



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

**IPA 2008**

*Developing capacities of CSOs for systematic monitoring and advocacy of sustainable development policies and integrated approaches to waste and water management, transport, energy efficiency, regional development, sustainable use of natural resources and environmental safety*

**Guidelines  
for grant applicants**

**National programme for Croatia under IPA Transitional Assistance and  
Institutional Building Component for 2008**

**Reference: EuropeAid/128948/M/ACT/HR**

**Deadline for submission of proposals: 16 November 2009**

## **NOTICE**

This is an open Call for Proposals, where all documents are submitted at one stage (Concept Note and full proposal). However, in the first instance, only the Concept Notes will be evaluated. Thereafter, for the applicants whose Concept Notes have been pre-selected, evaluation of the full proposal will be carried out. Further to the evaluation of the full proposals, an eligibility check will be performed for those which are provisionally selected. This check will be undertaken on the basis of the supporting documents requested by the Contracting Authority and the signed "Declaration by the Applicant" sent together with the application.

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# 1. DEVELOPING CAPACITIES OF CSOS FOR SYSTEMATIC MONITORING AND ADVOCACY OF SUSTAINABLE DEVELOPMENT POLICIES AND INTEGRATED APPROACHES TO WASTE AND WATER MANAGEMENT, TRANSPORT, ENERGY EFFICIENCY, REGIONAL DEVELOPMENT, SUSTAINABLE USE OF NATURAL RESOURCES AND ENVIRONMENTAL SAFETY

## 1.1 BACKGROUND

Support to the civil society is highlighted as a crosscutting issue of each component of the IPA, in particular as part of the first Strategic Objective under IPA Component I: “to further improve Croatia's alignment with the political criteria, including a reinforced support to the civil society”<sup>1</sup>. This grant scheme falls within the 1st Area of Intervention – Political Criteria of the IPA Component I - Transition Assistance and Institution Building.

Civil Society Organizations (CSOs) have previously played an important role in preparing for the accession and advancing different sectoral reforms, both *Acquis* related as well as in regards to the overall promotion of democracy, the rule of law and human rights. In the scope of the objectives of the first area of intervention of the IPA Component – 1 (political criteria) CSOs already act as relevant vital advocates of sustainable environmental protection, social rights and transparent policy processes. The agency of advocacy oriented CSOs is valuable for the quality, inclusiveness and accountability of the Croatian policy process.

The research papers focusing on the contribution of the CSOs to Croatia's democratization show that 89% of the sample of 90 CSOs with the mission of promoting human rights, environmental protection and democracy<sup>2</sup> have organized a significant number of different public campaigns, are involved in legislation initiatives related to different laws and have had direct access to policy-makers through their representatives in the committees of the Croatian Parliament and various consultative of the Government. While most of the CSOs in Croatia are not linked in formal networks, but rather in informal coalitions and information-sharing circles, there is an increased national and international cooperation among the advocacy-oriented CSOs, within specific sectors: anti-corruption, environment, women rights, human rights, employment and youth. The majority of CSOs are members of domestic as well as international networks. The existence of a sub-group of Croatian CSOs committed to the accession process to the EU has been defined<sup>3</sup>, showing that more than a half of Croatian CSOs follows the negotiation process between Croatia and the EU in their respective field of activity. At the same time, the majority of all CSOs assess the current level of civil society engagement in the negotiation process as insufficient and express the need for more information and civil society representation.

At the Croatian state administration level, there is a three-pillar institutional framework for the cooperation with the civil society sector: 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 Government's *National Strategy for the Creation of an Enabling Environment for Civil Society Development* is based on a broad consensus among civil society and government representatives, about the strategic priorities in the period 2006-2011. The implementation of the measures, proposed by the *Strategy*, should ensure adequate legislative, administrative and social conditions for the development and agency of civil society, as a fully independent and highly relevant social agent for social innovation, promotion of participatory democracy, protection of human rights and competent and efficient monitoring of public policies in the context of Croatia's final phase of accession to the EU and its immediate aftermath. The first report on the implementation of the *Strategy*<sup>4</sup> points out the significant progress made in the

<sup>1</sup> *Multi-annual Indicative Planning Document (MIPD) 2008-2010 for the Republic of Croatia*, April 1, 2008, page 9, [www.strategija.hr](http://www.strategija.hr)

<sup>2</sup> Kunac, Suzana. (2006). *Vrijednost vrednota: civilno društvo i hrvatska demokratizacija* [The Value of Values: Civil Society and Croatian Democratization]. Zagreb: Grupa za ženska ljudska prava B.a.B.e.

<sup>3</sup> Hromatko, Ana. (2007). *Izveštaj istraživanja: Procjena stanja razvoja organizacija civilnog društva u Republici Hrvatskoj* [Research Report: Assessment of the Status of Development of the Civil Society Organizations in the Republic of Croatia]. Zagreb: Nacionalna zaklada za razvoj civilnog društva.

<sup>4</sup> *Izvešće o provedbi mjera operativnog plana nacionalne strategije stvaranja poticajnog okruženja za razvoj civilnog društva od 2007.-2011. godine za izvještajno razdoblje od 1. veljače 2007. do 1. veljače 2008.* [Report on The Implementation of the Measures of the Operational Plan of the National Strategy for the Creation of an Enabling Environment for Civil Society Development 2007-11, for the Reporting Period February 1, 2007 – February 1, 2008], Government Office for Cooperation with NGOs, 2008

inclusion of CSOs in the accession process over the past year. The Council for Civil Society Development and appointed CSO representatives have been directly engaged in the programming and the oversight structure of IPA, the operational planning of which has also included broader consultations with relevant non-state actors.

The impact of this project is contingent on the prospective adoption of the *Code of Positive Practice in Consultations between the Government and CSOs* and its extensive promotion within the public administration during 2008, as envisioned by the *National Programme for Integration of the Republic of Croatia to the European Union* (NPIEU) 2008 and the *Operational Plan of the National Strategy for the Creation of an Enabling Environment for Civil Society Development 2006-2011*. In the area of environmental policy-making and related infrastructural and development projects, public participation is guaranteed by the *Aarhus Convention* (enacted in Croatia since 2007), the *National Strategy for Environmental Protection* from 2002 and the new *Law on Environmental Protection* from 2007 and subsequent rules of procedures. In practice, the actual scope of public participation is highly contingent on education and advocacy of environmental CSOs, mobilizing citizens and demanding full compliance with heightened standards of participation on part of state institutions and investors.

As indicated by *Multi-annual Indicative Planning Document* (MIPD), CSOs' effectiveness is particularly vital in the overall monitoring of the final phase of Croatia's accession, including enhanced transparency and service orientation of the public administration and the deployment of the EU standards in the field of sustainable development across relevant policy areas. In that respect, structured dialogue with civil society and active contribution of CSOs is of significant importance in the prospective process of formulation and multi-stakeholder implementation of the national strategy of sustainable development and a number of infrastructural and development projects, envisioned by the Operational Plans for Transport, Environmental Protection and Regional Competitiveness, under the 3<sup>rd</sup> Component of IPA Regional Development.

The sectoral analysis on the capacities and strategic priorities of the Croatian CSOs in the context of the final phase of Croatia's accession to the EU was conducted in autumn 2007 by the Government Office for Cooperation with NGOs, in close partnership with the Council for Civil Society Development that provided vital input into the specifics of CSO needs for institutional strengthening and policy advocacy at the level of sub-sectors, with particular attention paid to CSOs promoting good governance and democratization, human rights, sustainable development. The sectoral analysis highlights the necessity of the provision of targeted financial and technical assistance to civil society organizations, networks and coalitions undertaking policy research and advocacy in the above-mentioned areas of intervention.

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

The **global objective** of this Call for Proposals is:

*To foster structured dialogue and formalized consultation between Croatian civil society organizations (CSOs) and Croatian state administration/ EU institutions within the process of shaping, monitoring and evaluation of public policies at the national and EU level.*

The **specific objective** of this Call for Proposals is:

*To increase the effectiveness of the Croatian CSOs in systematic monitoring and advocacy in respect to sustainable development policies and integrated approaches to waste and water management, transport, energy efficiency, regional development, sustainable use of natural resources and environmental safety.*

The project proposals should fall within one or more of the following priorities:

- Enhanced and more effective participation of civil society organizations and public in information-based monitoring of the policies and integrated approaches to waste and water management, transport, energy efficiency and renewable energy policies, regional development, sustainable use of natural resources and environmental safety, both at the national and local levels.
- Proactive involvement of CSOs in issue-specific advocacy initiatives relevant to ensuring greater accountability and transparency of the prospective infrastructural and development actions under IPA Component III.
- Proactive involvement of CSOs and broad public participation in the formulation and the monitoring of the implementation of the national sustainable development strategy and related acts and programs.

- Development and strengthening of collaboration and advocacy networks of Croatian CSOs with relevant EU CSOs, focusing on policy issues in the area of sustainable development policies and integrated approaches to waste and water management, transport, energy efficiency, renewable energy policies, regional development, sustainable use of natural resources and environmental safety.
- Development of policy analysis expertise, advocacy and network management competencies of Croatian civil society organizations and media that focus on issues of good governance in environmental and sustainable development policies, enabling them to sustain and improve their advocacy work in the context of Croatia's prospective accession to the EU.

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

The overall indicative amount made available under this Call for proposals is 1.111.111,00 EUR. (This allocation consists of 1.000.000,00 EUR from IPA funds, 111.111,00 EUR 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 250.000,00

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

In addition, no grant may exceed 95% of the total eligible costs of the action (see also section 2.1.4). The balance (5%) must be financed from the applicant's or partners' own resources, or from sources other than the European Community budget or the European Development Fund.

## 2. RULES FOR THIS CALL FOR PROPOSALS

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

### 2.1 ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

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

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

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

- be legal persons **and**
- be non profit making **and**
- be specific types of organisations such as: non-governmental organization or formal networks of non-governmental organizations, of the following legal status: citizens' associations; professional and business associations; trade-unions; foundations; academic and research institutions/organizations **and**
- be nationals<sup>5</sup> of a Member State of the European Union, Croatia, 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) **and**
- be directly responsible for the preparation and management of the action with their partners, not acting as an intermediary **and**
- be legally registered and operational for at least a year before 2 November 2009.

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

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

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

(3) Grant 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:

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<sup>5</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

- 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 at least one partner organisation. Applications may involve more than one partner organization. Applications that involve more than one partner organization with clearly identified roles and responsibilities of each partner will be given priority as indicated in the Evaluation grid under section 3.3. In case of applicant being professional and business association, trade union, foundation, academic and research institution/organisation, it must act in formal partnership with citizens association(s) acting in the field relevant for this call for proposal. In addition, an applicant being a national of a country other than Croatia, it must act with an eligible partner organisation from Croatia.

#### 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) Local and regional self-governments and local and regional development agencies may be involved as partners in projects but may not apply as applicants;
- 2) Trans-national organisations (i.e. organisations representing a series of organisations based in different countries) may be involved as partners in projects provided that:
  - a) their member organizations include at least one candidate country and EU Member States; and
  - b) more than half of member organizations are NGOs/Non profit Organisations (NPOs);

Types of organizations and institutions which are not eligible neither as project applicants nor as project partners include private sector companies (consultancies, individual enterprises, etc.), central government bodies (ministries, central government departments and agencies, etc.), political parties, international organizations created by States as well as inter-governmental organizations.

Nevertheless, private sector companies and central government bodies can be project co-financers.

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

- Associates

Other organisations including media<sup>6</sup> 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.

<sup>6</sup> Media can be associates upon condition that they will not derive any profit and the results will be of public benefit.

- Subcontractors

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

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

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

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

#### Duration

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

#### Sectors or themes

In order to be eligible, the projects' activities must address a concrete issue of national, regional or local relevance to the engagement of civil society in monitoring, advocating for or directly contributing to effective implementation of the relevant legislation, policies and programs on environmental protection and sustainable development. The specific, relevant themes to which the action must relate:

- Transparent and inclusive process of formulation of the national strategy of sustainable development;
- Consistency of the Croatian legislative framework for environmental protection, sustainable and regional development with the EU Acquis and relevant international legislation;
- Ensurance of high standards of public participation of environmental CSOs, local communities and general public in decision-making processes on capital investments and development projects with potentially significant environmental and socio-economic impacts;
- Ensurance of high standards and compliance mechanisms with specific environmental safety requirements in various industries with higher risk for public and environmental health;
- Strengthening the strategic approach to environmental safety as an integrated component of the national security and development policies;
- Public accountability in the design and implementation of an integrated national waste management system, with focus on regional waste management centres;
- Public accountability in the design and implementation of approaches to water management;
- Public accountability and strong environmental concern in the process of restructuring and upgrading the national railway and riverway systems;
- Promoting efficient use of energy, use of renewable energy sources and sustainable construction
- Promotion of cross-sectoral partnerships and active engagement of community-based social and economic organizations in the regional development policy design and implementation, with special focus on strengthening the human capital in underdeveloped regions of Croatia;
- Promotion of networking with the similar EU organisations.

The potential value added by this grants scheme is enhanced transparency and accountability of the prospective infrastructural and development actions under all three sub-components of IPA Component III Regional Development (namely, Transport, Environment and Regional Competitiveness), due to strengthened capacities and intensity of specialized CSOs to monitor the processes of their design and implementation.

In its specified themes, the projects supported by this grant scheme should not duplicate but rather complement the Component I of the PHARE 2006 Project "*Enabling the Civil Society Sector for active contribution in the pre-accession process*", that has provided financial support to projects that raise public awareness of general principles of sustainable development and environmental management, and demonstrate innovative approaches to efficient use of energy, sustainable construction and protection of biodiversity.

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## Location

Actions must take place in Croatia. However, part of the action (but not more than 20% of total direct eligible costs) may take place in the country other than Croatia (a Member State of the European Union, 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)).

## Types of action

Types of Action which may be financed under this call are those which consist of:

- a. Policy advocacy actions; and/or
- b. Awareness raising and education actions; and/or
- c. Direct assistance actions; and/or
- d. Networking actions; and/or
- e. Capacity building actions.

## Types of activity

Types of Activity within each of the types of actions which may be financed under this call are as follows:

### *a. Policy advocacy actions*

- Creation of multi-partner policy monitoring projects, including preparation and presentation of shadow reports and policy analyses of the implementation of the relevant legislation, policies and programs on environmental protection, regional development, sustainable development and efficient use of energy.
- Comparative analysis of the national policy frameworks and implementation structures in the specified policy sub-fields (e.g. environmental safety of the coastline), identifying best practices from EU member states relevant to Croatia.
- Monitoring the implementation of legislative mechanisms regarding environmental protection policies at the level of industry sectors, individual institutions or organizations.
- Monitoring the quality and scope of civil society dialogue and public participation in the policy-making process on environmental protection, regional development, sustainable development and efficient use of energy.

### *b. Awareness raising and education actions*

- Development of effective and sustainable educational and training activities related to specific sub-fields and issues of environmental protection, regional development, sustainable development and efficient use of energy.
- Public mobilization activities, aimed at citizens in general, particular social groups or local communities (such as information and education campaigns, direct activities, creative use of media channels, public meetings).
- Encouraging civil society participation and citizens' active involvement in the consultation processes related to the monitoring of environmental, regional and sustainable development, and energy efficiency policies.

### *c. Direct assistance actions*

- Legal protection and consultation services to citizens' initiatives and local communities experiencing environmental hazards or exclusion from the decision-making processes on environmental protection, regional development, sustainable development and efficient use of energy.

### *d. Networking actions*

- Increasing the scope of activities and membership, improving internal procedures and organizational capacities of existent civil-society networks and coalitions at the a. EU; b. national and c. regional/local

level that advocate on issues of environmental protection, regional development, sustainable development and efficient use of energy.

- Establishing efficient issue-specific coalitions and other formalized arrangements among CSOs from Croatia and the bordering countries.
- Strengthening and expansion of cross-border and regional networks on environmental protection, regional development, sustainable development and efficient use of energy.
- Establishment of lasting partnerships with specialized policy research organizations and institutions.
- Intensifying already existent cooperation with EU-based counterparts (CSOs, think-tanks, coalitions and networks) that will ensure greater effectiveness of advocacy undertaken by Croatian CSOs and their partners over the upcoming years, including the post-accession period.
- Identifying and establishing cooperation with relevant EU-based networks, coalitions, think-tanks and individual organizations specializing in issues of environmental protection, regional development, sustainable development and efficient use of energy.

*e. Capacity building actions*

- In-house mentorship, training, pilot projects, set-up of specialized organizational units, aimed at strengthening of analytical capacities of CSOs engaged in policy advocacy in the field of environmental protection, regional development, sustainable development and efficient use of energy.
- Identification and attendance of specialized training and further education in policy research and advocacy methods relevant to the field of environmental protection, regional development, sustainable development and efficient use of energy.
- Exchange of knowledge with relevant EU organisations regarding specific expertise and organizational skills of the CSOs related to the multi-partner monitoring of environmental protection measures and sustainable development policy.
- The set-up of information and knowledge management systems or instruments that can enhance the efficiency and quality of independent monitoring and policy advocacy efforts, at the level of individual CSOs and networks and coalitions in particular.
- Subscriptions to specialized data bases of statistical data, literature, case studies, thematic reports, education materials, research methodology etc. necessary for effective education, monitoring and advocacy of issues related to environmental protection, regional development, sustainable development and efficient use of energy.

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

In order to ensure the relevance to the overall objective of the grant scheme, projects that intend to provide direct assistance to citizens' initiatives should demonstrate the link with advocacy efforts undertaken by the applicant or its partner organizations and associates.

The applicants shall integrate networking and capacity-building activities as a horizontal issue, aimed at the project beneficiary and partners, into their overall project design, in order to maximize the chances for sustainability of their advocacy and education efforts, beyond the scope of this project. Establishing or strengthening cooperation with EU counterpart organizations and networks is of particular importance in this respect.

The selection criteria for the grant scheme will favour projects that demonstrate a positive impact on equal opportunities, as indicated in the Evaluation grid under section 2.1.

Note on monitoring and evaluation:

The applicants need to present a clear plan for monitoring and evaluation of the quality of the project implementation and achievement of project results. Accurate comparison of project achievements in respect to the project objectives over the project implementation period should be ensured by the plan for the

collection of baseline data on the level of achievement in respect to the project objectives prior to the beginning of project implementation.

For the purpose of consistency of monitoring the cumulative results of the grant scheme, the applicants are encouraged to include at least two of the following indicators into their logical framework, in line with their project objectives and activities:

- Expected increase (*to be specified in the logframe*) of advocacy initiatives (including public campaigns and lobbying) undertaken by beneficiaries and their partners in the project implementation period, in comparison to the number of advocacy initiatives undertaken over the two-year period 2007-2008;
- Expected increase (*to be specified in the logframe*) in the number of policy research documents drafted (papers, briefs, and memos) by beneficiaries and their partners over the project implementation period; in comparison to the number of policy research documents drafted over the two-year period 2007-2008;
- Expected increase (*to be specified in the logframe*) in the number of networking and cooperation mechanisms at the a. EU and/or b. national and c. regional/local level; engaging beneficiaries and their partners over the project implementation period, in comparison to the number of networking and cooperation mechanisms engaging beneficiaries and partners over the two-year period 2007-2008.
- Expected measurable improvements (*to be specified in the logframe*) of the governance structure and procedures of networking and cooperation mechanisms at the a. national and/or b. regional/local level engaging beneficiaries and their partners over the project implementation period, in comparison to the period 2007-2008
- Expected measurable improvements (*to be specified in the logframe*) of organizational capacities over the project implementation period, in the minimum of three of five priority areas per organization, which are identified as relevant to sustainable engagement in policy advocacy and structured dialogue on issues of sustainable development and environmental protection.

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 confined only or mainly to restoration of buildings, construction and all capital investments;
- Proposals with provisions for financing the usual (routine) activities, especially covering their operational cost (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;
- Projects that already receive funds 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 proposal 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 <i>Eligibility of costs: costs which may be taken into consideration for the grant</i>
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Only "eligible costs" can be taken into account for a grant. The categories of costs considered as eligible and non-eligible are indicated below. The budget is both a cost estimate and a ceiling for "eligible costs". Note that the eligible costs must be based on real costs based on supporting documents (except for subsistence costs and indirect costs where flat-rate funding applies).

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

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

Please note that the salaries of current employees that will be engaged on the project by the applicant or partner being any institution that is continuously financed at any part from the local/state level budget, will only be accepted as eligible and considered as co-financing up to the level of co-financing paid from the Beneficiary or its partners or other donors from sources other than IPA.

#### Eligible direct costs

To be eligible under the Call for Proposals, costs must comply with the provisions of article 14 of the General Conditions to the Standard Grant Contract (see Annex F of the Guidelines).

#### Contingency reserve

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

#### Eligible indirect costs (overheads)

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

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 actual expenditure and are not eligible costs. The contributions in kind may not be treated as co-financing by the Beneficiary.

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

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

#### Ineligible costs

The following costs are not eligible:

- debts and provisions for losses or debts;
- interest owed;
- items already financed in another framework;
- purchase, rent or leasing of land and existing buildings,

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- taxes, including VAT unless 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 (to be decided on a case by case basis);
- credits to third parties;
- customs and import duties, or any other charges
- 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
- contributions in kind
- depreciation costs
- credits to third parties
- costs incurred before the signing of contract including project preparation costs
- subcontracting of services which are part of the regular activities of the applicant
- fees for civil servants (civil servants or other officials of the public administration of the beneficiary country, regardless of their administrative situation, must not be engaged as experts by tenderers unless the prior approval of Contracting Authority has been obtained).

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

Please note that the prior registration in PADOR<sup>7</sup> for applicants and their partners for this Call for proposal is not obligatory.

However the applicant and partners can register their organisation data, and upload supporting documents in PADOR.

<b>2.2.1</b>	<i>Application form</i>
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Applications must be submitted in accordance with the instructions on the Concept Note and the Full application form included in the Grant Application Form annexed to these Guidelines (Annex A)

Applicants must apply in English.

Any error or major discrepancy related to the points listed in the instructions on the Concept Note or any major inconsistency in the application form (e.g. the amounts mentioned in the budget are inconsistent with those mentioned in the application form) may lead to the rejection of the application.

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

Hand-written applications will not be accepted.

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

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<sup>7</sup> For further information on PADOR, please consult the following website:  
[http://ec.europa.eu/europeaid/work/onlineservices/pador/index\\_en.htm](http://ec.europa.eu/europeaid/work/onlineservices/pador/index_en.htm)  
 Helpdesk for questions related to the functioning of PADOR:  
 Europeaid-ON-LINE-REGISTRATION-HD@ec.europa.eu

Applications must be submitted in one original and 3 copies in A4 size, each bound. The complete application form (part A: concept note and part B: full application form), budget and logical framework must also be supplied in electronic format (CD-Rom) in a separate and unique file (e.g. the application form must not be split into several different files). The electronic format must contain **exactly the same** application as the paper version enclosed.

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

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

The outer envelope must bear the **reference number and the title of the call for proposals**, together with 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 ponuda".

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 (block C), 5<sup>th</sup> 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 (block C), 5<sup>th</sup> 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.

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

2.2.3 *Deadline for submission of Applications*

The deadline for the submission of applications is 16<sup>th</sup> November 2009 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 local Zagreb time as evidenced by the signed and dated receipt. Any application submitted after the deadline will automatically be rejected.

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

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 5 days of the launch of this call for proposals.

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

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

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

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

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

Questions that may be relevant to other applicants, together with the answers, will be published on the internet at the EuropeAid website: <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> and [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.

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

## **2.3 EVALUATION AND SELECTION OF APPLICATIONS**

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

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

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

The following will be assessed:

- The submission deadline has been respected. If the deadline has not been respected the application will automatically be rejected.
- The Application Form satisfies all the criteria specified in points 1-5 of the Checklist (section V of part B of the grant application form). If any of the requested information is missing or is incorrect, the application may be rejected on that sole basis and the application will not be evaluated further.

Following the opening session and the administrative check, the Contracting Authority will send a letter to all applicants, indicating whether their application was submitted prior to the deadline, informing them of the reference number they have been allocated and whether they have been recommended for further evaluation.

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

The evaluation of the Concept Notes that have passed the first administrative check will cover the relevance of the action, its merits and effectiveness, its viability and sustainability. The Contracting Authority reserves the right not to undertake the evaluation of the Concept Notes whenever considered justified (for example when a less than expected number of applications are received) and to go straight to the evaluation of the corresponding full applications.

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

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

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

	<b>Scores</b>	
<b>1. Relevance of the action</b>	Sub-score	15
1.1 Relevance of the action needs and constraints of the country/region to be addressed in general, and to those of the target groups and final beneficiaries in particular.	5	
1.2 Relevance to the priorities and objectives mentioned in the Guidelines.	5(x2)*	
<b>2. Effectiveness and Feasibility of the action</b>	Sub-score	25
2.1 Assessment of the problem identification and analysis.	5	
2.2 Assessment of the proposed activities (practicality and consistency in relation to the objectives, purpose and expected results).	5(x2)*	
2.3 Assessment of the role and involvement of all stakeholders and, if applicable, proposed partners.	5(x2)*	
<b>3. Sustainability of the action</b>	Sub-score	10
3.1 Assessment of the identification of the main assumptions and risks, before the start up and throughout the implementation period.	5	
3.2 Assessment of the identification of long-term sustainable impact on the target groups and final beneficiaries.	5	
<b>TOTAL SCORE</b>		<b>50</b>

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

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

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

Secondly, the list of Concept Notes will be reduced in accordance to the ranking to those whose sum of requested contributions amounts to 2.222.222,00 EUR, i.e. twice the available budget for this Call for proposals. The Evaluation Committee will subsequently proceed with the applicants whose proposals have been pre-selected.

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

An evaluation of the quality of the applications, including the proposed budget, and of the capacity of the applicant and 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 Contracting Authority 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 guidelines: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

#### Evaluation Grid

Section	Maximum Score
<b>1. Financial and operational capacity</b>	<b>20</b>
1.1 Do the applicant and, if applicable, partners have sufficient <b>experience of project management</b> ?	5
1.2 Do the applicant and, if applicable partners have sufficient <b>technical expertise</b> ? (notably knowledge of the issues to be addressed.)	5
1.3 Do the applicant and, if applicable, partners have sufficient <b>management capacity</b> ? (including staff, equipment and ability to handle the budget for the action)?	5
1.4 Does the applicant have stable and sufficient sources of <b>finance</b> ?	5
<b>2. Relevance</b>	<b>25</b>
2.1 How relevant is the proposal to the <b>objectives</b> and one or more of the <b>priorities</b> of the call for proposals? Note: A score of 5 (very good) will only be allocated if the proposal specifically addresses at least <b>one priority</b> . Note: A score of 5 (very good) will only be allocated if the proposal contains specific added-value elements, such as promotion of gender equality and equal opportunities...	5 x 2
2.1.1 Does the proposal specifically address priorities defined in national strategic documents which refer to the accession process of the Republic of Croatia to the EU?	
2.1.2 Does the proposal clearly demonstrate a positive impact on equal opportunities and gender equality or any other discriminatory form?	
2.2 How relevant to the particular <b>needs and constraints</b> of the target country/countries or region(s) is the proposal? (including synergy with other EC initiatives and avoidance of duplication.)	5
2.3 How clearly defined and strategically chosen are those involved (final beneficiaries, <b>target groups</b> )? Have their <b>needs</b> been clearly defined and does the proposal address them appropriately?	5 x 2
<b>3. Methodology</b>	<b>25</b>
3.1 Are the <b>activities</b> proposed appropriate, practical, and consistent with the objectives and expected results?	5
3.2 How coherent is the overall design of the action? (in particular, does it reflect the analysis of the problems involved, take into account external factors and anticipate an <b>evaluation</b> ?)	5
3.2.1 Does the proposal include a clear plan for monitoring and evaluation of the quality of the project implementation and achievement of project results through accurate comparison of project achievements in respect to the project objectives over the project implementation period?	
3.2.2 Does the proposal include the required indicators (in the logical framework	

matrix), in line with their project objectives and activities, on expected increase of advocacy initiative and/or policy research documents drafted and/or number of networking and cooperation mechanisms at any level?	
3.2.3 Does the proposal include the required indicators (in the logical framework matrix), in line with their project objectives and activities, on expected measurable improvements of the governance structure and procedures of networking and cooperation mechanisms at any level, and/or of organizational capacities in organization's priority identified as relevant to sustainable engagement in policy advocacy and structured dialogue?	
3.3 Is the partners' and/or other stakeholders' level of involvement and participation in the action satisfactory?	5
3.3.1 Does the proposal involve more than one partner?	
3.3.2 Are the roles and responsibilities of each partner clearly defined?	
3.3.3 Does the proposal foresee the establishment or strengthening of cooperation with EU counterpart organizations and networks?	
3.4 Is the <b>action plan</b> clear and feasible?	5
3.5 Does the proposal contain <b>objectively verifiable indicators</b> for the outcome of the action?	5
<b>4. Sustainability</b>	<b>15</b>
4.1 Is the action likely to have a tangible <b>impact</b> on its target groups?	5
4.2 Is the proposal likely to have <b>multiplier effects</b> ? (including scope for replication and extension of the outcome of the action and dissemination of information.)	5
4.3 Are the expected results of the proposed action <b>sustainable</b> : - financially ( <i>how will the activities be financed after the funding ends?</i> ) - institutionally ( <i>will structures allowing the activities to continue be in place at the end of the action? Will there be local "ownership" of the results of the action?</i> ) - at policy level (where applicable) ( <i>what will be the structural impact of the action — e.g. will it lead to improved legislation, codes of conduct, methods, etc?</i> )? - environmentally (if applicable) ( <i>will the action have a negative/positive environmental impact?</i> )	5
<b>5. Budget and cost-effectiveness</b>	<b>15</b>
5.1 is the ratio between the estimated costs and the expected results satisfactory?	5
5.2 Is the proposed expenditure <b>necessary</b> for the implementation of the action?	5 x 2
<b>Maximum total score</b>	<b>100</b>

*Note on Section 1. Financial and operational capacity*

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

*Note on Section 2. Relevance*

If the total average score is less than 20 points for section 2, 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.

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

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

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

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

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

#### **2.4 SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED APPLICATIONS**

Applicants who have been provisionally selected or listed under the reserve list will be informed in writing by the Contracting Authority. They will be requested to supply the following documents in order to allow the Contracting Authority to verify the eligibility of the applicants and their partners:<sup>8</sup>

1. The statutes or articles of association of the applicant organisation<sup>9</sup> and of each partner organisation. Where the Contracting Authority has recognized the applicant's eligibility for another call for proposals under the same budget line within 2 years before the deadline for receipt of applications, the applicant may submit, instead of its statutes, copy of the document proving the eligibility of the applicant in a former Call (e.g.: copy of the special conditions of a grant contract received during the reference period), unless a change in its legal status has occurred in the meantime.<sup>10</sup> 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. 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>11</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

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<sup>8</sup> No supporting document will be requested for applications for a grant not exceeding EUR 25 000.

<sup>9</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>10</sup> To be inserted only where the eligibility conditions have not changed from one call for proposals to the other.

<sup>11</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.

financial identification form may be provided instead, unless a change in its bank account occurred in the meantime.

5. The certificate of registration of applicant.

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 Croatian, 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

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 2008 under the Instrument for Pre-accession Assistance (“Transition Assistance and Institution Building” Component, Part 1), concluded between the Commission and Croatia.”

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

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

### 2.5.2 Indicative time table

	DATE	TIME*
<b>Information meeting (if any)</b>	To be announced <sup>12</sup>	To be announced
<b>Deadline for request for any clarifications from the Contracting Authority</b>	26 <sup>th</sup> October 2009	-
<b>Last date on which clarifications are issued by the Contracting Authority</b>	5 <sup>th</sup> November 2009	-
<b>Deadline for submission of Application Form</b>	16 <sup>th</sup> November 2009	16:00
<b>Information to applicants on the opening &amp; administrative check (step 1)</b>	11 <sup>th</sup> January 2010*	-
<b>Information to applicants on the evaluation of the Concept Notes (step 2)</b>	1 <sup>st</sup> March 2010*	-
<b>Information to applicants on the evaluation of the Full Application Form (step 3)</b>	30 <sup>th</sup> April 2010*	-
<b>Notification of award (after the eligibility check) (step 4)</b>	30 <sup>th</sup> June 2010*	-
<b>Contract signature</b>	September 2010*	-

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

<sup>12</sup> The date and place of the information session for this call for proposals will be published on the internet at: <http://safu.hr> (in section: Tenders/IPA component I) within 5 days of the launch of this call for proposals.

In case of postal deliveries, delivery is evidenced by the date of dispatch, the postmark or the date of the deposit slip. Deadline is set only to the date (not time).

In case of hand deliveries, delivery is evidenced by signed and dated receipt. Deadline is set to date and time.

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

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

### Implementation contracts

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

### 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>13</sup>

ANNEX D: LEGAL ENTITY SHEET (EXCEL FORMAT)<sup>14</sup>

ANNEX E: FINANCIAL IDENTIFICATION FORM

#### DOCUMENTS FOR INFORMATION

ANNEX F: STANDARD CONTRACT

- ANNEX II: GENERAL CONDITIONS APPLICABLE TO EUROPEAN COMMUNITY-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 EC FINANCED GRANT CONTRACT FOR EXTERNAL ACTIONS

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

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

PROJECT CYCLE MANAGEMENT GUIDELINES

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

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<sup>13</sup> Optional where the total amount of the grants to be awarded under the call for proposals is EUR 100 000 or less.

<sup>14</sup> Only applicable where the European Commission is the Contracting Authority or will make the payments under the contracts to be signed.