



**European Commission**

**Investing in People**

Education, knowledge and skills

**Towards demand-driven Technical and Vocational  
Education and Training systems**

**Open Call for Proposals 2008**

Guidelines for grant applicants

Budget line: 21.05.01.02

Reference: EuropeAid/127877/C/ACT/Multi

Deadline for submission of applications:

10 June 2009

## Notice

Evaluation grids and application forms have been modified under this Call for Proposals so as to give more weight to relevance in the Concept Note evaluation. Relevance will therefore constitute the major criterion in pre-selection. Relevance will not be evaluated again when assessing the Full Application. **It is therefore of utmost importance that applicants use the correct application form for this call.**

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

This is an open Call for Proposals. Applications must include both a Concept Note and a Full Application Form. In the first instance, only the Concept Notes will be evaluated. Thereafter the Full Application Forms corresponding to the pre-selected Concept Notes will undergo evaluation.

The eligibility conformity check will be performed for the full applications that are provisionally selected. This check will be undertaken on the basis of the supporting documents requested by the European Commission and the "Declaration by the applicant" signed and sent together with the application.

# Table of contents

<b>1. INVESTING IN PEOPLE –TOWARDS DEMAND-DRIVEN TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING SYSTEMS.....</b>	<b>4</b>
1.1 Background.....	4
1.2 Objectives of the programme and priority issues.....	6
1.2.1 Objectives and priorities of this Call for Proposals.....	7
1.3 Financial allocation provided by the European Commission.....	9
<b>2. RULES FOR THIS CALL FOR PROPOSALS.....</b>	<b>10</b>
2.1 Eligibility criteria.....	10
2.1.1 Eligibility of applicants: who may apply?.....	10
2.1.2 Partnerships and eligibility of partners.....	11
2.1.3 Eligible actions: actions for which an application may be made.....	12
2.1.4 Eligibility of costs: costs which may be taken into consideration for the grant.....	13
2.2 How to apply and the procedures to follow .....	16
2.2.1 Grant Application form .....	16
2.2.2 Where and how to send the Applications.....	17
2.2.3 Deadline for submission of Applications .....	18
2.2.4 Further information for applicants.....	19
2.3 Evaluation and selection of applications.....	20
2.4 Submission of supporting documents .....	25
2.5 Notification of the European Commission’s decision.....	27
2.5.1 Content of the decision.....	27
2.5.2 Indicative time table .....	28
2.6 Conditions applicable to implementation of the action following the European Commission's decision to award a grant.....	29
<b>3. LIST OF ANNEXES.....</b>	<b>30</b>

# 1. INVESTING IN PEOPLE –TOWARDS DEMAND-DRIVEN TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING SYSTEMS

## 1.1 BACKGROUND

In its article 11(1), the Development Cooperation Instrument (DCI)<sup>1</sup> defines the overall purpose and scope of thematic programmes as subsidiary to geographic programmes. Thematic programmes shall encompass a specific area of activity of interest to a group of partner countries not determined by geography, or cooperation activities addressed to various regions or groups of partner countries, or an international operation that is not geographically specific. It further stipulates in its article 11(2) that such actions shall be innovative, add value to and be coherent with actions funded under geographic programmes. Actions undertaken through thematic programmes are mainly multi-regional and/or cross-cutting, including pilot projects and innovatory policies and respond to a Community policy priority and commitment.

Article 12 of the DCI establishes the thematic programme 'Investing in People'<sup>2</sup> in order to provide support to actions in areas which directly affect people's living standards and well-being and focusing on the poorest and least developed countries and the most disadvantaged sections of the population. As part of the EC development cooperation, the programme promotes a broad approach to human and social development, through the following areas of activity: good health for all; education, knowledge and skills; gender equality; and other aspects of human and social development, including culture; employment and social cohesion; youth and children.

Under the heading 'Education, knowledge and skills', the thematic programme 'Investing in People' focuses, among other policies, on technical and vocational education and training (TVET), so as to improve access to education for all children and, increasingly, for women and men of all ages, with a view to increasing knowledge, skills and employability on the job market, contributing to active citizenship and individual fulfilment on a life-long basis.

Improving opportunities for TVET should back up the measures promoting equal access to quality basic education for hard-to-reach children. Vocational education and training forms an important part of the overall education system and plays a key role in giving people an opportunity to gain access to jobs. As such, it is a significant factor for reducing poverty. It offers an opportunity for a wide range of people of different ages to acquire technical skills and increase their employability.

In order to increase the employability of education and training policies, they need to be part of a broader employment strategy that should build on information from a sound and reliable labour market information system.

TVET is a traditional area of the EC development cooperation policy. It has recently received more emphasis in the context of the EU and international commitment to eradicate poverty and to address the social impact of economic globalisation.

---

<sup>1</sup> Regulation (EC) No 1905/2006 of the European Parliament and of the Council of 18 December 2006 establishing a financing instrument for development cooperation (OJ L 378, 27.12.2006, p. 41) Available at: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2006:378:0041:0071:EN:PDF>

<sup>2</sup> [http://ec.europa.eu/development/policies/9interventionareas/humandev/humandevhealth7\\_en.cfm](http://ec.europa.eu/development/policies/9interventionareas/humandev/humandevhealth7_en.cfm)

The 2005 European Consensus on Development<sup>3</sup> and the 2006 Communication on Promoting decent work for all<sup>4</sup> provide recommendations for EU future concrete interventions in this area.

As part of a comprehensive labour market/employment policy, TVET has a role to play in the effort to achieve the Millennium Development Goals (MDG) and the Decent Work objectives.

Decent work is a relatively new and broad concept in line with an internationally agreed strategy which includes fundamental labour rights, employment, social protection and social dialogue, as well as gender equality as a cross-cutting issue. In a number of high level statements, the EC has identified decent work as a priority for its development cooperation.

Achieving full and productive employment and decent work for all, including women and young people, is now a firm target under the Millennium Development Goals<sup>5</sup>, confirming the international consensus on the importance of the labour market/employment policies – and among them TVET – for improving the livelihoods of the poorest.

The EC has recently contributed to setting up and implementing successful support to demand-driven TVET, in particular in the European Neighbourhood and Partnership (ENP) region, by coupling reforms of TVET with modernisation of labour market information systems (LMIS).

The situation in terms of the development of LMIS and TVET differs greatly between the EU external partners, from positive in some middle-income countries (ENP and Latin America) to poor or non-existent in low-income countries. In middle-income countries with a more dynamic and constantly changing labour market, TVET is considered an important instrument for labour market adjustment (rather than a sub-strand of education), being progressively coupled with LMIS and businesses' involvement in designing and steering it. So far, however, mainly only formal TVET has been considered, as opposed to non-formal, informal and in-service training, which has been neglected. In low-income countries, with a predominant informal economy, and less developed institutional settings, basic education remains the first priority. In these countries (in particular downstream) vocational training is still a sub-strand of education, being considered as a social shocks' absorber and a second chance for educational failures, with no links with labour market, which in most cases has not even been developed. However, the recent biennial conference of the Association for the Development of Education in Africa (ADEA) in Maputo concentrated on post-primary education. The event brought together Ministers of Education and Training from all over Africa, with bilateral and multilateral development agencies, experts, researchers and representatives of civil society. The participants concluded that rather than placing the emphasis on universal primary education, African education systems needed to ensure that they were providing basic education plus TVET and higher education in an integrated system that responded to the needs of the labour market.

Currently, the majority of the world's working population earns its livelihood under the vulnerable and insecure conditions of the informal economy, typified by small or undefined, unsafe and unhealthy workplaces, low levels of skills and productivity, low or irregular incomes and no access to information, markets, finance, training and technology. In this context, well performing and transparent labour market settings and information systems are crucial for a balanced formal creation of jobs, correct and flexible relations between education, TVET and labour market, and for consistent, sustainable employment measures and policies geared to social cohesion.

---

<sup>3</sup> [http://ec.europa.eu/development/policies/consensus\\_en.cfm](http://ec.europa.eu/development/policies/consensus_en.cfm)

<sup>4</sup> COM (2006) 249 final, available at: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2006:0249:FIN:EN:PDF>

<sup>5</sup> 2005 UN Summit (MDG revision) and subsequent 2006 Ministerial Declaration of the UN Economic and Social Council (ECOSOC).

## 1.2 OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

On the basis of the *Strategy Paper for the Thematic Programme 2007-2013* for 'Investing in People', the multi-annual indicative programme 2007-2010 identified the setting up and improvement of demand-driven TVET systems as the focus area of intervention for the year 2008 under the theme 'Improving opportunities for vocational education and skills training'.

Women, youth and the informal economy are three critical horizontal issues to be addressed and/or mainstreamed in every action.

Experience with the EU employment strategy<sup>6</sup>, combined with studies and recommendations of the Organisation for Economic Cooperation and Development (OECD), shows that TVET, as a privileged active labour market policy, needs to be demand-driven in order to train – timely and properly – and match the skills with those needed by the labour market and the growth prospects of the economy. This requires: i) a sound labour market information system; ii) the availability of well performing employment services supported by a widespread network of public and private ones; of updated qualitative and quantitative information at both macro level (e.g. demographic trends, economic outlooks at branch level, basic educational success and drop-out rates, labour mobility flows, etc.) and micro level (e.g. available enrolment and qualifications/competences, capacity of TVET systems, qualifications required, business vacancies, etc.); iii) the involvement of social partners in designing and steering labour market and TVET measures and policies; and iv) the support of a methodology for collecting information, for standardizing and translating it in skill needs, CV, training programmes.

Information can be seen as a double-direction flow from businesses to education and training institutions and vice-versa. The latter regards in particular the case of innovation and new business ideas. This channel can be activated in some middle-income countries, where education and training systems are already producing good level skills.

A great deal more has to be done to ensure policy coherence between the different ministries, public agencies and private stakeholders responsible for vocational training and social partners to instil a culture of continuous skill acquisition throughout society.

New systems have to be demand-driven, flexible and responsive to a constantly changing labour market.

As the thematic programme 'Investing in People' is meant both to be innovative and to complement the EC's bilateral and regional cooperation, and focus on low- and middle-income countries, the action planned under the 2008 Action Programme in the field of TVET targets three regions:

- i) the South ENP region, in particular Maghreb middle-income transition countries where LMIS and demand-driven TVET have been consolidating for a number of years with support from the EU and other donors;
- ii) Western Africa, which is lagging behind with low-income countries; and
- iii) Latin America, where cooperation with the EC is generally oriented towards social cohesion, i.e. directly addressing employability and labour market adjustments (including LMIS and demand-driven TVET)<sup>7</sup>.

---

<sup>6</sup> Amsterdam Treaty of June 1997 and the Lisbon Strategy.

<sup>7</sup> Target countries are defined on the basis of the scope of EC development cooperation geographic areas. For instance, for Southern ENP focus is put on the Maghreb neighbouring countries (Morocco, Tunisia, Algeria, Libya). For West Africa region the reference is the EC regional strategy in that area, which covers the Economic Community of West African States (ECOWAS) (Benin, Burkina Faso, Cape Verde, Côte d'Ivoire, Gambia, Ghana, Guinea, Guinea Bissau, Liberia, Mali, Niger, Nigeria, Senegal, Sierra Leone, Togo) and Mauritania. As for Latin America, all the countries from the region are covered. The definition of middle-income and low-income countries

Beyond the EC's support to the TVET sector with its relevant experience in the ENP, Latin America and ACP regions, interventions by the World Bank, the International Labour Organisation and the EU Member States are to be taken into account, along with the experience of existing international networks such as the Network for Policy Research, Review and Advice on Education and Training (NORRAG) and the Group of Experts on Vocational Training (GEFOP). Less is known about international experience in the sub-sector of LMIS. However, action taken by national employment services (e.g. ANPE, the French employment department's scheme in the Maghreb countries) will also be valuable references along with recent Swedish initiatives to support employment services.

### *1.2.1 Objectives and priorities of this Call for Proposals*

The overall objective of this call for proposals is to enhance the employability of persons trained in TVET programmes in West Africa, the South ENP (Maghreb) region and Latin America.

The call aims more specifically to improve demand-driven TVET, including informal and in-service TVET, in both the formal and informal economy, by means of a greater involvement of the private sector.

In this regard, the setting up of structured and flexible methodologies/dialogue for the involvement of the demand side of the labour market (enterprises) in planning and implementing TVET activities on the basis of labour market's skill needs is a priority.

#### *Types of activities:*

- Strengthening of existing TVET institutions in some partner countries in the South ENP (Maghreb) region, Latin America and Western Africa, that have the capacity to contribute to a wider reform of TVET within their regions, including:
  - capacity development to link technical skills with labour demand in the economy,
  - capacity development to recruit, train and retain high-calibre instructors,
  - development of curricula and training methods,
  - integration or reinforcement of apprenticeship in TVET,
  - development of TVET facilities and schemes,
  - development or reinforcement of job placement services;
- Promotion of gender equality in access to TVET;
- Dissemination of best practices and replicable school-based models, development of networks of leaders of TVET institutions in the South ENP (Maghreb) region, Latin America and Western Africa, and engagement of governments in developing TVET policy;
- Mapping studies including: orientations, policies and structures; management of TVET; development of study programmes and local implementation of TVET programmes; transition to and from formal education; private-sector involvement with the sector; international donor support/coordination for the sector; private non-profit provision of skills; certification, quality assurance and standardisation of private provisions; enterprise-based training (formal sector of the economy); management of apprenticeship schemes; success rates of students on different courses; lead times between qualification and placement in a relevant job;
- Peer reviews, study visits, exchanges of good practices and transfer of relevant international experience. These peer reviews and exchanges should in particular concern activities among low-

---

(including least developed countries) is established according to the "List of Recipients of Official Development Assistance of OECD Development Assistance Committee" as published in Annex II to the DCI Regulation (see footnote 1).

income countries and between middle-income and low-income countries, without excluding nevertheless peer reviews and exchanges between EU and low- and middle-income countries.

*Methodology:*

- Peer reviews, demonstration and exchanges of best practice, capacity-building, pilot studies and actions through transnational stakeholders' partnerships involving government policy-making agencies, public and private employment services, labour market management institutions, statistical offices, social partners, educational and training institutions. Involvement of public authorities and agencies at national, regional and local levels, including local authorities and other decentralised bodies, is encouraged when possible and relevant. Follow-up measures to give firmer shape to elements of the Africa-EU Joint Strategy/Action Plan should also be included, where appropriate.
- Projects should in principle consist of three basic logical stages: 1) partner exchange and learning of good practices, 2) pilot projects and other practical development work to implement the good practices, and 3) evaluation and communication of results. The pilot actions should be designed on the basis of the results of the partner-learning process. Attention paid to this methodological approach will be assessed during the evaluation of full applications (see section 2.3 below, point 3.1 of the corresponding evaluation grid).

*Target groups:*

- TVET institutions;
- Government agencies dealing with TVET, as well as other actors dealing with TVET – both in the formal and in the informal economy – such as non-governmental organisations and other non-State actors, employers' organisations, private providers including informal ones, vocational training institutions, etc.

*Expected results:*

- Emergence of networks of high-calibre TVET institutions in the South ENP (Maghreb) region, Latin America and Western Africa to stimulate wider reform of TVET systems in a way that directly involves potential employers, creates opportunities for students to combine classwork with apprenticeship as a route to gain knowledge while securing income, and leads to high placement rates of persons trained in TVET programmes.
- Improved awareness of labour market-driven pressures to modernise vocational education and training systems.
- Improvement of opportunities for women's participation in TVET and subsequent job placement.
- Description and analysis of the state of play of TVET system in the South ENP (Maghreb) region, Latin America and Western Africa, and transfer of relevant experience.
- Demonstration of skills potential within the informal economy.
- Successful peer review and exchange of good practices between countries from different regions.

*Action location and partnership:*

Actions must take place in at least two different target countries listed under section 2.1.3.



Applicants must act in partnership as defined in section 2. The partnership must cover at least two target countries listed in section 2.1.3.

Moreover, in order to promote inter-regional cooperation and exchange of experience, priority will be given to actions involving both middle-income and low-income countries (according to the list of target countries under section 2.1.3) and covering the three regions (Maghreb, Latin America, Western Africa).

Adherence to these minimum requirements and priorities regarding partnership will be assessed at the pre-selection stage (see section 2.3 below, point 1.1 of the Concept Note evaluation grid).

Actions will be selected, inter alia, on the basis of their expected results and potential effectiveness. Each proposal must therefore have its own performance and success indicators, which must be objective and verifiable.

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

The overall indicative amount made available under this Call for Proposals is EUR 5 800 000 from the 2008 budget. The European Commission reserves the right not to award all available funds. Equally, this amount could be increased should more funds become available.

#### Size of grants

Any grant awarded under this programme must fall between the following minimum and maximum amounts:

- minimum amount: EUR 1 000 000
- maximum amount: EUR 2 000 000

A grant may not exceed **90%** of the total eligible costs of the action (see also section 2.1.4). The balance must be financed from the applicant's or partners' own resources, or from sources other than the European Community budget or the European Development Fund.

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

## 2. RULES FOR THIS CALL FOR PROPOSALS

These guidelines set out the rules for the submission, selection and implementation of actions financed under this Call, in conformity with the provisions of the Practical Guide to contract procedures for EC external actions.

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

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

In addition to the Glossary, the following definitions apply:

<b>Partnership</b>	the grouping of organisations i.e. the applicant and its partners for the purpose of implementing the proposed action
<b>Applicant</b>	the organisation responsible for submitting the application
<b>Partner</b>	member organisation in the partnership other than the applicant
<b>Associate</b>	organisation that plays an active role in the action but which cannot benefit from funding under the grant
<b>Subcontractor</b>	organisation contracted by the beneficiary or its partner(s) in accordance with the appropriate procedures in order to execute specific tasks in implementing the action

### 2.1 ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

- applicants 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**
- fall into one of the following categories:
  - public or para-Statal bodies, local authorities and consortia or representative associations thereof<sup>8</sup>, private sector organisations, TVET institutions;

<sup>8</sup> A formal consortium or association of local authorities may submit an application under the name of the legally constituted consortium or association. If the consortium is an informal grouping for the purposes of this call, the application must be submitted under the name of a lead local authority with the others acting as partners. See section 2.4 for the supporting documents to be provided in each case.

- international (intergovernmental) organisations, as defined by Article 43 of the Implementing Rules of the Financial Regulation of the European Community<sup>9</sup>;
- non-State actors (NSAs)<sup>10</sup>.

With a view to promoting or consolidating public/private partnerships, applicants and partners can be profit-making entities, provided they make no profit from the grant for an action.

**and**

- be nationals<sup>11</sup> of:

- a country or territory listed in Annex K,

**or**

- an EEA Member State<sup>12</sup> or an official EU candidate country<sup>13</sup>.

Furthermore, for proposed actions taking place exclusively in target countries in the category "least developed countries" as defined by the OECD/Development Assistance Committee (OECD /DAC)<sup>14</sup> reciprocal access shall be granted to OECD/DAC members<sup>15</sup>; **and**

- be directly responsible for preparing and managing the action with their partners, and not be limited to acting as an intermediary.

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

In Part B, Section VI of the Grant Application Form ("Declaration by the applicant"), applicants must declare that they do not fall into any of these situations.

**2.1.2 Partnerships and eligibility of partners**

<sup>9</sup> International public-sector organisations set up by intergovernmental agreements, and specialised agencies set up by such organisations; the International Committee of the Red Cross, the International Federation of National Red Cross and Red Crescent Societies are also recognised as international organisations  
[http://ec.europa.eu/budget/documents/financial\\_regulation\\_en.htm](http://ec.europa.eu/budget/documents/financial_regulation_en.htm)

<sup>10</sup> The Non-state, non-profit making actors eligible for financial support under the present call for proposals operating on an independent and accountable basis include non-governmental organisations, organisations representing indigenous populations, organisations representing national and/or ethnic minorities, local traders' associations and citizens groups, cooperatives, trade unions, organisations representing economic and social interests, organisations fighting corruption and fraud and promoting good governance, civil rights organisations and organisations combating discrimination, local organisations (including networks) involved in decentralised regional cooperation and integration, consumer organisations, women's and youth organisations, teaching, cultural, research and scientific organisations, universities, churches and religious associations and communities, the media and any non-governmental associations and independent foundations, including independent political foundations.

<sup>11</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 internal 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 they are registered locally or have signed a "Memorandum of Understanding". The nationality rule does not apply to International Organisations.

<sup>12</sup> The 27 EU Member States plus Iceland, Liechtenstein and Norway.

<sup>13</sup> Croatia, The former Yugoslav Republic of Macedonia, Turkey.

<sup>14</sup> Annex II of the Regulation (EC) No 1905/2006 of the European Parliament and of the Council of 18 December 2006 establishing a financing instrument for development cooperation  
<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2006:378:0041:0071:EN:PDF>

<sup>15</sup> Australia, Austria, Belgium, Canada, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Japan, Luxemburg, Netherlands, New Zealand, Norway, Portugal, Spain, Sweden, Switzerland, United Kingdom, United States.

Requirements with regard to partnerships are indicated under section 1.2.1 above.

- Partners

Applicants' partners participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the grant beneficiary. They must therefore satisfy the same eligibility criteria as applicants.

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

- Associates

Other organisations may be involved in the action. Such associates play a real role in the action but may not receive funding from the grant with the exception of per diem or travel costs. Associates do not have to meet the eligibility criteria referred to in Section 2.1.1. The associates have to be mentioned in Part B section IV - “Associates of the applicant participating in the action” of the Grant Application Form.

- Subcontractors

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

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

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

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

#### **Duration**

The initial planned duration of an action may not be lower than 12 months nor exceed 36 months.

#### **Types of action**

The types of activities eligible under the present call for proposals are indicated under section 1.2.1.

#### **Location**

Actions must take place in at least two of the following target countries:

South ENP (Maghreb) middle-income countries: **Algeria, Libya, Morocco, Tunisia.**

Latin America middle-income countries: **Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Cuba, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Panama, Paraguay, Peru, Uruguay, Venezuela.**

Latin America low-income country: **Nicaragua.**

Western Africa low-income countries: **Benin, Burkina Faso, Cape Verde, Gambia, Guinea, Guinea-Bissau, Liberia, Mali, Mauritania, Niger, Senegal, Sierra Leone, Togo, Côte d'Ivoire, Ghana, Nigeria.**

**Priorities** regarding the geographical scope of the actions are detailed under section 1.2.1 above.

If duly justified by the nature of the action, certain activities may take place in other countries provided that these activities constitute only a minor part of the action and that they contribute directly to the objectives of the programme.

### **Visibility**

Applications should foresee an internal communication and visibility strategy, to be both detailed in the Full Application Form and reflected in the budget. This strategy must take due account of the requirements regarding the visibility of EC funding in line with the Communication and Visibility Manual for EU External Actions available at [http://ec.europa.eu/europeaid/work/visibility/index\\_en.htm](http://ec.europa.eu/europeaid/work/visibility/index_en.htm)

### **Monitoring and Evaluation**

Applications should include planning, human resources and budget for the internal monitoring of the proposed action together with objectively verifiable indicators. EC delegations should be involved, where possible, in the monitoring process.

Furthermore, applications must include in the proposed budget provision for a mid-term and final external evaluation of the action.

### **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;
- actions supporting political parties;
- actions including proselytism;
- one-off conferences: conferences can only be funded if they form part of a wider range of activities to be implemented in the life-time of the action. For these purposes, preparatory activities for a conference and the publication of the proceedings of the conference do not, in themselves, constitute such "wider activities".

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

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

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

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

Partners may take part in more than one application.

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

Only "eligible costs" can be taken into account for a grant (the categories of costs considered as eligible and non-eligible are indicated below). The budget is therefore both a cost estimate and a ceiling for "eligible costs". The eligible costs must be based on real costs based on supporting documents (except for subsistence costs and indirect costs where flat-rate funding applies).

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

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

### **Eligible direct costs**

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

### **Contingency reserve**

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

### **Eligible indirect costs (overheads)**

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

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

### **Contributions in kind**

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

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

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

### **Ineligible costs**

The following costs are not eligible:

- debts and provisions for losses or debts;
- interest owed;
- items already financed in another framework;

- purchases of land or buildings, except where necessary for the direct implementation of the action, in which case ownership must be transferred to the final beneficiaries and/or local partners, at the latest by the end of the action;
- currency exchange losses;
- taxes, including VAT, unless the beneficiary (or the beneficiary's partners) cannot reclaim them and the applicable regulations do not forbid coverage of taxes;
- credits to third parties.

## 2.2 HOW TO APPLY AND THE PROCEDURES TO FOLLOW

This is an open Call for Proposals. **Applications must include both a Concept Note and a Full Application Form.** In the first instance, only the Concept Notes will be evaluated. Thereafter the Full Application Forms corresponding to the pre-selected Concept Notes will undergo evaluation.

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

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

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

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

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

These 3 documents are available on the website indicated above.

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

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

### 2.2.1 Grant Application form



Applications must be submitted using the application documents annexed to the present Guidelines (Annex A - Grant Application Form (Parts A and B), Annex B - Budget and Annex C - Logical Framework). These are to be downloaded from the EuropeAid website at: <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?ADSSChck=1236856486917&do=publi.welcome&userlanguage=en>

The Grant Application Form includes guidance on how to fill out the Concept Note (Annex A, Part A) and the Full Application Form (Annex A, Part B). Applicants should keep strictly to the format of the application form and fill in each section, taking care to use the correct application documents for this Call. Applications submitted on application documents relating to any other call may be rejected.

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

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

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

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

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

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

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

Hand-written applications will not be accepted.

Applications (Grant Application Form including Concept Note and Full Application Form, Budget, Logical Framework) must be submitted **in one paper original**. These documents must also be supplied in electronic format (CD-Rom or USB). The electronic version must be identical to the paper version. Each component of the Grant Application (Concept Note, Full Application Form, Budget and Logical Framework) must be submitted in a single, separate electronic file (for example, the Full Application Form must not be split into several different electronic files) and should not contain coloured or high resolution graphs, images or diagrams.

**Only the Grant Application Form and the published annexes which must be filled in (Budget, Logical Framework) will be evaluated. It is therefore of utmost importance that these documents contain ALL relevant information concerning the action. No additional annexes to those indicated under section 3 should be submitted.**

### 2.2.2 *Where and how to send the Applications*

Applications must be submitted in a sealed envelope by registered mail with delivery confirmation, courier service or by hand-delivery at the address below (a signed and dated acknowledgement of receipt will be given by the European Commission to the bearer). For the convenience of the applicants an

address form has been attached in Annex I and J to the present guidelines. Applicants are encouraged to complete it and use it as a label for the outer envelope.

Postal address

European Commission  
EuropeAid Co-operation Office  
Unit F4 Finance, Contracts and Audit for Thematic Budget Lines  
Call for Proposals Sector  
Office L-41 03/154  
B-1049 Brussels, Belgium

Address for hand-delivery or by private courier service

European Commission  
EuropeAid Co-operation Office  
Unit F4 Finance, Contracts and Audit for Thematic Budget Lines  
Call for Proposals Sector  
Office L-41 03/154  
Central Mail Service  
Avenue du Bourget 1  
B-1140 Brussels (Evere), Belgium

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

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

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

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

*2.2.3 Deadline for submission of Applications*

The deadline for the submission of applications is **10 June 2009** (date at place of dispatch) as evidenced by the postmark or the date of the deposit slip. In the case of hand-deliveries, the deadline for receipt is **10 June 2009 at 16:00 hrs** (Brussels date and time), as evidenced by the European Commission's signed and dated acknowledgement of receipt given to the bearer.

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

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

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

#### 2.2.4 *Further information for applicants*

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

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

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

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

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

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

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

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

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

Applications will be examined and evaluated by the European Commission according to the following steps and criteria.

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

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

The following will be assessed:

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

Following the opening session and the administrative check, the European Commission will send a letter to all applicants, indicating whether their application was submitted prior to the deadline, informing them of the reference number allocated to it, whether all the criteria mentioned in the checklist have been met and whether their application has been recommended for evaluation.

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

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

The evaluation of the Concept Notes will cover the relevance of the action and its design.

The European Commission reserves the right not to undertake a pre-selection based on the evaluation of the Concept Notes whenever considered justified (for example when a less than expected number of proposals is received) and to proceed to a combined evaluation of the Concept Notes and Full Applications (Parts A and B of the Grant Application Form)..

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 Part A – Concept Note 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.

## Evaluation Grid

	Scores	
	Sub-score	40
<b>1. Relevance of the action</b>		
1.1. How relevant is the proposal to the <b>objectives</b> and <b>priorities</b> of the Call for Proposals?  <i>Note:</i> The maximum score will only be allocated if the proposal addresses the specific priorities indicated under section 1.2.1, including the representation of middle-income and low-income countries in the partnership and the coverage of the 3 target regions.  NB: If there are no partners the score will be 1.	5x3*	
1.2. 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)	5x2*	
1.3. How clearly defined and strategically chosen are those involved ( <b>final beneficiaries, target groups</b> )? Have their <b>needs</b> been clearly defined and does the proposal address them appropriately?	5x2*	
1.4. Does the proposal contain <b>specific added-value elements</b> , such as environmental issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, or innovation, best practices, etc. ?	5	
<b>2. Design of the action</b>	Sub-score	<b>10</b>
2.1. How coherent is the overall design of the action? In particular, does it reflect the analysis of the problems involved, take into account external factors and relevant stakeholders?	5	
2.2. Is the action feasible and consistent in relation to the objectives and expected results?	5	
<b>TOTAL SCORE</b>		<b>50</b>

\*the scores are multiplied by 2 or 3 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 30 points in the category "Relevance" as well as a minimum total score of 35 points will be considered for pre-selection.

Secondly, the list of Concept Notes will be reduced according to the ranking to those whose sum of requested contributions amounts to at least twice the available budget for this Call for Proposals, and pre-selection established on this basis.

The relevance of proposals will only be assessed at the Concept Note stage. Scores awarded to that criterion in the Concept Note evaluation will be taken into account in the Full Application evaluations.

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

An evaluation of the quality of the proposals, including the proposed budget, and of the capacity of the applicant and the 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 proposals 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 proposals which the European Commission can be confident will comply with its objectives and priorities and guarantee the visibility of the Community financing. They cover such aspects as the quality of the action, its consistency with the objectives of the Call for Proposals, 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 partners have sufficient <b>experience of project management</b> ?	5
1.2 Do the applicant and partners have sufficient <b>technical expertise</b> ? (notably knowledge of the issues to be addressed)	5
1.3 Do the applicant and 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 of the action</b>	<b>30</b>
<i>Score proportionally transferred from CN evaluation</i>	
<b>3. Effectiveness and feasibility of the action</b>	<b>20</b>
3.1 Are the <b>activities</b> proposed appropriate, practical, and consistent with the objectives and expected results?	5
<i>Note: The maximum score will only be allocated if the proposal follows the 3-step methodology described under section 1.2.1 (partner-learning; pilot action; evaluation and communication)</i>	

3.2 Is the <b>action plan</b> clear and feasible?	5
3.3 Does the proposal contain <b>objectively verifiable indicators</b> for the outcome of the action? Is evaluation foreseen?	5
3.4 Is the <b>partners' level of involvement and participation in the action</b> satisfactory?	5
<b>4. Sustainability of the action</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> )	5
<b>5. Budget and cost-effectiveness of the action</b>	<b>15</b>
5.1 Are the activities appropriately reflected in the budget?	5x2
5.2 Is the ratio between the estimated costs and the expected results satisfactory?	5
<b>Maximum total score</b>	<b>100</b>

*Note on Section 1. Financial and operational capacity*

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

*Provisional selection*

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

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

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

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

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

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



## 2.4 SUBMISSION OF SUPPORTING DOCUMENTS

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

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

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

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

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

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

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

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

2. An **external audit report** of the applicant organisation produced by an approved auditor, certifying the accounts for the last financial year available.  
This obligation does not apply to public bodies or to international organisations as defined under footnote n° 9.
3. **Copy of the applicant's latest accounts (the profit and loss account and the balance sheet) for the previous financial year for which the accounts have been closed.** This obligation does not apply to public bodies or to international organisations as defined under footnote n° 9. It does not apply either when the accounts are in practice the same documents as the external audit report already provided pursuant to point 2 above.
4. **Legal entity sheet (see annex D of the present guidelines)** duly completed and signed by the applicant, accompanied by the justifying documents which are requested therein. If the applicant has

---

<sup>16</sup> Where the organisation is a public (including local authorities) or parastatal body created by a law, a copy of the said law or other official document recognizing the body's public or parastatal status in accordance with the relevant national law must be provided. Where the organisation is a legally constituted consortium or association of Local Authorities, the statutes or articles of association of the said consortium or association must be provided.

already signed a contract with the European Commission, instead of the legal entity sheet and its supporting documents the legal entity number may be provided, unless a change in its legal status occurred in the meantime.

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

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

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

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

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

Where the required supporting documents requested are not uploaded in PADOR, they must be supplied in the form of originals, photocopies or scanned versions of the said originals. However, the Legal Entity Sheet must always be submitted in original.

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

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

---

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

## 2.5 NOTIFICATION OF THE EUROPEAN COMMISSION'S DECISION

### 2.5.1 Content of the decision

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

Applicants who were unsuccessful at the Opening and Administrative Check stage of the procedure (Step 1) or at the Eligibility check stage (Step 4) wishing to obtain further information should send their request by letter, indicating the reference of the Call for Proposals and the reference allocated to the proposal, to:

European Commission  
EuropeAid Cooperation Office,  
Unit F4 -Finance, Contracts and Audit for thematic budget lines  
Attn. Head of the Calls for Proposals Sector  
Office: L-41 03/136  
B-1049 Brussels  
Belgium

Applicants who were unsuccessful at the technical evaluation stages of the procedure (Step 2 or Step 3) wishing to obtain further information should send their request, indicating the reference of the Call for Proposals and the reference allocated to the proposal, to:

European Commission  
EuropeAid Co-operation Office  
Unit F3 - Central Management of Thematic Budget Lines  
Attn. Head of Social and Human Development Sector  
Office L-41 02/76  
B-1049 Brussels  
Belgium

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

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

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

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

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

### 2.5.2 Indicative time table

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

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

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

If the successful applicant is an international organisation, the model Contribution Agreement with an international organisation or any other contract template agreed between the international organisation concerned and the European Commission will be used instead of the standard grant contract provided that the international organisation in question offers the guarantees provided for in article 53d (1) of the Financial Regulation, as described in Chapter 7 of the Practical Guide to contract procedures for EC external actions.

### **Implementation contracts**

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

### 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)

ANNEX D: LEGAL ENTITY SHEET (PDF FORMAT)

See documents **E3e** at

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

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

ANNEX MA : PADOR APPLICANT DEROGATION PACK (WORD FORMAT)

ANNEX MB : PADOR PARTNER DEROGATION PACK (WORD FORMAT)

#### **DOCUMENTS FOR INFORMATION**

ANNEX E: FINANCIAL IDENTIFICATION FORM

See document **E3f** at

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

ANNEX F: STANDARD CONTRACT (WORD FORMAT)

See documents from **E3h\_1** to **E3h\_9** at

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

**E3h\_1** SPECIAL CONDITIONS

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

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

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

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

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

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

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

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

ANNEX G: DAILY ALLOWANCE RATES (PER DIEM)

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

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

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

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

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

ANNEX K: LIST OF ELIGIBLE COUNTRIES AND TERRITORIES FOR APPLICANTS UNDER CALL FOR PROPOSALS EUROPEAID/127877/C/ACT/MULTI

**EuropeAid/127877/C/ACT/Multi**

**Deadline for submission of applications 10 June 2009**







**ANNEX I – ADDRESS FORM (postal address – applications to be sent by post)**

Call reference: **EuropeAid/127877/C/ACT/Multi**  
**'Investing in People' - Towards demand-driven TVET systems**

Please fill in:

Name of the applicant	
Address	
City	
Post Code	
Country	

DO NOT OPEN BEFORE THE OPENING SESSION

**European Commission**  
**EuropeAid Co-operation Office**  
**Unit F4 Finance, Contracts and Audit for Thematic**  
**Budget Lines**  
**Call for Proposals Sector**  
**Office L-41 03/154**  
**B-1049 Brussels**  
**BELGIUM**



**ANNEX J ADDRESS FORM (Address for hand-delivery or private courier service)**

Call reference: **EuropeAid/127877 /C/ACT/Multi**  
**'Investing in People' - Towards demand-driven TVET systems**

Please fill in:

Name of the applicant	
Address	
City	
Post Code	
Country	

DO NOT OPEN BEFORE THE OPENING SESSION

**European Commission  
EuropeAid Co-operation Office  
Unit F4 Finance, Contracts and Audit for  
Thematic Budget Lines  
Call for Proposals sector  
Office L-41 03/154  
Central Mail Service  
Avenue du Bourget 1  
B-1140 Brussels (Evère)  
BELGIUM**