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Contracting Authority:

Italian Agency for Development Cooperation (AICS)

Programme

“Recovery, Stability and Socio-economic Development in Libya”

Italian Cooperation¹ Component

[T05-EUTF-NOA-LY-05-01-01 (T05.437)]

Funded by the European Union Emergency Trust Fund for Africa – North of Africa Window

Call for Proposals

Guidelines for grant applicants

Reference: **05/RSSDLIBYA/T05.437/2019**

Deadline for submission of concept notes:

22/03/2019

¹ The term “Italian Cooperation” refers to the Italian Agency for Development Cooperation (AICS).

NOTICE

This is a restricted call for proposals. In the first instance, only concept notes (Part A of the grant application form) must be submitted for evaluation. Thereafter, lead applicants who have been pre-selected will be invited to submit a full application. After the evaluation of the full applications, an eligibility check will be performed for those which have been provisionally selected. Eligibility will be checked on the basis of the supporting documents requested by the Contracting Authority and the signed 'declaration by the lead applicant' sent together with the full application.

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1. “RECOVERY, STABILITY AND SOCIO-ECONOMIC DEVELOPMENT IN LIBYA” - ITALIAN COOPERATION COMPONENT

1.1. BACKGROUND

National context

Seven years after the revolution of February 2011, Libya is witnessing a state of deep political conflict, societal divisions, insecurity and economic challenges. The protracted conflict has severely damaged vital infrastructures, disrupted basic social services and critically affected the general income, hence weighing heavy on the most vulnerable segments of the population. In this scenario, Libya has increasingly become the main country of transit and departure for migrants and refugees crossing the Mediterranean Sea towards Europe.

Local-level actors, and particularly Municipalities, are called upon to fill in the gaps left by the former centralized Public Administration. Often, they seek to develop collaborative solutions with civil society, the private sector and community leaders, for responding to urgent needs of the local population. Nevertheless, the gap between central and local authorities, Municipalities’ limited decision-making autonomy, their weak technical capacities and low financial resources greatly limit their responsiveness to fast-growing demand.

Recent assessments, including the *Rapid Diagnostic* by UNDP² in 10 Municipalities and the more recent *Libyan Local Governance Case Studies*³, commissioned by the EU, reveal a series of serious shortcomings in the capacity of local administrations to deliver basic and social services.

Relevance of the Action

In a context of strong institutional fragmentation and difficulty in obtaining the necessary resources (human and financial) to inclusively deliver basic services, the Programme aims to strengthen the role and skills of Libyan Municipalities as fundamental actors in the process of pacification and stabilization of the country. Moreover, it meets national priorities as expressed in the 2018 Humanitarian Response Plan and the draft 2019-2020 UN Strategic Framework, including the multi-sector short-term response/capacity building/sustainable development nexus, and coordinates with other municipal governance programmes and relevant Joint Technical Coordination Mechanism Sub-Working Groups. Finally, it is conceived as a needs-driven flexible facility to address the most pressing requirements to reinforce the resilience of communities most impacted by migration.

The Programme capitalizes on the in-depth work already undertaken by the Italian Embassy in Tripoli, which is carrying out a regular and structured dialogue with local actors, keeping track of the local social and conflict-related dynamics, and with the central Libyan Authorities. The platform established by the Italian Embassy involves Libyan authorities at both central – particularly Ministry of Local Governance and Ministry of Planning – and Municipality levels. This platform for dialogue and EU consultations have allowed the identification of 24 Libyan Municipalities with critical requirements both in terms of urgent basic services delivery and medium/longer-term development projects.

This Call for Proposals is an integral part of the AICS-implemented Italian Cooperation Component of the “Recovery, Stability and Socio-economic Development in Libya” Programme, which is financed under the European Union Emergency Trust Fund for Africa (EU Trust Fund) and comprises two additional components implemented by UNDP and UNICEF.

² Rapid Diagnostic on the Situation of Local Governance and Local Development in Libya, UNDP Libya, November 2015

³ Libyan Local Governance Case Studies, EU, July 2017

1.2. OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

Geographic Scope

Based on a selection process led by Italy (through the dialogue platform) and the European Union in consultation with Libyan Authorities, 24 Municipalities have been identified, based on the following set of criteria:

- Main areas of settlement or transit of migrants and refugees (Libyan Southern border, Municipalities along the migratory routes and along the Coast where main departure points to Europe are located and presenting the higher potential for economic development and socio-economic inclusion of migrants);
- Areas of displacement of Libyans and places to which displaced populations are returning (within Libya);
- Significance of needs in relation to rehabilitation and basic service provision.

The list of Municipalities that will be targeted by the Programme stands as follows:

- o Janzur, Maya, Sabratha, Sorman, Zawya and Zuwara on the Western littoral;
- o Garabulli, Khoms and Misrata on the Central littoral;
- o Ajdabija, Bayda, Benghazi, Emsaed, Kufra and Tobruk in the East;
- o Brak al Shati, Ghat, Murzuk, Quatrum, Sebha and Tahala in the South West;
- o Bani Walid, Showerif and Zintan in the Central area.

In order to ensure geographical inclusiveness and address Municipalities' most pressing needs in a comprehensive manner, AICS will indicatively intervene in all 24 Municipalities over the course of the Programme. However, due to the clear unfeasibility of operating simultaneously in all 24 Municipalities in 2019, AICS has built on the dialogue established between the Libyan and the Italian Authorities with the purpose of defining 3 sets of Municipalities to be assisted over the 3-year Programme duration.

Intervention Logic and Priority Issues

In the 24 selected Municipalities, the Programme aims to improve living conditions for the most vulnerable communities, including migrants, refugees, and their host communities in Libya in an inclusive and conflict-sensitive manner by enhancing access to basic services. The Italian Agency for Development Cooperation (AICS) will focus its intervention in three macro-sectors (health, education and water sector - including sanitation and hygiene).

The Programme is carried out in close coordination with the 24 Municipalities and the national Authorities - including the Ministry of Local Governance, Ministry of Planning and relevant line Ministries - and is expected to have multiple positive impacts and changes, including:

1. Enhanced Municipalities' capacity to deliver basic services to communities and vulnerable groups, including migrants, in a context of institutional fragmentation and shortage of resources;
2. Improved strategies for resilience and stabilisation processes, through the capacity building and technical assistance provided by AICS at both central and local levels.

Given the challenging operating context, a conflict sensitivity approach is a specific requirement of this Programme. Applicants will be expected to demonstrate how conflict sensitivity will be integrated throughout their actions over the project period as appropriate, in particular identifying, monitoring and

reporting conflict sensitivity risks and opportunities as part of context analysis and risk management. The partners implementing this action will be expected to actively coordinate on conflict sensitivity initiatives, adhere to Conflict Sensitive Assistance (CSA) Principles for Libya and any other relevant principles developed by the Technical Committee, and ensure that their staff have adequate knowledge and capacity on conflict sensitivity including a focal person on conflict sensitivity.

Objectives of the Programme

Within the Specific Objectives and Results set in the broader Action – as stated in the Action Fiche (T05-EUTF-NOA-LY-05), the Italian Cooperation Component's Logframe is aligned to the EU Trust Fund – North of Africa window and contributes to:

- the Strategic Objective 4 “To foster more inclusive social and economic environment and stability in the region”;
- the Specific Objective VII “Stability and recovery of local communities, including migrant populations on the move and returnees, is progressively enhanced, most notably in conflict or post-conflict areas”;
- the Immediate Outcomes 3, 4 and 5 on institutional capacity building, and the Immediate Outcome 8 on awareness raising, as outlined below as Outputs of this specific Programme:
 1. *Professional competences and/or awareness of staff working for the supported institutions/entities increased [EUTF IO.3];*
 2. *Equipment of the supported institutions/entities enhanced [EUTF IO.4];*
 3. *General infrastructure enhanced [EUTF IO.5];*
 4. *Awareness/sensitivity of general public regarding all aspects of migration enhanced [EUTF IO.8].*

Specific Objectives and Priorities of this Call for Proposals

In order to achieve the above-mentioned Outputs, the **global objective** of this call for proposal is to rehabilitate - and build capacity to operate - basic service facilities, in line with Output 2, 3 and 4 of this Programme, as outlined above.

The **specific objectives** of this call for proposals are:

- (i) health care facilities upgraded in the municipalities of Janzur, Zawiya, Zwara and Ghat/Tahala through supply of equipment and rehabilitation/maintenance works;
- (ii) relevant service providers’ personnel capacity built in the management, operation and maintenance of the upgraded health care facilities, including the provided equipment;
- (iii) awareness raised among the target population on inclusive access to health services.

The applicants will need to make sure that their methodology explicitly states how the value-adding principles outlined in section 2.1.4 below will be embedded in their proposals.

Based on a process of consultations with Libyan Municipalities and a field assessment of their needs and priorities, the selected facilities to be upgraded under this Call for Proposals include:

- Janzur Hospital;
- Al Marsa Health Centre and related medical facilities - Zuwara;
- Abu Sorrah Village Hospital – Zawya Center;

- Bir al-Ghanam Village Hospital – Zawya South;
- Al Harsha Health Center – Zawya West;
- Ghat Health Center and satellite facilities in the Tahala/Awainat area.

1.3. FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this Call for Proposals is EUR 3,930,000. The Contracting Authority reserves the right not to award all available funds.

Indicative allocation of funds by lot/geographical distribution:

Lot 1: Municipalities: Janzur, Zuwara (Upgrading of hospital departments/town health centers and related facilities)

Minimum amount: EUR 2,000,000 Maximum amount EUR 2,240,000

Lot 2: Municipalities: – Zawya, Ghat/Tahala (Upgrading of village hospitals/rural health centers and related facilities)

Minimum amount: EUR 1,450,000 Maximum amount EUR 1,690,000

If the allocation indicated for a specific lot cannot be used due to insufficient quality or number of proposals received, the Contracting Authority reserves the right to reallocate the remaining funds to another lot.

Size of grants

Any grant requested under this call for proposals must cover 100% of the total eligible costs of the action described in the proposal – i.e. no co-financing is allowed (see also section 2.1.5).

The lead applicant must justify full financing in section 2.1.6 of part B of the grant application form. The validity of the justification provided will be examined during the evaluation procedure. The absence of any justification may lead to rejection of the application.

For each lot, only one application will be selected and awarded a grant. Therefore, applicants are encouraged to present proposals aimed at absorbing the maximum amounts indicated above.

2. RULES FOR THIS CALL FOR PROPOSALS

These guidelines set out the rules for the submission, selection and implementation of the actions financed under this call, in conformity with the Practical Guide, which is applicable to the present call and is available on the Internet at this address:

(<http://ec.europa.eu/europeaid/prag/document.do?locale=en>).

2.1. ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

(1) the actors:

- the 'lead applicant', i.e. the entity submitting the application form (2.1.1),
- its co-applicant(s) (**where it is not specified otherwise the lead applicant and its co-applicant(s) are hereinafter jointly referred as 'applicant(s)'**) (2.1.1),
- and, if any, **affiliated entity(ies)** to the lead applicant and/or to a co-applicant(s) (2.1.2);

(2) the actions:

- actions for which a grant may be awarded (2.1.4);

(3) the costs:

- types of cost that may be taken into account in setting the amount of the grant (2.1.5).

2.1.1. Eligibility of applicants (i.e. lead applicant and co-applicant(s))

Lead applicant

(1) In order to be eligible for a grant, the lead applicant must:

- be a legal person **and**
- be non-profit-making **and**
- be a non-governmental organization **and**
- be established in⁴ a Member State of the European Union or in countries eligible under EDF- ENI- and DCI- funded programmes⁵

'For British applicants: Please be aware that eligibility criteria must be complied with for the entire duration of the grant. Unless sector-specific eligibility rules provide otherwise, if the United Kingdom withdraws from the EU during the grant period without concluding an

⁴ To be 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 and that its head office is located in an eligible country. 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.

⁵ Please refer to chapter 2.3.1. of the Practical guide on contract procedures for European Union external action (PRAG), available at: <http://ec.europa.eu/europeaid/prag/document.do?nodeNumber=2.3.1&id=>

agreement with the EU ensuring in particular that British applicants continue to be eligible, you will cease to receive EU funding (while continuing, where possible to participate) or will be required to leave the project on the basis of Article 12.2(e) (change of the legal situation of the beneficiary) of the General Conditions of the grant agreement’.

and

- be directly responsible for the preparation and management of the action with the co-applicant(s) and affiliated entity(ies), not acting as an intermediary **and**
- be registered and/or authorized to implement activities in Libya or in the process of being registered/authorized.

- (2) Potential applicants may not participate in calls for proposals or be awarded grants if they are in any of the situations listed in Section 2.6.10.1 of the practical guide;

Lead applicants, co-applicants, affiliated entities and, in case of legal entities, persons who have powers of representation, decision-making or control over the lead applicant, the co-applicants and the affiliated entities are informed that, should they be in one of the situations of early detection or exclusion according to Section 2.6.10.1 of the practical guide, personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the early detection and exclusion system, and communicated to the persons and entities concerned in relation to the award or the execution of a grant contract.

In Part A, Section 3 and Part B Section 8 of the grant application form (‘declaration by the lead applicant’), the lead applicant must declare that the lead applicant himself, the co-applicant(s) and affiliated entity(ies) are not in any of these situations.

The lead applicant may act individually or with co-applicant(s).

If awarded the grant contract, the lead applicant will become the beneficiary identified as the Coordinator in Annex G1 (Special Conditions). The Coordinator is the main interlocutor of the Contracting Authority. It represents and acts on behalf of any other co-beneficiary (if any) and coordinate the design and implementation of the action.

Co-applicant(s)

Co-applicants participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the lead applicant.

Co-applicants must satisfy the eligibility criteria as applicable to the lead applicant himself.

Co-applicants must sign the mandate in Part B section 4 of the grant application form.

- (3) Applicants included in the lists of EU restrictive measures (see Section 2.4. of the PRAG) at the moment of the award decision cannot be awarded the contract⁶.

⁶ The updated lists of sanctions are available at www.sanctionsmap.eu.

If awarded the grant contract, the co-applicant(s) (if any) will become beneficiary(ies) in the action (together with the coordinator)

2.1.2. *Affiliated entities*

The lead applicant and its co-applicant(s) may act with affiliated entity(ies).

Only the following entities may be considered as affiliated entities to the lead applicant and/or to co-applicant(s):

Only entities having a structural link with the applicants (i.e. the lead applicant or a co-applicant), in particular a legal or capital link.

This structural link encompasses mainly two notions:

- (i) Control, as defined in Directive 2013/34/EU on the annual financial statements, consolidated financial statements and related reports of certain types of undertakings:

Entities affiliated to an applicant may hence be:

- Entities directly or indirectly controlled by the applicant (daughter companies or first-tier subsidiaries). They may also be entities controlled by an entity controlled by the applicant (granddaughter companies or second-tier subsidiaries) and the same applies to further tiers of control;
 - Entities directly or indirectly controlling the applicant (parent companies). Likewise, they may be entities controlling an entity controlling the applicant;
 - Entities under the same direct or indirect control as the applicant (sister companies).
- (ii) Membership, i.e. the applicant is legally defined as a e.g. network, federation, association in which the proposed affiliated entities also participate, or the applicant participates in the same entity (e.g. network, federation, association) as the proposed affiliated entities.

The structural link shall as a general rule be neither limited to the action nor established for the sole purpose of its implementation. This means that the link would exist independently of the award of the grant; it should exist before the call for proposals and remain valid after the end of the action.

By way of exception, an entity may be considered as affiliated to an applicant even if it has a structural link specifically established for the sole purpose of the implementation of the action in the case of so-called “sole applicants” or “sole beneficiaries”. A sole applicant or a sole beneficiary is a legal entity formed by several entities (a group of entities) which together comply with the criteria for being awarded the grant. For example, an association is formed by its members.

Please note that the sanctions map is an IT tool for identifying the sanctions regimes. The source of the sanctions stems from legal acts published in the Official Journal (OJ). In case of discrepancy between the published legal acts and the updates on the website it is the OJ version that prevails.

What is not an affiliated entity?

The following are not considered entities affiliated to an applicant:

- Entities that have entered into a (procurement) contract or subcontract with an applicant, act as concessionaires or delegates for public services for an applicant;
- Entities that receive financial support from the applicant;
- Entities that cooperate on a regular basis with an applicant on the basis of a memorandum of understanding or share some assets;
- Entities that have signed a consortium agreement under the grant contract (unless this consortium agreement leads to the creation of a "sole applicant" as described above).

How to verify the existence of the required link with an applicant?

The affiliation resulting from control may in particular be proved on the basis of the consolidated accounts of the group of entities the applicant and its proposed affiliates belong to.

The affiliation resulting from membership may in particular be proved on the basis of the statutes or equivalent act establishing the entity (network, federation, association) which the applicant constitutes or in which the applicant participates.

If the applicants are awarded a grant contract, their affiliated entity(ies) will not become beneficiary(ies) of the action and signatory(ies) of the grant contract. However, they will participate in the design and in the implementation of the action and the costs they incur (including those incurred for implementation contracts and financial support to third parties) may be accepted as eligible costs, provided they comply with all the relevant rules already applicable to the beneficiary(ies) under the grant contract.

Affiliated entity(ies) must satisfy the same eligibility criteria as the lead applicant and the co-applicant(s). They must sign the affiliated entity(ies) statement in Part B section 5 of the grant application form.]

2.1.3. Associates and Contractors

The following entities are not applicants nor affiliated entities and do not have to sign the "mandate for co-applicant(s)" or "affiliated entities' statement":

- Associates

Other organisations or individuals 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. Associates must be mentioned in Part B section 6 — 'Associates participating in the action' — of the grant application form.

- Contractors

The beneficiaries and their affiliated entities are permitted to award contracts. Associates or affiliated entity(ies) cannot be also contractors in the project. Contractors are subject to the procurement rules set out in Annex IV to the standard grant contract.

2.1.4. Eligible actions: actions for which an application may be made

Definition

An action is composed of a set of activities to achieve the stated objectives and outputs.

Duration

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

Sectors or themes

Basic services in the Health sector.

Location

Actions must take place in the following Municipalities in Libya:

Area	Municipality
<i>Western Littoral</i>	Janzur
<i>Western Littoral</i>	Zawya (Center, South and West)
<i>Western Littoral</i>	Zuwara
<i>South West</i>	Ghat/Tahala

Types of action

Actions proposed by applicants must meet the **Specific Objectives of this Call for Proposals as set out in section 1.2.**

Types of activity

The eligible activities are the following:

Activities related to Output 2.: *Equipment of the supported institution(s)/ entities enhanced [EU TF IO.4]*

1. Conduct technical needs assessments of health facilities - including capacity gap analyses, through consultations with Municipalities, and relevant Line Ministries, UN agencies, and Humanitarian Clusters, under AICS guidance;
2. Compile the final list of equipment to be supplied to the selected facilities;
3. Prepare the documents to procure the required equipment (e.g. Technical Specifications);
4. Procure, deliver and install the required equipment;
5. Train personnel involved in the management and operation of the upgraded facilities to improve health service delivery.

Activities related to Output 3.: *General infrastructure enhanced [EU TF IO.5]*

1. Conduct technical needs assessments of health facilities - including capacity gap analyses, through consultations with Municipalities, and relevant Line Ministries, UN agencies, and Humanitarian Clusters, under AICS guidance;

2. Compile the final list of works to be performed in the selected facilities;
3. Prepare the documents to procure works (e.g. Bills of Quantities);
4. Carry out rehabilitation, repair and maintenance works;
5. Train personnel involved in the management and operation of the upgraded facilities to improve health service delivery.

Activities related to Output 4.: *Awareness/sensitivity of general public regarding all aspects of migration enhanced [EU TF IO.8]*

Within this broader Output, eligible activities under this Call for Proposal must focus on inclusive access to health services, as relevant to the upgraded facilities:

1. Define opportunities/modalities for local community awareness campaigns and local consultation and feedback mechanisms on inclusive access to health services, including conflict-sensitive messaging and communication modalities, through consultations with Municipalities and local stakeholders;
2. Compile the final list of awareness/sensitisation activities for the selected communities;
3. Organise and conduct workshops, training and information campaigns.

Given the volatile environment prevailing in Libya, flexible planning and adaptive management are key to delivering the expected results and ensure the effectiveness of the Programme. Therefore, during the contracting or implementation phases, AICS (Contracting Authority) reserves the right to negotiate with the selected beneficiary minor re-apportioning of activities in order to (i) optimize thematic and geographic coverage and avoid any possible overlaps/gaps, and (ii) obtain the best value-for-money. AICS will timely publicize any possible change according to the PRAG stipulations and process a contract amendment as required. Moreover, AICS will duly notify the relevant governing body of the overall Programme.

Value-adding Principles

The applicants will need to make sure that their methodology explicitly states how the below value-adding principles will be embedded in their proposals.

1. **Contextualized approach.** The applications should clearly indicate the results of local stakeholder consultations, assessment of the specific service facilities to be rehabilitated, the availability of local partners, suppliers and service providers, the first identification and selection of target beneficiaries and the approach for the activities to be conducted. All proposed actions should address conflict-related risk management. Applications should also include immediate actions to be undertaken upon the approval of the application, for which there is no need for further detailed assessment and study.
2. **Sustainability.** All proposed actions should be designed to achieve long-lasting changes. Actions might include measures to strengthen: (i) fair and inclusive access to basic services; (ii) a sense of community ownership; and, (iii) mechanisms for a community to prioritize its own needs. Applicants should give a clear description of how sustainability will be promoted.
3. **Complementarity:** close coordination with other lots, programmes and projects. The efficiency and effectiveness of the actions are affected by the cooperation among the different lots under this call for proposal, as well as programmes already implemented, ongoing or in the pipeline in

the selected municipalities. Finding complementarities implies continued information sharing with the relevant stakeholders. Applicants should coordinate with other stakeholders and capture relevant challenges, good practices and lessons learned in their reporting.

4. **Visibility.** A proactive communication and dissemination policy is key to the visibility of the interventions and to ensure the engagement of the local community. The applications will include a communication plan, clearly identifying communication objectives, target groups, key messages, appropriate channels of delivery, specific activities and resources required. The lot-specific communication plan will be aligned with the overall Action Communication & Visibility Plan.
5. **National Policy frameworks.** The proposed actions should demonstrate awareness of - and synergy with - existing and emerging national policy frameworks, e.g. technical standards adopted by the relevant Line Ministries or National Authorities and coordination with international agencies.

Financial support to third parties⁷

Applicants may not propose financial support to third parties.

Visibility

The applicants are required to provide **on a monthly basis** a short progress update (no more than 500 words) including relevant facts and figures.

Furthermore, partners are required to provide the following material **at the end of the project**:

- Human interest stories, either per video or in text form, including quotes from beneficiaries (and in the case of stories in text form, photos highlighting the impact of the funding on beneficiaries);
- A short video (20 minutes maximum), even of basic quality – e.g. trajectory of an activity and/or interviews with beneficiaries/partners.

The applicants must take all necessary steps to publicize the fact that the European Union has financed the action through the Italian Agency for Development Cooperation (AICS). As far as possible, information and communication activities will be designed to raise the awareness of specific or general audiences of the reasons for the action and the EU and AICS support for the action in Libya, as well as the results⁸ and the impact of this support.

Applicants 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 specified and published by the European Commission at http://ec.europa.eu/europeaid/funding/communication-and-visibility-manual-eu-external-actions_en).

Number of applications and grants per applicants / affiliated entities

The lead applicant may not submit more than 1 application per lot under this call for proposals.

⁷ These third parties are neither affiliated entity(ies) nor associates nor contractors.

⁸ As per OECD DAC definition, the term 'results' includes: 'impact' (overall objective), 'outcome(s)' (specific objective(s) and 'output(s)'.

The lead applicant may not be awarded more than 1 grant per lot under this call for proposals.

The lead applicant may not be a co-applicant or an affiliated entity in another application of the same lot at the same time.

A co-applicant/affiliated entity may not be the co-applicant or affiliated entity in more than 1 application per lot under this call for proposals.

A co-applicant/affiliated entity may not be awarded more than 1 grant per lot under this call for proposals.

2.1.5. Eligibility of costs: costs that can be included

Only 'eligible costs' can be covered by a grant. The categories of costs that are eligible and non-eligible are indicated below. The budget is both a cost estimate and an overall ceiling for 'eligible costs'.

The reimbursement of eligible costs may be based on the following form:

- actual costs incurred by the beneficiary(ies) and affiliated entity(ies).

Eligible direct costs

To be eligible under this call for proposals, costs must comply with the provisions of Article 14 of the General Conditions to the standard grant contract (see Annex G of the guidelines).

The applicants (and where applicable their affiliated entities) agree that the expenditure verification(s) referred to in Article 15.7 of the General Conditions to the standard grant contract (see Annex G of the guidelines) will be carried out by the Italian Agency for Development Cooperation.

Contingency reserve

The budget may include a contingency reserve not exceeding 5 % of the estimated direct eligible costs. It can only be used with the **prior written authorisation** of the Italian Agency for Development Cooperation.

Eligible indirect costs

The indirect costs incurred in carrying out the action may be eligible for flat-rate funding, but the total must not exceed 7% of the estimated total eligible direct costs. Indirect costs are eligible provided that they do not include costs assigned to another budget heading in the standard grant contract. The lead applicant may be asked to justify the percentage requested before the grant contract is signed. However, once the flat rate has been fixed in the Special Conditions of the grant contract, no supporting documents need to be provided.

If any of the applicants or affiliated entity(ies) is in receipt of an operating grant financed by the EU, it may not claim indirect costs on its incurred costs within the proposed budget for the action.

Contributions in kind

Contributions in kind mean the provision of goods or services to beneficiaries or affiliated entities free of charge by a third party. As contributions in kind do not involve any expenditure for beneficiaries or affiliated entities, they are not eligible costs.

As an exception, contributions in kind may include personnel costs for the work carried out by volunteers under an action or work programme (which are eligible costs).

Contributions in kind from third parties in the form of volunteers' work, valued on the basis of unit costs defined and authorised by the Contracting Authority, shall be presented in the estimated budget, separately from the other eligible costs (i.e. as an accepted cost together with other contributions in kind).

Volunteers' work may comprise up to 50 % of the co-financing. For the purposes of calculating this percentage, contributions in kind and other co-financing shall be based on estimates provided by the applicant.

When the estimated costs include volunteers' work, the grant shall not exceed the estimated eligible costs other than the costs for volunteers' work.

Contributions in kind may not be treated as co-financing. However, if the description of the action as proposed includes contributions in kind, the contributions have to be made.

Ineligible costs

The following costs are not eligible:

- debts and debt service charges (interest);
- provisions for losses or potential future liabilities;
- costs declared by the beneficiary(ies) and financed by another action or work programme receiving a European Union (including through EDF) grant;
- purchases of land or buildings, except where necessary for the direct implementation of the action, in which case ownership must be transferred in accordance with Article 7.5 of the General Conditions of the standard grant contract, at the latest at the end of the action;
- currency exchange losses;
- credit to third parties;
- salary costs of the personnel of national administrations.

Ethics clauses and Code of Conduct

a) Absence of conflict of interest

The applicant must not be affected by any conflict of interest and must have no equivalent relation in that respect with other applicants or parties involved in the actions. Any attempt by an applicant to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or the Contracting Authority during the process of examining, clarifying, evaluating and comparing applications will lead to the rejection of its application and may result in administrative penalties according to the Financial Regulation in force.

b) Respect for human rights as well as environmental legislation and core labour standards

The applicant and its staff must comply with human rights. In particular and in accordance with the applicable act, applicants who have been awarded contracts must comply with the environmental legislation including multilateral environmental agreements, and with the core labour standards as applicable and as defined in the relevant International Labour Organisation conventions (such as the conventions on freedom of association and collective bargaining; elimination of forced and compulsory labour; abolition of child labour).

Zero tolerance for sexual exploitation and sexual abuse:

The European Commission applies a policy of 'zero tolerance' in relation to all wrongful conduct which has an impact on the professional credibility of the applicant.

Physical abuse or punishment, or threats of physical abuse, sexual abuse or exploitation, harassment and verbal abuse, as well as other forms of intimidation shall be prohibited.

c) Anti-corruption and anti-bribery

The applicant shall comply with all applicable laws and regulations and codes relating to anti-bribery and anti-corruption. The European Commission reserves the right to suspend or cancel project financing if corrupt practices of any kind are discovered at any stage of the award process or during the execution of a contract and if the Contracting Authority fails to take all appropriate measures to remedy the situation. For the purposes of this provision, 'corrupt practices' are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or execution of a contract already concluded with the Contracting Authority.

d) Unusual commercial expenses

Applications will be rejected or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a payee who is not clearly identified or commissions paid to a company which has every appearance of being a front company.

Grant beneficiaries found to have paid unusual commercial expenses on projects funded by the European Union are liable, depending on the seriousness of the facts observed, to have their contracts terminated or to be permanently excluded from receiving EU/EDF funds.

e) Breach of obligations, irregularities or fraud

The Contracting Authority reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to breach of obligations, irregularities or fraud. If breach of obligations, irregularities or fraud are discovered after the award of the contract, the Contracting Authority may refrain from concluding the contract.

2.2. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

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 concept note instructions in the grant application form annexed to these guidelines (Annex A).

Applicants must apply in English.

Please note that:

1. In the concept note, lead applicants must only provide an estimate of the requested EU contribution as well as an indicative percentage of that contribution in relation to the eligible costs of the action. A detailed budget is to be submitted only by the lead applicants invited to submit a full application in the second phase.
2. The elements outlined in the concept note may not be modified in the full application. The EU contribution may not vary from the initial estimate by more than 20%. The lead applicant may replace a co-applicant or an affiliated entity only in duly justified cases (e.g. bankruptcy of initial co-applicant or affiliated entity). In this case the new co-applicant/affiliated entity must be of a similar nature as the initial one. The lead applicant may adjust the duration of the action if unforeseen circumstances outside the scope of the applicants have taken place following the submission of the concept note and require such adaptation (risk of action not being carried out). In such cases the duration must remain within the limits imposed by the guidelines for applicants. An explanation/justification of the relevant replacement/adjustment shall be included in an accompanying letter or email.
3. Only the concept note form will be evaluated. It is therefore of utmost importance that this document contains ALL relevant information concerning the action. No additional annexes should be sent.

Any error or major discrepancy related to the concept note instructions may lead to the rejection of the concept note.

Clarifications will only be requested when information provided is not sufficient to conduct an objective assessment.

Hand-written concept notes will not be accepted.

2.2.2. Where and how to send concept notes

The concept note together with its relating checklist and declaration by the lead applicant (to be found in **Part A Sections 2 and 3** of the grant application form) must be submitted in one original and one copy in A4 size, each bound.

An electronic version of the concept note must also be submitted. A CD-Rom or USB stick with the concept note in electronic format will be included, along with the paper version, in a sealed envelope as described below. The electronic file must contain **exactly the same** application as the paper version enclosed.

Where lead applicants send several different concept notes (if allowed to do so by the guidelines of the call), each one must be sent separately.

The envelope must bear the **reference number and the title of the call for proposals**, together with the lot number and title, the full name and address of the lead applicant, and the words 'Not to be opened before the opening session' and '*A ne pas ouvrir avant la sèance d'ouverture*'.

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) to the address below:

Postal address

AICS Tunis Regional Office
1, rue de Florence, Mutuelleville –
1002 - Tunis, Tunisie

Address for hand delivery

AICS Tunis Regional Office
1, rue de Florence, Mutuelleville –
1002 - Tunis, Tunisie

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

Lead 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 concept notes

The applicants' attention is drawn to the fact that there are two different systems for sending concept notes: one is by post or private courier service, the other is by hand delivery.

In the first case, the concept note must be sent before the date for submission, as evidenced by the postmark or deposit slip, but in the second case it is the acknowledgment of receipt given at the time of the delivery of the concept note which will serve as proof.

The deadline for the submission of concept notes is **22/03/2019** 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 **22/03/2019, before 12 hours local time**, as evidenced by the signed and dated receipt. Any concept note submitted after the deadline will be rejected.

The Contracting Authority may, for reasons of administrative efficiency, reject any concept note submitted on time to the postal service but received, for any reason beyond the Contracting Authority's control, after the effective date of approval of the concept note evaluation, if accepting concept notes that were submitted on time but arrived late would considerably delay the evaluation procedure) or jeopardise decisions already taken and notified (see indicative calendar under Section 2.5.2)

2.2.4. Further information about concept notes

An information session on this call for proposals will be held on 25/02/2019 at 15 hours at AICS Regional Office in Tunis, 5, rue Harroun Errachid, Mutuelleville.

Questions may be sent by e-mail no later than 21 days before the deadline for the submission of concept notes to the address(es) below, indicating clearly the reference of the call for proposals:

E-mail address: tunisi@pec.aics.gov.it

with Cc. to the following address: segreteria.tunisi@aics.gov.it

AICS has no obligation to provide clarifications to questions received after this date.

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

To ensure equal treatment of applicants, AICS cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities.

No individual replies will be given to questions. All questions and answers as well as other important notices to applicants during the course of the evaluation procedure will be published on AICS website: <https://www.aics.gov.it/home-eng/opportunities/noprofit-emergency/> and AICS Tunis website: <https://tunisi.aics.gov.it/home/opportunita/bandi/>, as the need arises. It is therefore advisable to consult the abovementioned websites regularly in order to be informed of the questions and answers published.

2.2.5. Full applications

Lead applicants invited to submit a full application following pre-selection of their concept note must do so using Part B of the grant application form annexed to these guidelines (Annex A). Lead applicants

should then keep strictly to the format of the grant application form and fill in the paragraphs and pages in order.

The elements outlined in the concept note cannot be modified by the lead applicant in the full application. The EU contribution may not vary from the initial estimate by more than 20%. The lead applicant may replace a co-applicant or an affiliated entity only in duly justified cases (e.g. bankruptcy of initial co-applicant or affiliated entity). In this case the new co-applicant/affiliated entity must be of a similar nature as the initial one. The lead applicant may adjust the duration of the action if unforeseen circumstances outside the scope of the applicants have taken place following the submission of the concept note and require such adaptation (risk of action not being carried out). In such cases the duration must remain within the limits imposed by the guidelines for applicants. An explanation/justification of the relevant replacement/adjustment shall be included in an accompanying letter or email.

Lead applicants must submit their full applications in the same language as their concept notes.

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 7 of the grant application form) or any major inconsistency in the full application (e.g. if the amounts in the budget worksheets are inconsistent) may lead to the rejection of the application.

Clarifications will only be requested when information provided is unclear and thus prevents 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, if used). It is therefore of utmost importance that these documents contain ALL the relevant information concerning the action.

With the full application the lead applicant also has to submit completed organisation data forms (Annex F) for the lead applicant, each (if any) co-applicants and each (if any) affiliated entities⁹.

No additional annexes should be sent.

2.2.6. Where and how to send full applications

Full applications (i.e. the full application form, the budget, the logical framework and the declaration by the lead applicant) 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) to the address below:

⁹ Natural persons who apply for a grant (if so allowed in the guidelines for applicants) do not have to provide an organisation data form. In this case, the information included in the grant application form is sufficient.

Postal address

AICS Tunis Regional Office
1, rue de Florence, Mutuelleville –
1002 - Tunis, Tunisia

Address for hand delivery

AICS Tunis Regional Office
1, rue de Florence, Mutuelleville –
1002 - Tunis, Tunisia

Applications must be submitted in one original and one copy in A4 size, each bound. The full application form, budget and logical framework must also be supplied in electronic format CD-Rom or USB stick in a separate and single file (i.e. the full application must not be split into several different files). The electronic file must contain **exactly the same** application as the paper version.

The checklist (Section 7 of Part B of the grant application form) and the declaration by the lead applicant (Section 8 of Part B of the grant application form) must be stapled separately and enclosed in the envelope

Where lead applicants send several different applications (if allowed to do so by the guidelines of the call), each one must be sent separately.

The envelope must bear the **reference number and the title of the call for proposals**, together with [the lot number and title, the full name and address of the lead applicant, and the words 'Not to be opened before the opening session' and '*A ne pas ouvrir avant la sèance d'ouverture*'.

Applicants must verify that their application is complete using the checklist (Section 7 of Part B of the grant application form). Incomplete applications may be rejected.

2.2.7. <i>Deadline for submission of full applications</i>

The applicants' attention is drawn to the fact that there are two different systems for sending full applications: one is by post or private courier service, the other is by hand delivery.

In the first case, the full application must be sent before the date for submission, as evidenced by the postmark or deposit slip, but in the second case it is the acknowledgment of receipt given at the time of the delivery of the full application which will serve as proof.

The deadline for the submission of full applications will be indicated in the letter sent to the lead applicants whose application has been pre-selected.

The Contracting Authority may, for reasons of administrative efficiency, reject any application submitted on time to the postal service but received, for any reason beyond the Contracting Authority's control, after the effective date of approval of the full application evaluation, if accepting applications that were

submitted on time but arrived late would considerably delay the award procedure or jeopardise decisions already taken and notified (see indicative calendar under Section 2.5.2).

2.2.8. Further information about full applications

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

E-mail address: tunisi@pec.aics.gov.it

with Cc. to the following address: segreteria.tunisi@aics.gov.it

AICS has no obligation to provide clarifications to questions received after this date.

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

To ensure equal treatment of applicants, AICS cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), or an action.

No individual replies will be given to questions. All questions and answers as well as other important notices to applicants during the course of the evaluation procedure, will be published on AICS website <https://www.aics.gov.it/home-eng/opportunities/noprofit-emergency/> and AICS Tunis website: <https://tunisi.aics.gov.it/home/opportunita/bandi/>, as the need arises. It is therefore advisable to consult the abovementioned websites regularly 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 applications 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 section 2.1, the application will be rejected on this sole basis.

(1) STEP 1: OPENING & ADMINISTRATIVE CHECKS AND CONCEPT NOTE EVALUATION

During the opening and administrative check, the following will be assessed:

- If the deadline has been met. Otherwise, the application will be automatically rejected.
- If the concept note satisfies all the criteria specified in the checklist in Section 2 of Part A of the grant application form. This includes also an assessment of the eligibility of the action. 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 concept notes that pass this check will be evaluated on the relevance and design of the proposed action.

The concept notes will receive an overall score out of 50 using the breakdown in the evaluation grid below. The evaluation will also check on compliance with the instructions on how to complete the concept note, which can be found in 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 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

		Scores	
1. Relevance of the action		Sub-score	20
1.1	How relevant is the proposal to the objectives and priorities of the call for proposals and to the specific themes/sectors/areas or any other specific requirement stated in the guidelines for applicants? Are the expected results of the action aligned with the priorities defined in the guidelines for applicants (section 1.2)?	5	
1.2	How relevant is the proposal to the particular needs and constraints of the target country(ies), region(s) and/or relevant sectors (including synergy with other development initiatives and avoidance of duplication)?	5	
1.3	How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs and constraints been clearly defined and does the proposal address them appropriately?	5	
1.4	Does the proposal contain particular added-value elements (e.g. innovation, best practices) and the other additional elements indicated under 1.2. of the guidelines for applicants?	5	
2. Design of the action		Sub-score	30
2.1	How coherent is the overall design of the action? Does the proposal indicate the expected results to be achieved by the action? Does the intervention logic explain the rationale to achieve the expected results?	5x2*	
2.2	Does the design reflect a robust analysis of the problems involved, and the capacities of the relevant stakeholders?	5	
2.3	Does the design take into account external factors (risks and assumptions)?	5	

2.4 Are the activities feasible and consistent in relation to the expected results (including timeframe)? Are results (output, outcome and impact) realistic?	5	
2.5 To which extent does the proposal integrate relevant cross-cutting elements such as environmental/climate change issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, youth, combating HIV/AIDS (if there is a strong prevalence in the target country/region)?	5	
TOTAL SCORE		50

*this score is multiplied by 2 because of their importance

Once all concept notes have been assessed, a list will be drawn up with the proposed actions ranked according to their total score.

Firstly, only the concept notes with a score of at least 30 will be considered for pre-selection.

Secondly, the number of concept notes will be reduced, taking account of the ranking, to the number of concept notes whose total aggregate amount of requested contributions is equal to 300% of the available budget for this call for proposals. The amount of requested contributions of each concept note will be based on the indicative financial envelopes for each lot, where relevant.

After the evaluation of concept notes, the contracting authority will send letters to all lead applicants, indicating whether their application was submitted by the deadline, informing them of the reference number they have been allocated, whether the concept note was evaluated and the results of that evaluation. The pre-selected lead applicants will subsequently be invited to submit full applications.

(2) STEP 2: OPENING & ADMINISTRATIVE CHECKS AND EVALUATION OF THE FULL APPLICATION

Firstly, the following will be assessed:

- If the submission deadline has been met. Otherwise, the application will automatically be rejected.
- If the full application satisfies all the criteria specified in the checklist (Section 7 of Part B of the grant application form). This includes also an assessment of the eligibility of the action. 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 full applications that pass this check will be further evaluated on their quality, including the proposed budget and capacity of the applicants and affiliated entity(ies). They will be evaluated using the evaluation criteria in the evaluation grid below. There are two types of evaluation criteria: selection and award criteria.

The selection criteria help to evaluate the applicant(s)'s and affiliated entity(ies)'s operational capacity and the lead applicant's financial capacity and are used to verify that they:

- have stable and sufficient sources of finance to maintain their activity throughout the proposed action and, where appropriate, to participate in its funding (this only applies to lead applicants);
- have the management capacity, professional competencies and qualifications required to successfully complete the proposed action. This applies to applicants and any affiliated entity(ies).

The award criteria help to evaluate the quality of the applications in relation to the objectives and priorities set forth in the guidelines, and to award grants to projects which maximise the overall effectiveness of the call for proposals. They help to select applications which AICS can be confident will comply with its objectives and priorities. They cover 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 grid is divided into sections and subsections. Each subsection will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Evaluation Grid

Section	Maximum Score
1. Financial and operational capacity	20
1.1 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient in-house experience of project management?	5
1.2 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient in-house technical expertise? (especially knowledge of the issues to be addressed)	5
1.3 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient in-house management capacity? (Including staff, equipment and ability to handle the budget for the action)?	5
1.4 Does the lead applicant have stable and sufficient sources of finance?	5
2. Relevance of the action	20
<i>Score transferred from the Concept Note evaluation</i>	

3. Design of the action	15
3.1 How coherent is the design of the action? Does the proposal indicate the expected results to be achieved by the action? Does the intervention logic explain the rationale to achieve the expected results? Are the activities proposed appropriate, practical, and consistent with the envisaged outputs and outcome(s)?	5
3.2 Does the proposal/Logical Framework include credible baseline, targets and sources of verification? If not, is a baseline study foreseen (and is the study budgeted appropriately in the proposal)?	5
3.3 Does the design reflect a robust analysis of the problems involved, and the capacities of the relevant stakeholders?	5
4. Implementation approach	15
4.1 Is the action plan for implementing the action clear and feasible? Is the timeline realistic?	5
4.2 Does the proposal include an effective and efficient monitoring system? Is there an evaluation planned (previous, during or/and at the end of the implementation)?	5
4.3 Is the co-applicant(s)'s and affiliated entity(ies)'s level of involvement and participation in the action satisfactory?	5
5. Sustainability of the action	15
5.1 Is the action likely to have a tangible impact on its target groups?	5
5.2 Is the action likely to have multiplier effects, including scope for replication, extension, capitalisation on experience and knowledge sharing?	5
5.3 Are the expected results of the proposed action sustainable?: - Financially (<i>e.g. financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs</i>) - Institutionally (<i>will structures allow the results of the action to be sustained at the end of the action? Will there be local 'ownership' of the results of the action?</i>) - Environmentally (<i>will the action have a negative/positive environmental impact?</i>)	5

6. Budget and cost-effectiveness of the action	15
6.1 Are the activities appropriately reflected in the budget?	5
6.2 Is the ratio between the estimated costs and the results satisfactory?	10
Maximum total score	100

If the total score for Section 1 (financial and operational capacity) is less than 12 points, the application will be rejected. If the score for at least one of the subsections under Section 1 is 1, the application will also be rejected.

If the lead applicant applies without co-applicants or affiliated entities the score for point 4.3 shall be 5 unless the involvement of co-applicants or affiliated entities is mandatory according to these guidelines for applicants.

Provisional selection

After the evaluation, a table will be drawn up listing the applications ranked according to their score. The highest scoring applications will be provisionally selected until the available budget for this call for proposals is reached. In addition, a reserve list will be drawn up following the same criteria. This list will be used if more funds become available during the validity period of the reserve list.

(3) STEP 3: VERIFICATION OF ELIGIBILITY OF THE APPLICANTS AND AFFILIATED ENTITY(IES)

The eligibility verification will be performed on the basis of the supporting documents requested by the contracting authority (see Section 2.4). It will by default only be performed for the applications that have been provisionally selected according to their score and within the available budget for this call for proposals.

- The declaration by the lead applicant (Section 8 of Part B of the grant application form) will be cross-checked with the supporting documents provided by the lead applicant. Any missing supporting document or any incoherence between the declaration by the lead applicant and the supporting documents may lead to the rejection of the application on that sole basis.
- The eligibility of applicants and the affiliated entity(ies) will be verified according to the criteria set out in Sections 2.1.1, 2.1.2 and 2.1.3.

Any rejected application will be replaced by the next best placed application on the reserve list that falls within the available budget for this call for proposals.

2.4. SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED APPLICATIONS

A lead applicant whose application has been provisionally selected or placed on the reserve list will be informed in writing by the contracting authority. It will be requested to supply the following documents in order to allow the contracting authority to verify the eligibility of the lead applicant, (if any) of the co-applicant(s) and (if any) of their affiliated entity(ies)¹⁰:

1. The statutes or articles of association of the lead applicant, (if any) of each co-applicant and (if any) of each affiliated entity¹¹. Where the contracting authority has recognised the lead applicant's, or the co-applicant(s)'s, or their affiliated entity(ies)'s eligibility for another call for proposals under the same budget line within 2 years before the deadline for receipt of applications, it should be submitted, instead of the statutes or articles of association, a copy of the document proving their eligibility in a former call (e.g. a copy of the special conditions of a grant contract received during the reference period), unless a change in legal status has occurred in the meantime¹². This obligation does not apply to international organisations which have signed a framework agreement with the European Commission.
2. For action grants exceeding EUR 750 000 and for operating grants above EUR 100 000, the lead applicant must provide an audit report produced by an approved external auditor where it is available, and always in cases where a statutory audit is required by EU or national law. That report shall certify the accounts for up to the last 3 financial years available. In all other cases, the applicant shall provide a self-declaration signed by its authorised representative certifying the validity of its accounts for up to the last 3 financial years available.

This requirement shall apply only to the first application made by a beneficiary to an authorising officer responsible in any one financial year.

3. The external audit report is not required from (if any) the co-applicant(s) or affiliated entities.
4. A copy of the lead applicant's latest accounts (the profit and loss account and the balance sheet for the last financial year for which the accounts have been closed)¹³. A copy of the latest account is neither required from (if any) the co-applicant(s) nor from (if any) affiliated entity(ies).
5. Organisation data form (see Annex F of these guidelines)
6. A financial identification form of the lead applicant (not from co-applicant(s)) conforming to the model attached as Annex E of these guidelines, certified by the bank to which the payments will be made. This bank should be located in the country where the lead applicant is established. If the lead applicant has already submitted a financial identification form in the past for a contract where the European Commission was in charge of the payments and intends to use the same bank account, a copy of the previous financial identification form may be provided instead.

¹⁰ No supporting document will be requested for applications for a grant not exceeding EUR 60 000.

¹¹ Where the lead applicant and/or a co-applicant(s) and or an affiliated entity(ies) is a public body created by a law, a copy of the said law must be provided.

¹² To be inserted only where the eligibility conditions have not changed from one call for proposals to the other.

¹³ This obligation does not apply to natural persons who have received a scholarship or that are in most need in receipt of direct support, nor to public bodies and 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.

Documents must be supplied in the form of originals, photocopies or scanned versions (i.e. showing legible stamps, signatures and dates) of the said originals.

Where such documents are not in one of the official languages of the European Union or in Arabic, a translation into English of the relevant parts of these documents proving the lead applicant's and, where applicable, co-applicants' and affiliated entity(ies)' eligibility, must be attached 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 lead applicant's and, where applicable, co-applicants' and affiliated entity(ies)' eligibility, into English.

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

After verifying the supporting documents, the evaluation committee will make a final recommendation to the contracting authority, which will decide on the award of grants.

NB: In the eventuality that the contracting authority is not satisfied with the strength, solidity, and guarantee offered by the structural link between one of the applicants and its affiliated entity, it can require the submission of the missing documents allowing for its conversion into co-applicant. If all the missing documents for co-applicants are submitted, and provided all necessary eligibility criteria are fulfilled, the above-mentioned entity becomes a co-applicant for all purposes. The lead applicant has to submit the application form revised accordingly.

2.5. NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

2.5.1. *Content of the decision*

The lead applicants will be informed in writing of the contracting authority's decision concerning their application and, if rejected, the reasons for the negative decision.

An applicant believing that it has been harmed by an error or irregularity during the award process may lodge a complaint. See further Section 2.4.15 of the practical guide.

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 of early detection or exclusion, their personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the early detection and exclusion system, and communicated to the persons and entities concerned in relation to the award or the execution of a grant contract.

For more information, you may consult the privacy statement available on http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm

2.5.2. Indicative timetable

	DATE	TIME
1. Information meeting	25/02/2019	15:00
2. Deadline for requesting any clarifications from the Contracting Authority	01/03/2019	24:00
3. Last date on which clarifications are issued by the Contracting Authority	11/03/2019	-
4. Deadline for submission of concept notes	22/03/2019	12:00
5. Information to lead applicants on opening, administrative checks and concept note evaluation (Step 1)	09/04/2019	-
6. Invitations to submit full applications	09/04/2019	
7. Information to lead applicants on the evaluation of the full applications (Step 2)	14/06/2019	-
8. Notification of award (after the eligibility check) (Step 3)	01/07/2019	-
9. Contract signature	05/07/2019	-

All times are in the time zone of the country of the Contracting Authority (AICS – Tunis Office).

This indicative timetable refers to provisional dates (except for dates 2, 3, and 4) and may be updated by the Contracting Authority during the procedure. In such cases, the updated timetable will be published on AICS website <https://www.aics.gov.it/home-eng/opportunities/noprofit-emergency/> and AICS Tunis website: <https://tunisi.aics.gov.it/home/opportunita/bandi/>.

2.6. CONDITIONS FOR IMPLEMENTATION AFTER THE CONTRACTING AUTHORITY'S DECISION TO AWARD A GRANT

Following the decision to award a grant, the beneficiary(ies) will be offered a contract based on the standard grant contract (see Annex G of these guidelines). By signing the application form (Annex A of these guidelines), the applicants agree, if awarded a grant, to accept the contractual conditions of the

standard grant contract. Where the coordinator is an organisation whose pillars have been positively assessed, it will sign a contribution agreement based on the contribution agreement template. In this case references to provisions of the standard grant contract and its annexes shall not apply. References in these guidelines to the grant contract shall be understood as references to the relevant provisions of the contribution agreement.

Implementation contracts

Where implementation of the action requires the beneficiary(ies) and its affiliated entity(ies) (if any) to award procurement contracts, those contracts must be awarded in accordance with Annex IV to the standard grant contract.

In this context, a distinction should be made between awarding implementation contracts and subcontracting parts of the action described in the proposal, i.e. the description of the action annexed to the grant contract, such subcontracting being subject to additional restrictions (see the general terms and conditions in the model grant contract).

Awarding implementation contracts: implementation contracts relate to the acquisition by beneficiaries of routine services and/or necessary goods and equipment as part of their project management; they do not cover any outsourcing of tasks forming part of the action that are described in the proposal, i.e. in the description of the action annexed to the grant contract.

Subcontracting: Subcontracting is the implementation, by a third party with which one or more beneficiaries have concluded a procurement contract, of specific tasks forming part of the action as described in annex to the grant contract (see also the general terms and conditions in the model 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 (Word format)
Annex E: Financial identification form
Annex F: Organisation data form

DOCUMENTS FOR INFORMATION

- Annex G: Standard Grant Contract
- Annex II: general conditions
 - Annex IV: contract award rules
 - 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 action
 - Annex VIII: model financial guarantee
 - 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/funding/about-procurement-contracts/procedures-and-practical-guide-prag/diems_en
- Annex J: Information on the tax regime applicable to grant contracts signed under the call

Useful links:

Project Cycle Management Guidelines

http://ec.europa.eu/europeaid/aid-delivery-methods-project-cycle-management-guidelines-vol-1_en

The implementation of grant contracts

A Users' Guide

<http://ec.europa.eu/europeaid/companion/document.do?nodeNumber=19&locale=en>

Financial Toolkit

http://ec.europa.eu/europeaid/funding/procedures-beneficiary-countries-and-partners/financial-management-toolkit_en

Please note: The toolkit is not part of the grant contract and has no legal value. It merely provides general guidance and may in some details differ from the signed grant contract. In order to ensure compliance with their contractual obligations, beneficiaries should not exclusively rely on the toolkit but always consult their individual contract documents.

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