



European Commission
Delegation of the European Commission to Russia

ENPI Russia Action Programme 2009
Institution Building Partnership Programme (IBPP)

Support to Civil Society and Local Initiatives

Restricted Call for Proposals

Budget line BGUE-B2009-19.080103-C1

GUIDELINES FOR GRANT APPLICANTS

Reference: EuropeAid/128744/L/ACT/RU

Deadline for submission of proposals: 30 October 2009

NOTICE

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

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

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1. INSTITUTIONAL BUILDING PARTNERSHIP PROGRAMME – SUPPORT TO CIVIL SOCIETY AND LOCAL INITIATIVES

1.1 BACKGROUND

The Institution Building Partnership Programme (IBPP) - Support to Civil Society and Local Initiatives aims at strengthening the role of civil society in the Russian Federation. It was designed to support grass root initiatives and to support and promote partnership and cooperation between **Russian non governmental organisations (NGO's), local/regional authorities, non-profit making professional organisations and their counterparts in the EU.**

The Programme is operational in Russia since 2001. Over the last 8 years the EU has funded approximately 190 projects totaling EUR 43 million. These projects were based on grass root initiatives in a variety of areas, including the social field and local economic development.

1.2. OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

1.2.1. *Global objectives of this Call*

The overall aim of the IBPP Programme is the reinforcement/capacity building of civil society organisations. This support is to be realised through organisations working in partnership to develop and implement projects with sustainable outcomes.

The programme aims at strengthening the role that civil society actors have within Russian society and to give a large variety of civil society organisations a voice to enable them to fulfil their potential role in:

- Raising awareness and lobbying the authorities on various issues of concern
- Supporting the creation of networks between social NGOs working on common issues in order to share experiences and information, improve lobby capacity and build consensus in their chosen fields
- Encouraging NGOs to be pro-active in its role of public oversight of decision making and policy planning and to develop partnerships with local authorities;
- Creating links between non-state and state actors as well as between civil society organisations from the EU and Russia.

The programme will support cooperation at local level through partnerships among a wide range of local authorities, non-governmental organizations and/or cultural institutions from Russia and from the EU Member States.

The **partnership concept** implies that the partner organisations included in a project have similar goals and are faced in their day-to-day activity with similar challenges, albeit in different contexts.

A partnership is a relation of substance involving an active exchange of skills, experience and knowledge. Partners will therefore commit themselves by jointly defining the project objectives and the results to be achieved, as well as designing the project activities and participating in their implementation. All partners should feel responsible for the successful implementation of the project. It is expected that the relationship thus established or reinforced through the project will proceed beyond EC financial support.

The **institution-building concept** implies that both human resources development and organisational development are taken into consideration by the projects, in order to promote dynamic and self-reliant

organisations, networked between the Russian and their partners from the EU. **Sustainability** is a key aspect of this institutional strengthening process.

1.2.2. *Specific objectives and priorities of this Call*

The present IBPP Call for Proposal is particularly focused on issues of disability and children's right.

Priorities for this Call for Proposals

a) Thematic Priorities

Disability

- *Improvement of life skills*
- *Participation of people with disabilities in professional life*
- *Equal access to public services*
- *Effective lobbying*
- *Support network building among disability NGOs*

Children's rights

- *Ensuring equal life chances for children of various backgrounds*
- *Support network building among child welfare NGOs*

b) Under both thematic priorities, actions should aim at

- *Improving **consensus building and links** between non-state actors of similar and differing kinds and their ability to work with local government and the state;*
- *Sharing and promoting European **best practices** in the field of network and Platform building;*
- *Ensuring **capacity building activities** from stronger Russian NGOs to their weaker counterparts;*
- *Encouraging the **replication of successful initiatives** across regional divides.*

1.3 FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this call for proposals is **EUR 3,000,000**.

The Contracting Authority reserves the right not to award all available funds.

Size of grants

Any grant awarded under this call for proposals must fall between the following minimum and maximum amounts:

Window 1: Micro-projects

- minimum amount: **EUR 150,000**
- maximum amount: **EUR 200,000**

Window 2: Platform building activities

- minimum amount: **EUR 300,000**
- maximum amount: **EUR 700,000**

Applicants have to apply for either Window 1 or Window 2 and clearly state this in their concept note.

Please be aware of the partnership rules for Window 1 and Window 2 mentioned under 2.1.2.

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

In addition, **no grant may exceed 80 % of the total eligible costs of the action** (see also section 2.1.4). The balance must be financed from the applicant's or partners' own resources, or from sources other than the European Community budget.

2. RULES FOR THIS CALL FOR PROPOSALS

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

2.1 ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

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

2.1.1 <i>Eligibility of applicants: who may apply?</i>
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(1) In order to be eligible for a grant, applicants **must**:

(1)(1) be legal persons **and**

(1)(2) fall within the **following categories**:

be **legal entities** (officially registered in accordance with the legislation of the country of their establishment), **and**

(1)(2) fall within the **following categories**:

- **non-governmental organisations** ¹
- **local and regional authorities** (city, municipal or regional administrations). Organisations/institutions owned or co-funded by local or regional authorities are not considered as falling into this category.

(1)(3) be nationals² of a Member State of the **European Union**³ or an **EU Candidate Country**⁴ or a member state of the **European Economic Area**⁵ or the **Russian Federation**, **and**

(1)(4) be **directly responsible** for the preparation and management of the action, not acting as an intermediary

Individuals and informal alliances, such as initiative groups, are not eligible.

¹ I.e. Not a state, national or international governmental institution or organisation or an organisation effectively controlled by such an institution; it will depend on the extent to which an applicant can demonstrate that it is independent of the state as regards decision-making, budgetary control and the appointment of staff

² Such nationality being determined on the basis of the organisation's statutes which should demonstrate that it has been established by an instrument governed by the national law of the country concerned. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if the statutes are registered locally or a "Memorandum of Understanding" has been concluded.

³ **EU countries**: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom.

⁴ **EU Candidate countries**: Croatia, Turkey and Former Yugoslav Republic of Macedonia

⁵ **EEA countries**: EU Member States plus Liechtenstein, Norway and Iceland

.Schools/universities/entities, both public and private providing primary, secondary general (not vocational), tertiary (university), post-tertiary (Masters' and PhD) education are not eligible as applicants or partners in this call for proposals.

However, **non state-financed/owned/established** schools and training centres dealing **exclusively** with **vocational professional education**, either initial or secondary, adult professional skills upgrading or skills retraining are eligible as applicants or partners under this call for proposals.

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

http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm), i.e.

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

2.1.2 Partnerships and eligibility of partners

Applicants must act with partner organisations as specified hereafter.

(1) Partnership

(1) (1) For applicants under window 1: Micro-Projects

The Applicant and the Partner(s) **must** form a **partnership** consisting of:

- at least **one** organisation from a Member State of the **European Union**⁶, or from **EU Candidate Countries**⁷ or from the countries of the **European Economic Area**⁸ (*any combination is considered eligible, i.e. 2 EU MS, or 1 EU MS + 1 candidate country, etc.*), **and**
- at least **one** organisation from the **Russian Federation**

(1) (2) For applicants under window 2: Platform building activities

The Applicant and the Partner(s) **must** form a **partnership** consisting of:

- at least one **thematic network** from a Member State of the **European Union**⁶, or from **EU Candidate Countries**⁷ or from the countries of the **European Economic Area**⁸ (*any combination is considered eligible, i.e. 2 EU MS, or 1 EU MS + 1 candidate country, etc.*), **and**
- at least **three** organisations from the **Russian Federation**

(2) Eligibility of Partner(s)

- (2)(1) Applicants’ partners participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the grant Beneficiary. **They must therefore satisfy the eligibility criteria as applicable to the grant beneficiary himself (see 2.1.1).**

- (2)(2) **Partner organisations in Russia** must be established and run predominantly (**at least**

50%) by local nationals.

(3) Partnership statements

All the partners (including the applicant) must sign, stamp and date the "partnership statement" enclosed in section III.2 of Annex B to these Guidelines.

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.

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 self-contained operation consisting of a coherent set of activities with clearly defined objectives, target groups and tangible outcomes.

Duration

-The planned duration of an action may must be 24 months for proposals under Window 1.

-The planned duration of an action can be between 24 and 36 months for proposals under Window 2.

Sectors or themes

The action must relate to one or several of the priorities mentioned under 1.2.1.

Location

Actions must take place in **Russia**.

However, a **limited** number of activities duly and fully justified by purposes of promoting intercultural dialogue and/or cooperation may take place in Member States of the European Union⁶, or in EU Candidate Countries⁷ or in the countries of the European Economic Area⁸.

Types of actions

Any action related to the thematic field which follow the objectives and priorities of the programme covered by this call for proposals.

Projects should be focused and contain a mix of activities that together will have a **sustainable institutional building effect**. Successful projects are the result of careful preparation and sound **co-operation** between the Applicant and the Partner(s);

- Preference will be given to proposals based on **innovative, creative and practical approaches** and those that make use of **best practices, exchange of expertise**.
- **Preference will also be given to projects that include strong networking components**

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.

Types of activities

(See 1.2.1.)

Sub-granting

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

In case where the Applicant foresees to award sub-grants, it has to specify in its application the total amount of the grant which may be used for awarding sub-grants as well as the minimum and maximum amount per sub-grant a list with the types of activity which may be eligible for sub-grants must be included in the application, together with the criteria for the selection of the beneficiaries of these sub-grants. The maximum amount of a sub-grant is limited to EUR 10.000 per third party while the total amount which can be awarded as sub-grants to third parties is limited to EUR 100.000.

Obligatory activities during the project

- Preparatory visit and Inception Phase

In the first two months of the project, the partners are expected to meet in order to review the objectives, work plan and time schedule of the project and eventually to submit a request for amendment, either on the content of the project or the budget. An inception report should be submitted to the Commission within 1 month after the preparatory visit.

- IBPP Kick-off meeting

To ensure the pooling of experience acquired by the partners and encourage dissemination of results, representatives of all selected projects will gather at EU networking events (IBPP kick-off meeting + one networking conference) **organised by the EC Delegation to Russia**. A maximum of three participants representing in a balanced way the project partners will be required to participate in each of these meetings. Project partners' representatives participating in the events must play a key role in project implementation and remain responsible for project reporting as requested by the Contracting Authority (narrative and financial).

In order to allow for the participation in common EU networking events for all future selected projects under this call for proposals and to ensure a standardised way of re-presenting those costs (travel and accommodation) in the project budgets, applicants are kindly requested to enter the amount of maximum EUR 8, 000 under the heading 5 of the budget template and name this item "Participation in EU networking events".

Visibility

Applications should include a communication and visibility strategic plan both in the Full Application and the budget inline with the EC visibility guidelines:

http://ec.europa.eu/europeaid/work/visibility/index_en.htm

Ineligible actions

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 which consist fully and exclusively in the production and maintenance of websites, the production of magazines and newspapers, the organisation of conferences or seminars and the production of studies or reports;
- one-off conferences: conferences can only be founded if they form part of a wider range of activities to be implemented in the life-time of the action;
- actions including proselytism;
- projects whose budgets mainly consist of the purchase of material and equipment, supplies, renovation/restoration of buildings or offices;
- commercial or profit-making activities.

Number of applications and grants per applicant

An applicant may not submit more than one application under this call for proposals.

An applicant may at the same time be partner in another application. Partners may take part in more than one application

2.1.4 <i>Eligibility of costs: costs which may be taken into consideration for the grant</i>

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

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

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

Eligible direct costs

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

Contingency reserve

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

Eligible indirect costs (overheads)

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

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

Contributions in kind

Contributions in kind are not considered actual expenditure and are not eligible costs. The contributions in kind may not be treated as co-financing by the Beneficiary. The cost of staff assigned to the Action is not a contribution in kind and may be considered as co-financing in the Budget of the Action when paid by the Beneficiary or his partners.

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

Ineligible costs

The following costs are not eligible:

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

2.2 HOW TO APPLY AND THE PROCEDURES TO FOLLOW

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

Please note that the prior registration in PADOR both for applicants and their partners for this Call for proposal is **obligatory**: http://ec.europa.eu/europeaid/work/online-services/pador/index_en.htm

PADOR (Potential Applicant Data On-Line Registration) 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.

In PADOR, organisations introduce the same data that is requested in the chapters II (for the main applicants) and III (for the partners of the main applicant) of the paper application form. This data concerns the organisation itself, it is not linked to the project proposal.

Organisations obtain their EuropeAid ID after having completed the registration process. The registration process consists in encoding, saving and submitting consistent information on all the PADOR screens (such as Sectorial and Geographical experience, Financial data, etc.).

Before starting the registration of your organisation in PADOR, please check:

- the Frequently Asked Questions
- the PADOR user's guide
- the e-training

These 3 documents are available on the website indicated above.

Before starting the registration of your organisation in PADOR, please check whether there already is a person, within your organisation, who has registered it before you. In case a colleague of yours has already registered the organisation, please get in touch with him/her for obtaining the EuropeAid ID of your organisation.

Notwithstanding the above, the applicant can submit a request for derogation concerning its registration in PADOR. A reasoned request for derogation should be sent to the Contracting Authority at the address as indicated in these Guidelines 21 days before the deadline for submission at the latest. The Contracting Authority needs to reply at the latest 11 days before the deadline for the submission. The justification for a derogation must be based on the objective impossibility of the applicant to have access to the technology required to register in PADOR. This objective impossibility should go beyond the control of the applicant and, in principle, be of a general nature (i.e. not attributable to the specific circumstances of the applicant itself). The applicant should provide, where possible, supporting documents substantiating its request. The Contracting Authority shall reason its reply. The derogation applies to the applicant requesting the derogation and only in the context of a specific call for proposals, unless the Contracting Authority see grounds for a general derogation for that call for proposals. In this case, data will be introduced in PADOR by the European Commission. If, at a later stage, the organisation wishes to update itself its data, an access request is needed.

In the phase of the concept note, organisations must indicate, on the Concept note paper form, their EuropeAid ID. In order to obtain the EuropeAid ID, organisations must fill in, save and submit the compulsory information (in the fields written with orange letters) on all the PADOR screens.

Organisations whose Concept notes are evaluated positively are invited to present a full proposal. In the phase of the full proposal, they must fill in, save and submit information introduced in all the fields of PADOR (including the fields written with black characters) Only data registered and submitted before the dead-line for the submission of the full proposal will be taken into account by the EC.

It is by "submitting" their data that organisations engage their responsibility on the accuracy and veracity of the data provided in PADOR.

The supporting documents requested (statuses, financial reports, audit reports) may be uploaded in PADOR after the evaluation of the Full Proposal, but before the deadline fixed in the notification letter from the European Commission. By letter from the European Commission, the applicant will be reminded that these documents will have to be loaded in PADOR for the final eligibility check. **Nevertheless, we strongly advise you to upload these documents while registering in PADOR, without waiting until the final selection of proposals is achieved.**

All questions related to the registration in PADOR should be addressed to the **PADOR help desk:** Europeaid-ON-LINE-REGISTRATION-HD@ec.europa.eu

2.2.1 Concept Note content

Applications must be submitted in accordance with the instructions on the Concept Note included in the Grant Application Form annexed to these Guidelines (Annex A).

Applicants must apply in English.

In the Concept note, the applicants must only provide an estimate of the total costs of the action together with the amount of contribution and percentage requested from the Contracting Authority. Only the applicants invited to submit a full application in the second phase will be required to present a detailed budget. This detailed budget may not vary from the initial estimate by more than 20%. The applicant is free to adapt the percentage of co-financing required within the minimum and maximum amount of co-financing, as laid down in the present Guidelines, is respected.

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

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

Hand-written Concept Notes will not be accepted.

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

2.2.2 <i>Where and how to send concept notes</i>

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

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

The outer 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 applicant, and the words "Not to be opened before the opening session" and "НЕ ВСКРЫВАТЬ ДО ЗАСЕДАНИЯ КОНКУРСНОЙ КОМИССИИ".

Concept Notes must be submitted in a sealed envelope by registered mail, private courier service or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) at the address below:

Ms Tuuli VIRTANEN
Head of Finance & Contract Section
Delegation of the European Commission to Russia
Kadashevskaya nab. 14/1
119017 Moscow, Russia

Please note that **hand delivery is only possible during the working hours** of the Delegation (Monday-Friday, 09.00-17.30)

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

Applicants must verify that their Concept Note is complete using the Checklist for Concept Note (Part A section II of the grant application form). Incomplete concept notes may be rejected.

2.2.3 <i>Deadline for submission of the Concept Notes</i>
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The deadline for the submission of Concept Note is **30 October 2009** as evidenced by the date of dispatch, the postmark or the date of the deposit slip. In the case of hand-deliveries, the deadline for receipt is at **17.30** local time as evidenced by the signed and dated receipt. Any Concept Note submitted after the deadline will automatically be rejected.

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

2.2.4 Further information for Concept Note

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

E-mail address: delegation-russia-ibpp@ec.europa.eu

Replies will be given no later than 11 days before the deadline for the submission of concept notes. The Contracting Authority has no obligation to provide further clarifications after this date.

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

Questions that may be relevant to other applicants, together with the answers as well as other important notices to applicants during the course of the evaluation procedure, may be published on the internet at the EuropeAid web site <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> and at www.delrus.ec.europa.eu as the need arises. It is therefore highly recommended to regularly consult the abovementioned websites in order to be informed of the questions and answers published.

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

2.2.5 Full Application form

Applicants invited to submit a full application form following the pre-selection of the Concept Note must do so by using the application documents annexed to the present Guidelines: Annex A, Part B – Full Application Form, Annex B – Budget and Annex C – Logical Framework. Applicants should keep strictly to the format of the application form and fill in the paragraphs and the pages in order.

The elements contained in the concept note cannot be modified in the full application form. The detailed budget (please provide budget without decimals) may not vary from the initial estimate by more than 20%, while the applicant is free to adapt the percentage of co-financing required as far as the minimum and maximum amount of co-financing, as laid down in this application form, is respected.

Applicants must submit their applications **in English**.

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 V of the Grant Application form) or any major inconsistency in the full application form (e.g. the amounts mentioned in the budget are inconsistent with those mentioned in the full application form) may lead to the rejection of the application.

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

Hand-written applications will not be accepted.

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

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

Applications must be submitted in a sealed envelope by registered mail, private courier service or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) at the address below:

Ms Tuuli VIRTANEN - Head of Finance & Contract Section
Delegation of the European Commission to Russia
Kadashevskaya nab. 14/1
119017 Moscow, Russia

Please note that **hand delivery is only possible during the working hours** of the Delegation (Monday-Friday, 09.00-17.30)

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

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

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

The outer envelope must bear the **reference number and the title of the call for proposals**, together with the number and title of the lot the full name and address of the applicant, and the words "Not to be opened before the opening session" and "НЕ ВСКРЫВАТЬ ДО ЗАСЕДАНИЯ КОНКУРСНОЙ КОМИССИИ".

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

2.2.7 *Deadline for submission of the Full Application form*

The deadline for the submission of applications will be indicated in the letter sent to the applicants whose application has been preselected.

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

2.2.8 *Further information for the Full Application form*

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

E-mail address: delegation-russia-ibpp@ec.europa.eu

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

Replies will be given no later than 11 days before the deadline for the submission of applications. The Contracting Authority has no obligation to provide further clarifications after this date.

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

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

and www.delrus.ec.europa.eu.

2.3 EVALUATION AND SELECTION OF APPLICATIONS

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

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

(1) STEP 1: OPENING SESSION AND ADMINISTRATIVE CHECK

The following will be assessed:

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

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

(2) STEP 2: EVALUATION OF THE CONCEPT NOTE

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

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

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

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

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

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

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

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

Secondly, the list of Concept Notes will be reduced in accordance to the ranking to those whose sum of requested contributions amounts to **EUR 6.000.000**, at least twice the available budget for this Call for proposals, taking into account the indicative financial envelope. The preselected applicants will subsequently be invited to submit full applications.

(3) STEP 3: EVALUATION OF THE FULL APPLICATION

OPENING SESSION AND ADMINISTRATIVE CHECK OF THE FULL APPLICATION FORM

The following will be assessed:

- The submission deadline has been respected. If the deadline has not been respected the application will automatically be rejected.
- The full application form satisfies all the criteria specified in points 1-8 of the Checklist (Section V. of part B of the grant application form). If any of the requested information is missing or is incorrect, the application may be rejected on that **sole** basis and the application will not be evaluated further.

Following the opening session and the administrative check, the Contracting Authority will send a letter to all applicants, indicating whether their application was submitted prior to the deadline, and whether their application has been recommended for further evaluation.

EVALUATION OF THE FULL APPLICATION FORM

An evaluation of the quality of the applications, including the proposed budget, and of the capacity of the applicant and its partners, will be carried out in accordance with the evaluation criteria set out in the Evaluation Grid included below. There are two types of evaluation criteria: selection and award criteria.

The selection criteria are intended to help evaluate the applicants' financial and operational capacity to ensure that they:

- have stable and sufficient sources of finance to maintain their activity throughout the period during which the action is being carried out and, where appropriate, to participate in its funding;
- have the management capacity, professional competencies and qualifications required to successfully complete the proposed action. This also applies to any partners of the applicant.

The award criteria allow the quality of the applications submitted to be evaluated in relation to the set objectives and priorities, and grants to be awarded to actions which maximise the overall effectiveness of the call for proposals. They enable the selection of applications which the Contracting Authority can be confident will comply with its objectives and priorities and guarantee the visibility of the Community financing (see http://ec.europa.eu/europeaid/work/visibility/index_en.htm). They cover such aspects as the relevance of the action, its consistency with the objectives of the call for proposals, quality, expected impact, sustainability and cost-effectiveness.

Scoring:

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

Evaluation Grid

Section	Maximum Score
1. Financial and operational capacity	20
1.1 Do the applicant and, if applicable, partners have sufficient experience of project management ?	5
1.2 Do the applicant and, if applicable partners have sufficient technical expertise ? (notably knowledge of the issues to be addressed.)	5
1.3 Do the applicant and, if applicable, partners have sufficient management capacity ? (including staff, equipment and ability to handle the budget for the action)?	5
1.4 Does the applicant have stable and sufficient sources of finance ?	5
2. Relevance	25
2.1 How relevant is the proposal to the objectives and one or more of the priorities of the call for proposals? Note: A score of 5 (very good) will only be allocated if the proposal specifically addresses at least one priority . Note: A score of 5 (very good) will only be allocated if the proposal contains specific added-value elements, such as promotion of gender equality and equal opportunities...	5 x 2
2.2 How relevant to the particular needs and constraints of the target country/countries or region(s) is the proposal? (including synergy with other EC initiatives and avoidance of duplication.)	5
2.3 How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs been clearly defined and does the proposal address them appropriately?	5 x 2
3. Methodology	25

3.1 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?	5
3.2 How coherent is the overall design of the action? (in particular, does it reflect the analysis of the problems involved, take into account external factors and anticipate an evaluation ?)	5
3.3 Is the partners' and/or other stakeholders' level of involvement and participation in the action satisfactory?	5
3.4 Is the action plan clear and feasible?	5
3.5 Does the proposal contain objectively verifiable indicators for the outcome of the action?	5
4. Sustainability	15
4.1 Is the action likely to have a tangible impact on its target groups?	5
4.2 Is the proposal likely to have multiplier effects ? (including scope for replication and extension of the outcome of the action and dissemination of information.)	5
4.3 Are the expected results of the proposed action sustainable : - financially (<i>how will the activities be financed after the funding ends?</i>) - institutionally (<i>will structures allowing the activities to continue be in place at the end of the action? Will there be local "ownership" of the results of the action?</i>) - at policy level (where applicable) (<i>what will be the structural impact of the action — e.g. will it lead to improved legislation, codes of conduct, methods, etc?</i>)? - environmentally (if applicable) (<i>will the action have a negative/positive environmental impact?</i>)	5
5. Budget and cost-effectiveness	15
5.1 is the ratio between the estimated costs and the expected results satisfactory?	5
5.2 Is the proposed expenditure necessary for the implementation of the action?	5 x 2
Maximum total score	100

Note on Section 1. Financial and operational capacity

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

Note on Section 2. Relevance

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

Provisional selection

Following the evaluation, a table listing the applications ranked according to their score and within the available financial envelope will be established as well as a reserve list following the same criteria.

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

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

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

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

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

2.4 SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED APPLICATIONS

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

Supporting documents **must** be provided through PADOR, see section 2.2

1. The statutes or articles of association of the applicant organisation⁶ and of **each partner organisation**.
2. Copy of the official registration certificate of the applicant organisation **and of each partner organisation** proving that it is registered as a legal entity in accordance with the legislation of the country of its establishment. For the Russian organisations it is a certificate from the Russian Tax Ministry confirming that this organisation is included in the official list of registered legal entities.
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)⁷.
4. Legal entity sheet (see annex D of these Guidelines) duly completed and signed by the applicant, accompanied by the justifying documents which are requested therein. If the applicant has already signed a contract with the Contracting Authority, instead of the legal entity sheet and its supporting documents the legal entity number may be provided, unless a change in its legal status occurred in the meantime.
5. A financial identification form conforming to the model attached at Annex E of these Guidelines, certified (**signed and stamped**) by the bank to which the payments will be made. This bank must be located in the country where the applicant is registered. If the applicant has already signed a contract with the European Commission or where the European Commission has been in charge of the payments of a contract, a copy of the previous financial identification form may be provided instead, unless a change in its bank account occurred in the meantime.

Requirements for all supporting documents

Where the requested supporting documents are not uploaded in PADOR they must be supplied in the form of originals, photocopies or scanned versions (i.e. showing legible stamps, signatures and dates) of the said

⁶ Where the applicant and/or (a) partner(s) is a public body created by a law, a copy of the said law must be provided

⁷ This obligation does not apply to public bodies.

originals. However, the Legal entity sheet and the financial identification form must always be submitted in original.

Where such documents are not in one of the official languages of the European Union or in Russian, a translation into English of the relevant parts of these documents, proving the applicant's/partners eligibility, must be attached and will prevail for the purpose of analysing the application.

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

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

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

2.5 NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

2.5.1 Content of the decision

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

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

2.5.2 Indicative time table

	DATE	TIME*
Deadline for request for any clarifications from the Contracting Authority	9 October 2009	
Last date on which clarifications are issued by the Contracting Authority	19 October 2009	-
Deadline for submission of Concept Notes	30 October 2009	17.30
Information to applicants on the opening & administrative check (step 1)	November 2009	-
Information to applicants on the evaluation of the Concept Notes (step 2)	Jan/Feb 2010	-
Invitations for submission of Full Application Form	February 2010	-
Deadline for submission of Full Application Form]	April 2010	-
Information to applicants on the evaluation of the Full Application Form (step 3)	May 2010	-
Notification of award (after the eligibility check) (step 4)	June 2010	-
Contract signature	July-September2010	-

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

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

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

Applicants are strongly recommended to get familiar with the standard Grant Contract and all its annexes (see Annex F to the Guidelines) before submitting an Application.

Implementation contracts

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

2.7 EARLY WARNING SYSTEM AND CENTRAL EXCLUSION DATABASE

The applicants and, if they are legal entities, persons who have powers of representation, decision-making or control over them, are informed that, should they be in one of the situations mentioned in:

- the Commission Decision of 16.12.2008 on the Early Warning System (EWS) for the use of authorising officers of the Commission and the executive agencies (OJ, L 344, 20.12.2008, p.125) or
 - the Commission Regulation of 17.12.2008 on the Central Exclusion Database (CED) (OJ L344, 20.12.2008, p.12),
- their personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the EWS only or both in the EWS and CED, and communicated to the persons and entities listed in the above-mentioned Decision and Regulation, in relation to the award or the execution of a grant agreement or decision.

3. LIST OF ANNEXES

DOCUMENTS TO BE COMPLETED

ANNEX A: GRANT APPLICATION FORM (WORD FORMAT)

ANNEX B: BUDGET (EXCEL FORMAT)

ANNEX C: LOGICAL FRAMEWORK (EXCEL FORMAT)

ANNEX D: LEGAL ENTITY SHEET (EXCEL FORMAT)

ANNEX E: FINANCIAL IDENTIFICATION FORM

DOCUMENTS FOR INFORMATION

ANNEX F: STANDARD CONTRACT

- ANNEX II: GENERAL CONDITIONS APPLICABLE TO EUROPEAN COMMUNITY-FINANCED GRANT CONTRACTS FOR EXTERNAL ACTIONS
- ANNEX IV: CONTRACT AWARD PROCEDURES
- ANNEX V: STANDARD REQUEST FOR PAYMENT
- ANNEX VI: MODEL NARRATIVE AND FINANCIAL REPORT
- ANNEX VII: MODEL REPORT OF FACTUAL FINDINGS AND TERMS OF REFERENCE FOR AN EXPENDITURE VERIFICATION OF AN EC FINANCED GRANT CONTRACT FOR EXTERNAL ACTIONS
- ANNEX VIII: MODEL FINANCIAL GUARANTEE

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

http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm

PROJECT CYCLE MANAGEMENT GUIDELINES

http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101_en.htm