective of the IPA 2010 project is to foster structured dialogue in the consultation process in the triangle (Croatian CSOs, Croatian state administration and EU institutions) within the process of shaping, monitoring and evaluation of public policies at the national and EU levels, with the aim of increasing the effectiveness of the Croatian

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<sup>8</sup> <http://eurlex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2004:297:0019:0028:EN:PDF>

<sup>9</sup> <http://www.mvpei.hr/ei/download/2011/01/24/SAACouncilProposal1.pdf>

<sup>10</sup> [http://ec.europa.eu/enlargement/pdf/mipd\\_croatia\\_2009\\_2011\\_en.pdf](http://ec.europa.eu/enlargement/pdf/mipd_croatia_2009_2011_en.pdf)

<sup>11</sup> <http://hidra.srce.hr/arhiva/13/28234/www.uprava.hr/strat-hr.pdf> (Croatian only)

CSOs, acting as independent monitoring agents and advocates, in the policy fields where civil society dialogue is particularly valuable for Croatia's successful accession to the EU. In order to better meet the needs of the target area, support to civil society development and dialogue will be coordinated and streamlined by focusing on areas of intervention constituting the new *DG Enlargement's civil society facility (CSF<sup>12</sup>)*.

## 1.2 OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

The **global objective** of this Call for Proposals is to consolidate the cooperation between public sector and civil society organisations in the process of implementation of the wider anti-corruption policy in the Republic of Croatia.

The **specific objective** of this Call for Proposals is to enhance the impact of Croatian CSOs through their involvement in anti-corruption policy whose implementation require further development and upgrading of civil dialogue, as well as stronger active contribution of civil society actors to the full meeting of political criteria for EU membership, namely in the field of fight against corruption.

The **priorities** of this Call are:

1. Building capacities of the CSOs for quality cooperation with the public sector in the context of their engagement in the fight against corruption;
2. Development, further improvement and/or implementation of cooperation between CSOs and public entities in the field of anti-corruption policy, through the promotion of principles of good governance and transparent policy making
3. Public awareness raising on prevention and combating of corruption.

## 1.3 FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this call for proposals is EUR 630.000,00 (this allocation consists of EUR 560.000,00 from IPA funds and EUR 70.000,00 from the Government Office for Cooperation with NGOs.) The Contracting Authority 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 50.000,00
- maximum amount: EUR 180.000,00

Any grant awarded under this Call for Proposals must fall between the following minimum and maximum percentages of total eligible costs of the action

- Minimum percentage: 50% of the total estimated eligible costs of the action.
- Maximum percentage: 90% of the total eligible costs of the action (see also section 2.1.4).

The balance (i.e. the difference between the total cost of the action and the amount requested from the Contracting Authority) must be financed from the applicant's or partners' own resources, or from sources other than the European Union budget.

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<sup>12</sup> [http://ec.europa.eu/enlargement/pdf/financial\\_assistance/ipa/2010/pf\\_7\\_civil\\_society\\_facility\\_en.pdf](http://ec.europa.eu/enlargement/pdf/financial_assistance/ipa/2010/pf_7_civil_society_facility_en.pdf)  
November 2010 (Update March 2011) ELARG  
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## 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 EU external actions, which is applicable to the present call (available on the Internet at this address: [http://ec.europa.eu/europeaid/work/procedures/implementation/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm)).

### 2.1 ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

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

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

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

- **be legal persons and**
- **be non profit making and**
- **be non-governmental organisations or formal networks of non-governmental organizations of the following legal status: associations<sup>13</sup>, business associations<sup>14</sup>, trade unions<sup>15</sup> and foundations<sup>16</sup>, and**
- **be nationals<sup>17 18</sup> of a Member State of the European Union, a Member State of the European Economic Area, Croatia, The former Yugoslav Republic of Macedonia, Turkey, Albania, Bosnia**

<sup>13</sup> During evaluation process, applicants will be required to prove that they are founded as association according to relevant legal Act of the Country involved, by presenting the Extract from the relevant register of Associations proving specified legal status or justification in case the latter requirement is not applicable for the Country involved. If applicants are of nation of Croatia, associations must prove that they are founded according to the Act on Associations (O. G. 88/01) and submit the Extract from the Register of Associations, administered by the Ministry of Public Administration of the Republic of Croatia.

<sup>14</sup> During evaluation process, applicants will be required to prove that they are founded as business association according to relevant legal Act of the Country involved, by presenting the Extract from the relevant register of Associations proving specified legal status or justification in case the latter requirement is not applicable for the Country involved. If applicants are of nation of Croatia, business associations must prove that they are founded according the Act on Labour (O. G. 149/09) and submit the Extract from the Register of Associations, administered by the Ministry of Economy, Labour and Entrepreneurship of the Republic of Croatia.

<sup>15</sup> During evaluation process, applicants will be required to prove that they are founded as trade unions according to relevant legal Act of the Country involved, by presenting the Extract from the relevant register of Associations proving specified legal status or justification in case the latter requirement is not applicable for the Country involved. If applicants are of nation of Croatia, trade unions must prove that they are founded according the Act on Labour (O. G. 149/09) and submit the Extract from the Register of Associations, administered by the Ministry of Economy, Labour and Entrepreneurship of the Republic of Croatia.

<sup>16</sup> During evaluation process, applicants will be required to prove that they are founded as foundation according to relevant legal Act of the Country involved, by presenting the Extract from the relevant register of Foundations proving specified legal status or justification in case the latter requirement is not applicable for the Country involved. If Croatian, foundations must prove that they are founded according to the Act on Foundations and Funds (O. G.36/95) and Act on Amendments to the Law on Foundations and Funds (O. G. 64/01) and submit the Extract from the Register of Foundations, administered by the Ministry of Public Administration of the Republic of Croatia.

<sup>17</sup> 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.

<sup>18</sup> If the applicant's legal personality has been recognised in a country eligible under this section pursuant to the Council of Europe Convention n. 124 on the Recognition of the Legal Personality of International Non-Governmental Organisations

and Herzegovina, Montenegro, Serbia, including Kosovo under UNSC Resolution 1244/99 as well as of other countries eligible under Council Regulation (EC) No 1085/2006 of 31st July 2006 establishing an Instrument for Pre-Accession Assistance (IPA) and

- be directly responsible for the preparation and management of the action with their partners, not acting as an intermediary.

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

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

In Part A, section 3 of the grant application form (“Declaration by the applicant”), applicants must declare that they do not fall into any of these situations.

(3) Potential 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:

- Commission decision (2008/969/EC, Euratom) of 16 December 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),
- Commission Regulation (2008/1302/EC, Euratom) of 17 December 2008 on the central Exclusion Database – CED (OJ, L 344, 20.12.2008, p.12),

their personal details (name, given name if natural person, address, legal form and name and given name of the person with powers of representation, decision-making or control, if legal person) may be registered 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 procurement contract or a grant agreement or decision.

## 2.1.2 Partnerships and eligibility of partners

Applicants must act 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 eligibility criteria as applicable on the grant beneficiary himself.**

**In addition to the categories referred to in section 2.1.1**, the following are however also eligible:

1. trans-national organisations (i.e. organisations representing a series of organisations based in different countries) may be involved as partners in projects but may not apply as applicants, provided that:
  - a) their member organizations include at least one EU Member State, and
  - b) more than half of member organizations are CSOs/non-profit organisations (NPOs)<sup>19</sup>;
2. local and regional self-government<sup>20</sup> may be involved as partners in projects but may not apply as applicants;

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(<http://conventions.coe.int/Treaty/Commun/QueVoulezVous.asp?NT=124&CM=8&DF=07/03/2011&CL=ENG>), the official evidence issued by the country concerned under the said Convention shall determine the nationality of the organisation.

<sup>19</sup> The status of transnational organisations should be proved by providing the most recent membership list.

<sup>20</sup> In case a partner is a national of a country other than Croatia, they will be required to prove that they are founded as any of the listed eligible partners according to relevant legal Act of the Country involved. In case a partner is a national of Croatia, they will be required to prove that they are founded according **Act on Local and Regional Self-Governments**, O.G. 33/01, 60/01, 129/05, 109/07, 125/08, 36/09).

3. institutions and legal entities in public services delivery- including public media, founded according to Institutions Act (O.G. 76/93; 29/97; 47/99 and 35/08) in case a partner is a national of Croatia, or to relevant legal Act of the Country involved in case a partner is a national of a country other than Croatia, may be involved as partners in projects but may not apply as applicants;
4. **public** elementary and secondary schools<sup>21</sup> may be involved as partners in projects but may not apply as applicants;
5. **public** higher education institutions, **public** academic institutions and **public** research organizations<sup>22</sup> may be involved as partners in projects but may not apply as applicants.

**There is an unlimited number of partners allowed; however, an action must involve a minimum of two partner organisations from Croatia** acting in the field relevant for this call for proposals (namely: democracy, rule of law, good governance, anti-corruption policy).

In addition, at least two partner organisations are to be registered in two different Counties of the Republic of Croatia (in case of the applicant being a national of Croatia, in two Counties different from the County (ies) where the applicant is registered)<sup>23</sup>.

Applications that involve more than two partners with clearly identified roles and responsibilities of each partner will be given priority (preferably with more than two different legal statuses).

Types of organizations and institutions which are not eligible neither as project applicants nor as project partners include private sector companies (Ltd, joint-stock companies, SMEs), central government bodies (ministries, central government departments and agencies, bodies founded by national parliaments), political parties, international organisations created by States as well as intergovernmental organizations. Nevertheless, private sector companies and central government bodies can be project co-financers, and the profit-making media may act as sponsors of media coverage.

**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 5 - “Associates of the Applicant participating in the Action” of the Grant Application Form.

- Contractors

The grant beneficiaries have the possibility to award contracts. Contractors 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").

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<sup>21</sup> Partners will be required to prove that they are founded as elementary or secondary schools according to relevant legal Act of the Country involved. If Croatian, elementary and secondary schools should prove that they are founded according to **Act on Elementary Education or Act on Secondary Education** (O.G. 69/03).

<sup>22</sup> Partners will be required to prove that they are founded as a public higher education institution, public academic institution or a public research organisation according to relevant legal Act of the Country involved. If Croatian, eligible are those higher education institutions and research organizations that are founded according to **Act on Scientific Activity and Higher Education of the Republic of Croatia** (O.G. 123/03 and 46/07).

<sup>23</sup> The County of registration is to be determined on the basis of the **official address of the association**, stated **in the extract from the Register of Associations**, administered by the Ministry of Public Administration of the Republic of Croatia.

Definition:

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

Duration

The planned duration of an action may not be lower than 12 nor exceed 18 months.

Sectors or themes

In order for the proposal to be eligible, actions' activities should further strengthen the capacities and the engagement of CSOs in active collaboration with public institutions in fighting corruption at the local level, addressing concrete issues of relevance for the quality implementation of the Anti-Corruption Strategy and the related Action Plan (adopted by Croatian Government in June 2008 and March 2010) and the Strategy for Public Administration Reform (adopted in March 2008); more specifically, projects under this Call are to improve the environment for joint cooperation between civil society and government in monitoring the progress of anti-corruption measures as well as in raising public awareness regarding the damaging effects of corruption, and to promote the principles of good governance and transparent policy making.

The specific, **relevant themes** to which the action must relate for the benefit of the final beneficiaries in the target area are:

- Fostering and strengthening public support in fighting corruption
- Developing new tools to identify corrupt practices
- Designing and implementing new mechanisms to prevent and/or combat corruption where it has been identified
- Promoting the principles of transparency and good governance
- Advocating the principle of active participation of civil society in the activities and measures related to prevention and combating corruption

Location

Actions must take place in at least three different Counties of the Republic of Croatia. However, part of the action (but not more than two individual activities) may take place in a country other than Croatia (a Member State of the European Union, a Member State of the European Economic Area, The former Yugoslav Republic of Macedonia, Turkey, Albania, Bosnia and Herzegovina, Montenegro, Serbia, including Kosovo under UNSC Resolution 1244/99 as well as of other countries eligible under Council Regulation (EC) No 1085/2006 of 31st July 2006 establishing an Instrument for Pre-Accession Assistance (IPA).

Since the actions should contribute to the specific and global objective of this Call for Proposals, it is especially required that all the results/outputs remain at disposal of the target groups and that the final beneficiaries in Croatia, namely in at least three different Counties of the Republic of Croatia, benefit from them.

Types of action

Types of actions which may be financed under this call are the following:

- 1) Capacity building actions;
- 2) Awareness raising and education actions;
- 3) Advocacy actions;
- 4) Direct assistance actions;
- 5) Combined actions, including more than one type of action quoted under 1-4.

## Types of activity

Types of activity, within each type of action identified, which may be financed under this call, are the following:

### 1) Capacity building actions;

- developing and implementing non-formal educational programmes aiming to educate CSOs on policy research and advocacy related to issues relevant for quality implementation of Anti-Corruption Strategy and the related Action Plan, as well as of the Strategy for Public Administration Reform in the Republic of Croatia,
- developing and implementing training and mentorship initiatives focusing on strengthening analytical capacities of CSOs for their engagement in procedures aimed to enable quality implementation of the anti-corruption policy as well as the principles of rule of law and good governance
- designing and applying innovative instruments aiming at enhancing the effectiveness and quality of independent monitoring and policy advocacy initiatives related to issues relevant for quality implementation of Anti-Corruption Strategy and the related Action Plan, as well as of the Strategy for Public Administration Reform, and generally on democracy, rule of law, good governance and anti-corruption policy
- developing innovative programmes of cooperation between CSOs, policy research and academic institutions
- strengthening existing and/or establishing of new sectoral and/or cross-sectoral partnerships, networks and coalitions at all levels (local, regional, regional and/or EU), focusing on enhancing the effectiveness of implementation of the anti-corruption policy as well as the principles of the rule of law and good governance
- subscribing to specialized databases related to issues relevant in enabling quality implementation of anti-corruption policy as well as the principles of good governance and the rule of law
- exchanging experience and know-how among EU and Croatian organisations on issues related to CSOs' engagement in the anti-corruption policy area
- proposing and implementing improvements related with internal procedures and organisational structures of organisations involved in the action, based on sharing experience and know-how

### 2) Awareness raising and education actions;

- encouraging CSOs' and citizens' active engagement in processes related to functioning and openness of local public administration
- developing specialized innovative tools enabling direct civic engagement in policy making at the local level, conducive to prevention or combat of corruption and promoting transparency of public administration and public services providers
- developing and implementing training programmes aiming to inform and educate all stakeholders on issues relevant to quality implementation of the Anti-Corruption Strategy and the related Action Plan, as well as of the Strategy for Public Administration Reform
- developing and implementing non-formal educational programmes on democracy, the rule of law, good governance and anti-corruption policy
- realising local level information and awareness rising initiatives

### 3) Advocacy actions;

- executing public policy advocacy campaigns at the local level
- advocating and lobbying for legislative and regulatory solutions conducive to prevention of corruption or combating corruption at the local level
- monitoring the quality of implementation of measures of the Anti-Corruption Strategy and the related Action Plan, as well as of the Strategy for Public Administration Reform and proposing relevant improvements at the local level
- conducting independent policy research and analysis in the field of democratisation, rule of law, good governance and anti-corruption policy of local level relevance

- drafting shadow reports of the relevance of the local level in the fields of democratisation, rule of law, good governance and anti-corruption policy
- conducting studies and similar analyses in the field of democratisation, rule of law, good governance and anti-corruption policy of local level relevance
- designing specific programmes conducive to prevention or combating corruption, focusing on the local level
- advocating concrete cooperation initiatives between CSOs and other stakeholders in prevention and combating corruption at the local level
- developing specialized innovative tools which enable direct citizens engagement in policy making at the local level, conducive to prevention or combating corruption and transparency of public administration and public services providers
- mobilizing CSOs to active engagement in activities and measures relevant to the quality implementation of Anti-Corruption Strategy and the related Action Plan, as well as of the Strategy for Public Administration Reform

4) Direct assistance actions;

- providing counselling and legal services in relation to concrete (potential) cases of corruption at the local level
- developing and/or administrating the innovative instruments aimed at enabling and strengthening citizens' engagement in the field of prevention or combating corruption and ensuring transparency of public administration and public services providers at local level

5) Combined actions:

- combining various activities stated under types of action 1-4.

The above mentioned activities are listed in a non-exhaustive breakdown; appropriate innovative activities that are not mentioned may also be considered for support.

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](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;
- language courses;
- actions limited only or mainly to restoration of buildings, construction and all capital investments;
- consultancy services that are continuous or periodic activity or relate to applicants operating expenditures, particularly if related to tax counselling, legal services and similar;
- proposals with provisions for financing the usual (routine) activities, especially covering their operational costs (not related to the implementation of the project);
- establishing, assisting or developing any project or activity that contributes to the violation of internationally recognised worker's rights rules and regulations in force in Croatia;
- actions that are already financed from any other sources for the same activity (double-funding is strictly prohibited).

Number of applications and grants per applicant

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

Partners may take part in more than one application.

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

Only "eligible costs" can be taken into account for a grant. The categories of costs considered as eligible and non-eligible are indicated below. The budget is 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 the EU 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**.

##### Contingency reserve

A contingency reserve not exceeding 5% of the estimated 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 estimated 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, 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.

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:

- taxes, including value added taxes\*;
- customs and import duties, or any other charges;
- purchase, rent or leasing of land and existing buildings;
- fines, financial penalties and expenses of litigation;
- operating costs;

- second-hand equipment;
- bank charges, costs of guarantees and similar charges;
- conversion costs, charges and exchange losses associated with any of the component specific euro accounts, as well as other purely financial expenses;
- contribution in kind;
- any leasing costs;
- depreciation costs;
- debts and debt service charges
- provisions for losses or potential future liabilities;
- interest owed;
- costs declared by the beneficiary and covered by another action or work programme;
- credit to third parties.

\* unless the following conditions are fulfilled:

- (i) the value added taxes are not recoverable by any means;
- (ii) it is established that they are borne by the final beneficiary, and
- (iii) they are clearly identified in the project proposal.

**IPA Component I:** the following costs will be deleted from the list above in the event they are considered eligible by way of derogation:

- operating costs, including rental costs, exclusively related to the period of co-financing of the operation;
- costs relating to a bank guarantee or comparable surety to be lodged by the final beneficiary of a grant.

## **2.2 HOW TO APPLY AND THE PROCEDURES TO FOLLOW**

Prior registration in PADOR for this Call for Proposals is not obligatory. Information in PADOR will not be drawn upon in the present Call.

### **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).

Applicants must apply in English.

In the Concept note, the applicants must only provide an estimate of the amount of contribution requested from the Contracting Authority. Only the applicants invited to submit a full application in the second phase will be required to present a detailed budget. The elements assessed on the basis of the concept note may not be modified by the applicant in the full application form. The EU contribution may not vary from the initial estimate by more than 20%. The applicant is free to adapt the percentage of co-financing required within the minimum and maximum amount and percentages of co-financing, as laid down in the present Guidelines under section 1.3.

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

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

Hand-written Concept Notes will not be accepted.

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

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

The Concept note together with the Checklist for the Concept Note (Part A section 2 of the grant application form) and the Declaration by the applicant for the Concept Note (Part A section 3 of the grant application form) must be submitted in one original and 3 copies in A4 size, each bound.

Concept Notes must be submitted as well in electronic format (CD-Rom). The electronic format must contain **exactly the same** application as the paper version enclosed.

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

The outer envelope must bear the **reference number and the title of the call for proposals**, together with the full name and address of the applicant, and the words "Not to be opened before the opening session" and "*Ne otvarati prije sastanka za otvaranje projektnih prijedloga*".

Concept Notes 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

Central Finance and Contracting Agency (CFCA)  
(Središnja agencija za financiranje i ugovaranje programa i projekata EU – SAFU)  
Ulica grada Vukovara 284, Objekt C, 5th floor  
10000 Zagreb  
Croatia

#### Address for hand delivery or by private courier service

Central Finance and Contracting Agency (CFCA)  
(Središnja agencija za financiranje i ugovaranje programa i projekata EU – SAFU)  
Ulica grada Vukovara 284, Objekt C, 5th floor  
10000 Zagreb  
Croatia

Concept Notes 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 Concept Note is complete using the Checklist for Concept Note (Part A section 2 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 Note is 02<sup>nd</sup> November 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 16:00 hours local Zagreb time as evidenced by the signed and dated receipt. Any Concept Note submitted after the deadline will automatically be rejected.

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

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

The date and place of the information session on this Call for Proposals will be published on the internet at: <http://www.safu.hr/> (in section: Tenders/IPA component I) within 7 days of the launch of this call for proposals.

Questions may be sent by e-mail or by fax no later than 21 days before the deadline for the submission of concept notes to the below address, indicating clearly the reference of the Call for Proposals:

E-mail address: [procurement@safu.hr](mailto:procurement@safu.hr)

Fax: +385 1 4591 075

The 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 concept notes.

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 as well as other important notices to applicants during the course of the evaluation procedure, may be published on the internet at the EuropeAid web site <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> and [www.safu.hr](http://www.safu.hr), 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.

#### 2.2.5 *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 Part B of the application form annexed to these Guidelines (Annex A). Applicants should keep strictly to the format of the application form and fill in the paragraphs and the pages in order.

The elements assessed on the basis of the concept note cannot be modified by the applicant in the full application form. The EU contribution may not vary from the initial estimate by more than 20%, while the applicant is free to adapt the percentage of co-financing required within the minimum and maximum amount and percentages of co-financing, as laid down in these Guidelines under section 1.3.

Applicants must submit their applications in the same language as their concept note.

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

Any error related to the points listed in the Checklist (Part B, Section 6 of the Grant Application form) or any major inconsistency in the full application form (e.g. the amounts mentioned in the budget worksheets are inconsistent) may lead to the rejection of the application.

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

Hand-written applications will not be accepted.

Please note that only the full application form and the published annexes which have to be filled in (budget, logical framework) will be transmitted to the evaluators and assessors. It is therefore of utmost importance that these documents contain ALL relevant information concerning the action. **No supplementary annexes should be sent.**

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

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

Central Finance and Contracting Agency (CFCA)  
(Središnja agencija za financiranje i ugovaranje programa i projekata EU – SAFU)  
Ulica grada Vukovara 284, Objekt C, 5th floor  
10000 Zagreb  
Croatia

### Address for hand delivery or by private courier service

Central Finance and Contracting Agency (CFCA)  
(Središnja agencija za financiranje i ugovaranje programa i projekata EU – SAFU)  
Ulica grada Vukovara 284, Objekt C, 5th floor  
10000 Zagreb  
Croatia

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

Applications must be submitted in one original and 3 copies in A4 size, each bound. The 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 full application form must not be split into several different files). The electronic format must contain **exactly the same** application as the paper version.

The Checklist (Section 6 of Part B of the grant application form) and the Declaration by the applicant (Section 7 of Part B of the grant application form) must be stapled separately and enclosed in the envelope.

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

The outer envelope must bear the **reference number and the title of the Call for Proposals**, together with the number and title of the lot the full name and address of the applicant, and the words "Not to be opened before the opening session" and "*Ne otvarati prije sastanka za otvaranje projektnih prijedloga*".

**Applicants must verify that their application is complete using the checklist (Section 6 of Part B 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 applications will be indicated in the letter sent to the applicants whose application has been preselected.

However, for reasons of administrative efficiency, the Contracting Authority may reject any application received after the effective date of approval of evaluation report for full applications (see indicative calendar under Section 2.5.2)

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

Questions may be sent by e-mail or by fax no later than 21 days before the deadline for the submission of applications to the addresses listed below, indicating clearly the reference of the Call for Proposals:

E-mail address: [procurement@safu.hr](mailto:procurement@safu.hr)

Fax: +385 1 4591 075

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 or an action.

Questions that may be relevant to other applicants, together with the answers, will be published on the internet at website <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> and [www.safu.hr](http://www.safu.hr). 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 Concept Note satisfies all the criteria specified in points 1-5 of the Checklist Section 2 of Part A of the grant application form). If any of the requested information is missing or is incorrect, the application may be rejected on that sole basis and the application will not be evaluated further.

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

The Concept Note will 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**

<b>1. Relevance of the action</b>	<b>Sub-score</b>	<b>30</b>
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?	5	
<b>2. Design of the action</b>	<b>Sub-score</b>	<b>20</b>
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**

\*\* 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 at least twice the available budget (1.260.000,00 EUR), 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 preselected applicants will subsequently be invited to submit full applications.

## (2) STEP 2: EVALUATION OF THE FULL APPLICATION

First, the following will be assessed:

- The submission deadline has been respected. If the deadline has not been respected the application will automatically be rejected.
- The full application form satisfies all the criteria specified in points 1-8 of the Checklist (Section 6 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
<b>1. Financial and operational capacity</b>	<b>20</b>
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
<b>2. Relevance of the action</b>	<b>30</b>
<i>Score transferred from the Concept Note evaluation</i>	
<b>3. Effectiveness and feasibility of the action</b>	<b>20</b>
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
<b>4. Sustainability of the action</b>	<b>15</b>
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
<b>5. Budget and cost-effectiveness of the action</b>	<b>15</b>
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
<b>Maximum total score</b>	<b>100</b>

\*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 7 of Part B the grant application form) will be cross-checked with the supporting documents provided by the applicant. Any missing supporting document or any incoherence between the Declaration by the applicant and the supporting documents may lead to the rejection of the application on that sole basis.
- The eligibility of the applicant, the partners, and the action will be verified according to the criteria set out in Sections 2.1.1, 2.1.2 and 2.1.3.

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

## 2.4 SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED APPLICATIONS

Applicants who have been provisionally selected or listed under the reserve list will be informed in writing by the Contracting Authority. They will be requested to supply the following documents in order to allow the Contracting Authority to verify the eligibility of the applicants and their partners:<sup>24</sup>

1. The statutes or articles of association of the applicant organisation<sup>25</sup> and of each partner organisation<sup>26</sup>. 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.<sup>27</sup>
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)<sup>28</sup>.
3. Legal entity sheet (see annex D of these Guidelines) duly completed and signed by the applicant, accompanied by the justifying documents which are requested therein. If the applicant has already signed a contract with the Contracting Authority, instead of the legal entity sheet and its supporting documents the legal entity number may be provided, unless a change in its legal status occurred in the meantime.
4. A financial identification form conforming to the model attached at Annex E of these Guidelines, certified by the bank to which the payments will be made. This bank must be located in the country where the applicant is registered. If the applicant has already signed a contract with the European Commission or where the European Commission has been in charge of the payments of a contract, a copy of the previous financial identification form may be provided instead, unless a change in its bank account occurred in the meantime.
5. For applicants and/or partner organizations of the legal status of association from Croatia, the Extract from the Register of Associations administered by the Ministry of Public Administration of the Republic of Croatia. For applicants and/or partner organizations of the legal status of association which are nationals of a country other than Croatia, they will be required to provide an extract from the relevant register of associations proving their legal status or justification in case the latter requirement is not applicable for the Country involved. The Extract from the Register of Associations in both cases must not be older than 6 months from the deadline for submission of Full Application form<sup>29</sup>.
6. For applicants and/or partner organizations of the legal status of business association from Croatia, the Extract from the Register of Associations administered by the Ministry of Economy, Labour and Entrepreneurship of the Republic of Croatia. For applicants and/or partner organizations of the legal status of business association which are nationals of a country other than Croatia, they will be required to provide an extract from the relevant register of associations, proving their legal status, or justification in case the latter requirement is not applicable for the Country involved. The Extract from the Register of

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<sup>24</sup> No supporting document will be requested for applications for a grant not exceeding EUR 25 000.

<sup>25</sup> Where the applicant and/or (a) partner(s) is a public body created by a law, a copy of the said law must be provided

<sup>26</sup> Where Council of Europe Convention n. 124 on the Recognition of the Legal Personality of International Non-Governmental Organisations is applied please refer to footnote n. 9.

<sup>27</sup> To be inserted only where the eligibility conditions have not changed from one call for proposals to the other.

<sup>28</sup> 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.

<sup>29</sup> The exact deadline for submission of Full Application forms will be communicated to the applicants whose Concept notes are pre-selected after the first step of the evaluation

Associations in both cases must not older than 6 months from the deadline for submission of Full Application form<sup>30</sup>

7. For applicants and/or partner organizations of the legal status of trade union from Croatia, the Extract from the Register of Associations administered by the Ministry of Economy, Labour and Entrepreneurship of the Republic of Croatia. For applicants and/or partner organizations of the legal status of trade union which are nationals of a country other than Croatia, they will be required to provide an extract from the relevant register of associations, proving their legal status, or justification in case the latter requirement is not applicable for the Country involved. The Extract from the Register of Associations in both cases must not older than 6 months from the deadline for submission of Full Application form<sup>31</sup>.
8. For applicants and/or partner organizations of the legal status of foundation from Croatia, the Extract from the Register of Foundations administered by the Ministry of Public Administration of the Republic of Croatia. For applicants and/or partner organizations of the legal status of foundation which are nationals of a country other than Croatia, they will be required to provide an extract from the relevant register of foundations, proving their legal status, or justification in case the latter requirement is not applicable for the Country involved. The Extract from the Register of Foundations must not be older than 6 months from the deadline for submission of Full Application form<sup>32</sup>.
9. If the partner organisation is the trans-national organisation the most recent membership list must be provided.

During evaluation process, applicants will be required to prove that they are founded as association according to relevant legal Act of the Country involved, by presenting the Extract from the relevant register of Associations proving specified legal status or justification in case the latter requirement is not applicable for the Country involved. If applicants are of nation of Croatia, associations must prove that they are founded according to the Act on Associations (O. G. 88/01) and submit the Extract from the Register of Associations, administered by the Ministry of Public Administration of the Republic of Croatia.

During evaluation process, applicants will be required to prove that they are founded as business association according to relevant legal Act of the Country involved, by presenting the Extract from the relevant register of Associations proving specified legal status or justification in case the latter requirement is not applicable for the Country involved. If applicants are of nation of Croatia, business associations must prove that they are founded according the Act on Labour (O. G. 149/09) and submit the Extract from the Register of Associations, administered by the Ministry of Economy, Labour and Entrepreneurship of the Republic of Croatia.

During evaluation process, applicants will be required to prove that they are founded as trade unions according to relevant legal Act of the Country involved, by presenting the Extract from the relevant register of Associations proving specified legal status or justification in case the latter requirement is not applicable for the Country involved. If applicants are of nation of Croatia, trade unions must prove that they are founded according the Act on Labour (O. G. 149/09) and submit the Extract from the Register of Associations, administered by the Ministry of Economy, Labour and Entrepreneurship of the Republic of Croatia.

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<sup>30</sup> The exact deadline for submission of Full Application forms will be communicated to the applicants whose Concept notes are pre-selected after the first step of the evaluation

<sup>31</sup> The exact deadline for submission of Full Application forms will be communicated to the applicants whose Concept notes are pre-selected after the first step of the evaluation

<sup>32</sup> The exact deadline for submission of Full Application forms will be communicated to the applicants whose Concept notes are pre-selected after the first step of the evaluation

During evaluation process, applicants will be required to prove that they are founded as foundation according to relevant legal Act of the Country involved, by presenting the Extract from the relevant register of Foundations proving specified legal status or justification in case the latter requirement is not applicable for the Country involved. If Croatian, foundations must prove that they are founded according to the Act on Foundations and Funds (O. G.36/95) and Act on Amendments to the Law on Foundations and Funds (O. G. 64/01) and submit the Extract from the Register of Foundations, administered by the Ministry of Public Administration of the Republic of Croatia.

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 or in the language of the country where the action is implemented, a translation into English of the relevant parts of these documents, proving the applicant's eligibility, must be attached and will prevail for the purpose of analysing the application.

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

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

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

## 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.

The conclusion of the contract resulting from this tender procedure is subject to the fulfilment of the following condition: Entry into force of a Financing Agreement implementing the National Programme for 2010 under the Instrument for Pre-accession Assistance ("Transition Assistance and Institution Building" Component, Part 1), concluded between the Commission and Croatia

### 2.5.2 Indicative time table

	DATE	TIME*
<b>Information meeting (if any)</b>	To be announced subsequently <sup>33</sup>	
<b>Deadline for request for any clarifications from the Contracting Authority</b>	12.10.2011	16:00

<sup>33</sup> The date and place of the information session on this call for proposals will be published on the CFCA web-page at: [www.safu.hr](http://www.safu.hr) (in section: Tenders/IPA component I) within 7 days of the launch of this call for proposals.

<b>Last date on which clarifications are issued by the Contracting Authority</b>	21.10.2011	-
<b>Deadline for submission of Concept Notes</b>	02.11.2011	16:00
<b>Information to applicants on the opening &amp; administrative checks and concept note evaluation (step 1)</b>	29.02.2012*	-
<b>Invitations for submission of Full Application Form</b>	29.02.2012*	-
<b>Deadline for submission of Full Application Form</b>	18.04.2012**	-
<b>Information to applicants on the evaluation of the Full Application Form (step 2)</b>	30.07.2012*	-
<b>Notification of award (after the eligibility check) (step 3)</b>	15.10.2012*	-
<b>Contract signature</b>	02.11.2012*	-

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

\*\* **Provisional date.** Date min. 45 days after invitations.

This indicative timetable may be updated by the Contracting Authority during the procedure. In such case, the updated timetable shall be published on internet at the EuropeAid web site <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> and [www.safu.hr](http://www.safu.hr).

## **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 grant contract (see Annex G 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 grant contract.

In addition to the Standard Contract the Beneficiary will also be obliged to submit regular quarterly reports according to the instructions of the Contracting Authority.

### 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)<sup>34</sup>

ANNEX D: LEGAL ENTITY SHEET <sup>35</sup>

ANNEX E: FINANCIAL IDENTIFICATION FORM

#### DOCUMENTS FOR INFORMATION

ANNEX G: STANDARD GRANT CONTRACT

- ANNEX II: GENERAL CONDITIONS APPLICABLE TO EUROPEAN UNION-FINANCED GRANT CONTRACTS FOR EXTERNAL ACTIONS
- ANNEX IV: CONTRACT AWARD PROCEDURES
- ANNEX V: STANDARD REQUEST FOR PAYMENT
- ANNEX VI: MODEL NARRATIVE AND FINANCIAL REPORT
- ANNEX VII: MODEL REPORT OF FACTUAL FINDINGS AND TERMS OF REFERENCE FOR AN EXPENDITURE VERIFICATION OF AN EU FINANCED GRANT CONTRACT FOR EXTERNAL ACTIONS
- ANNEX IX: STANDARD TEMPLATE FOR TRANSFER OF OWNERSHIP OF ASSETS

ANNEX H: DAILY ALLOWANCE RATES (PER DIEM), AVAILABLE AT THE FOLLOWING ADDRESS:  
[http://ec.europa.eu/europeaid/work/procedures/implementation/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm)

ANNEX J: INFORMATION ON THE TAX REGIME APPLICABLE TO GRANT CONTRACTS SIGNED UNDER THE CALL.

PROJECT CYCLE MANAGEMENT GUIDELINES

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

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<sup>34</sup> Optional where the total amount of the grants to be awarded under the Call for Proposals is EUR 100 000 or less.

<sup>35</sup> Only applicable where the European Commission is the Contracting Authority or will make the payments under the contracts to be signed.