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by the European Union

Recovery, Stability and Socio-Economic Development
in Libya - “Baladiyati” - Italian Cooperation Component
T05-EUTF-NOA-LY-13-01 (T05.1849)
CUP H99J21003980006



Contracting Authority:

Italian Agency for Development Cooperation (AICS)

Programme

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

Baladiyati Phase 2 - Italian Cooperation¹ Component

T05-EUTF-NOA-LY-13-01 (T05.1849)

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

Call for Proposals

Guidelines for grant applicants

Reference: 04/EUTFRSSD2/2022

Deadline for submission of concept notes and full applications:

16/09/2022

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

NOTICE

This is an open call for proposals, where all documents are submitted together (concept note and full application). As the rules for crisis situations are applicable to this Programme, AICS in accordance with the point 6.5.5 of PRAG, set a shortened deadline in derogation to the minimum terms for submission of the application forms – duly acknowledged by the EU Delegation.

In the first instance, only the concept notes will be evaluated. Thereafter, for the lead applicants who have been pre-selected, the full applications will be evaluated. After the evaluation of the full applications, an eligibility check will be performed for those which have been provisionally selected. Eligibility will be checked on the basis of the supporting documents requested by the contracting authority and the signed 'declaration by the lead applicant' sent together with the full application.



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ITALIAN AGENCY
FOR DEVELOPMENT
COOPERATION

1. "RECOVERY, STABILITY AND SOCIO-ECONOMIC DEVELOPMENT IN LIBYA" PHASE 2 – ITALIAN COOPERATION COMPONENT

1.1. BACKGROUND

National context

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

As the decentralization process increases the level of authority of local-level actors like the municipalities, central government institutions remain key stakeholders and interlocutors. Municipalities often seek to develop collaborative solutions with civil society, the private sector and community leaders, for responding to urgent needs of the local population. Nevertheless, the gap between central and local authorities, Municipalities' limited decision-making autonomy, their weak technical capacities and low financial resources greatly limit their responsiveness to fast-growing demand. Recent assessments reveal a series of serious shortcomings in the capacity of local administrations to deliver basic and social services.

Relevance of the Action

In a context of strong institutional fragmentation and difficulty in obtaining the necessary resources (human and financial) to inclusively deliver basic services and job opportunities, the Action aims to strengthen the role and skills of Libyan municipalities as fundamental actors in the process of pacification and stabilization of the country. The activities proposed meet national priorities as expressed in the 2022 Humanitarian Response Plan and the 2019-20 UN Strategic Framework, including the multi-sector short-term response/ capacity building/ sustainable development nexus. The UN Strategic Framework was extended until 2022 and it aims to address the country's development priorities in close complementarity and synergy with the priorities identified in the political and humanitarian sectors. The UNSF identifies a number of interventions in key sectors for the reconstruction of the country, such as public governance, the labour market and the power sector. Regarding the latter, the UNSF underlines the limitations of the national electricity system in ensuring an adequate supply of electricity to meet the needs of the Libyan population, with repercussions on the provision of basic services and living conditions of the Libyan population.

Finally, this Action is conceived as a needs-driven flexible facility to address the most pressing requirements to reinforce the resilience of communities most impacted by migration.

The Action will improve living conditions for the most vulnerable population, including migrants, refugees, and their host communities in an inclusive and conflict-sensitive manner by enhancing access to basic and social services in the 14 targeted municipalities in Southern Libya. Moreover, it will tackle lower economic development, social cohesion and community tensions specifically affecting the area. The Action will therefore aim at supporting activities that can respond to immediate needs at the local level, while also laying the groundwork for longer-term, more sustainable programmes.

This Call for Proposals is an integral part of the Italian Cooperation Component of the "Recovery, Stability and Socio-economic Development in Libya" Phase 2 Programme implemented by AICS and financed under the European Union Emergency Trust Fund for Africa (EU Trust Fund). The Programme includes two additional components implemented by UNDP and UNICEF.

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1.2. OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

Geographic Scope

The selection of the locations targeted by this Action was coordinated with the Libyan Ministry of Local Governance (MoLG) and the European Union based on the following criteria: (i) municipalities largely excluded from donor funding; (ii) municipalities with newly elected municipal councils; (iii) locations presenting a higher economic development potential; (iv) security and accessibility; (v) presence of migrant and IDP communities.

As a result of this process, AICS will target the following 14 Municipalities²:

- Darj and Shwerif in the West;
- Ribyana and Kufra in the South East;
- Brak al Shati, Ubari, Beint Baya, Ghat/Tahala, Al Gorda, Al Ghareifa, Murzuk, Quatrum, Shargya and Sebha in the South West.

Intervention Logic and Priority Issues

In order to generate a more complete and coherent stabilization impact, the Action will go beyond the prevailing service delivery scope of its first phase, putting an emphasis on local economic development while fostering social cohesion and human security at communal level.

The foreseen sectors of the Action are, education, WASH, sustainable energy, agriculture and livelihood as income generating activities. Finally, the Action will also touch upon conflict mitigation at community level.

The proposed activities thus seek to tackle, in an integrated and mutually reinforcing approach, the following priority issues:

- the need to address inadequate access to basic services and infrastructure, notably in the areas of education, WASH, and sustainable energy;
- the need for the creation of decent job opportunities, notably in agriculture/livestock, construction and industry so as to prevent the young generation from engaging in illegal alternatives while at the same time strengthening household resilience and food security;
- the need to strengthen social cohesion and prevent/mitigate conflicts at communal level so as to create a sustainable environment for development.

Objectives of the Programme

The Action's overall objective is to contribute to improving the living conditions and resilience of local communities, migrants, refugees, IDPs, and returnees, with a focus on the most vulnerable within targeted municipalities of Southern Libya. This will be achieved by implementing three interlinked outcomes that aim to:

1. Contribute to improving basic services delivery (notably education, WASH, sustainable energy, as well as facilities for social cohesion at community level);
2. Contribute to creating livelihoods opportunities for local communities, including for migrants;

² Please note that Ghat Municipality has split in 4 municipalities (Ghat, Al Awinat, Tahala, Al Barket); Algatron has split in 2 municipalities (Algatron and Tejerhi); Darj has split in 3 municipalities (Darj, Awal, Sinawan); Algarefa has split in 3 municipalities (Algarefa, Gagra, Jerma); Bent Baya has split in 3 municipalities (Bent Baya, Wady Alshargy, Al Rqiba); Shargya has split in 2 municipalities (Shargya and Zwila). All the above-mentioned municipalities are considered as target areas for this CfP within the allocated budget.

3. Contribute to prevention/mitigation of conflicts, encourage reconciliation and strengthen social cohesion.

The AICS-implemented component of the Action is expected to have multiple positive impacts aligned with Outcomes 1 and 2, namely:

- Enhanced municipalities' capacity to deliver basic services to communities and vulnerable groups, including migrants, in a context of institutional fragmentation and shortage of resources;
- Improved agro-food livelihood strategies that contribute to community resilience and stabilisation processes.

Objectives and Priorities of this Call for Proposals

The **global objective** of this call for proposals is to contribute to improving basic services delivery (notably in education, WASH and sustainable energy sectors) in the 14 targeted municipalities in Southern Libya, in line with the Programme Outcome 1.

The **specific objectives** are:

- (i) To strengthen technical and managerial capacities of relevant basic services providers' personnel;
- (ii) To upgrade basic service facilities through supply of equipment and rehabilitation/maintenance works;
- (iii) To raise awareness among the target population on inclusive access to basic services.

The Italian Agency for Development Cooperation (AICS) committed to focus on a list of **priority interventions described in section 2.1.4** including basic service facilities rehabilitation works and provision of equipment – mainly, small-scale solar energy installations. Other sectors of intervention covered by AICS are education and WASH, with activities including school building maintenance and rehabilitation works, and the provision of water, sanitation, and hygiene equipment.

During the inception phase of the Action, interventions were technically assessed, shortlisted and prioritised through bilateral and multilateral consultations. The MoLG was actively involved in the consultations alongside mayors and municipal actors responsible for basic services and civil society representatives.

AICS regularly consulted with the Italian Embassy in Tripoli to ensure adequate liaison at the institutional level and coordinated with UNDP and UNICEF to ensure the streamlined identification of appropriate programmatic interventions, including facilities in need of rehabilitation, at the municipality level.

1.3. FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this call for proposals is **EUR 5.340.000**. The contracting authority reserves the right not to award all available funds.

Indicative allocation of funds by lot/geographical distribution³:

Lot 1: Municipalities: Darj, Shwerif, Algorda, Brak Alshati

Indicative allocation: EUR 1,781,152;

Lot 2: Municipalities: Ubari, Sebha, Shargya, Murzuq, Bent Baya, Algarefa

Indicative allocation: EUR 1,916,852;

³ See note n. 2

Lot 3: Municipalities: Ghat, Algatron, Ribyana, Alkufra

Indicative allocation: EUR 1,641,996.

If the allocation indicated for a specific lot cannot be used due to insufficient quality or number of proposals received, the contracting authority reserves the right to reallocate the remaining funds to other lots.

Size of grants

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

Lot 1: Municipalities: Darj, Shwerif, Algorda, Brak Alshati

- minimum amount: EUR 1,631,152
- maximum amount: EUR 1,781,152

Lot 2: Municipalities: Ubari, Sebha, Shargya, Murzuq, Bent Baya, Algarefa

- minimum amount: EUR 1,766,852
- maximum amount: EUR 1,916,852

Lot 3: Municipalities: Ghat, Algatron, Ribyana, Alkufra

- minimum amount: EUR 1,491,996
- maximum amount: EUR 1,641,996

Any grant requested under this call for proposals must cover **100%** of the total eligible costs of the action.

2. RULES FOR THIS CALL FOR PROPOSALS

These guidelines set out the rules for the submission, selection and implementation of the actions financed under this call, in conformity with the practical guide, which is applicable to the present call (available on the internet at this address [ePRAG - EXACT External Wiki - EN - EC Public Wiki \(europa.eu\)](https://prag-exact.europa.eu)⁴)

2.1. ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

(1) the actors (2.1.1.):

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

⁴ Note that a lead applicant (i.e. a coordinator) whose pillars have been positively assessed by the European Commission and who is awarded a grant will not sign the standard grant contract published with these guidelines but a contribution agreement based on the contribution agreement template. All references in these guidelines and other documents related to this call to the standard grant contract shall in this case be understood as referring to the relevant provisions of the contribution agreement template. To be determined on the basis of the organisation's statutes, which should demonstrate that it has been established by an instrument governed by the national law of the country concerned and that its head office is located in an eligible country. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if the statutes are registered locally or a 'Memorandum of Understanding' has been concluded.

(2) the actions (2.1.3.):

- actions for which a grant may be awarded;

(3) the costs (2.1.4.):

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

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

Lead applicant

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

- be a legal person **and**
- be non-profit making **and**
- be a non-governmental organisation **and**
- be established in⁵ a Member State of the European Union or in countries eligible under EDF- ENI- and DCI- funded programmes (see PRAG Annex a2a for the list of eligible countries) ⁶ **and**

For UK applicants: Please be aware that following the entry into force of the EU-UK Withdrawal Agreement⁷ on 1 February 2020 and in particular Articles 127(6), 137 and 138, the references to natural or legal persons residing or established in a Member State of the European Union and to goods originating from an eligible country, as defined under Regulation (EU) No 236/2014⁸ and Annex IV of the ACP-EU Partnership Agreement⁹, are to be understood as including natural or legal persons residing or established in, and to goods originating from, the United Kingdom¹⁰. Those persons and goods are therefore eligible under this call.

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

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

Lead applicants, co-applicants, affiliated entities and, in case of legal entities, persons who have powers of representation, decision-making or control over the lead applicant, the co-applicants and the affiliated entities are informed that, should they be in one of the situations of early detection or exclusion according to Section 2.6.10.1 of the practical guide, personal details (name, given name if natural person, address,

⁵ To be determined on the basis of the organisation's statutes, which should demonstrate that it has been established by an instrument governed by the national law of the country concerned and that its head office is located in an eligible country. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if the statutes are registered locally or a 'Memorandum of Understanding' has been concluded.

⁶ With regard to Israeli entities, please follow Guidelines on the eligibility of Israeli entities and their activities in the territories occupied by Israel since June 1967 for grants, prizes and financial instruments funded by the EU from 2014 onwards (OJ C 205, 19.7.2013, p. 9).

⁷ Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community.

⁸ Regulation (EU) No 236/2014 of the European Parliament and of the Council of 11 March 2014 laying down common rules and procedures for the implementation of the Union's instruments for financing external action.

⁹ Annex IV to the ACP-EU Partnership Agreement, as revised by Decision 1/2014 of the ACP-EU Council of Ministers (OJ L196/40, 3.7.2014)

¹⁰ including the Overseas Countries and Territories having special relations with the United Kingdom, as laid down in Part Four and Annex II of the TFEU]

legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the early detection and exclusion system, and communicated to the persons and entities concerned in relation to the award or the execution of a grant contract. In this respect, provisionally selected lead applicants, co-applicants and affiliated entities or those placed in the reserve list are obliged to declare that they are not in one of the exclusion situations through a signed declaration on honour (PRAG Annex A14). For grants of EUR 15 000 or less, no declaration on honour is required. See Section 2.4.

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

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

If awarded the grant contract, the lead applicant will become the beneficiary identified as the coordinator in Annex G (special conditions). The coordinator is the sole interlocutor of the contracting authority. It represents and acts on behalf of any other co-beneficiary (if any) and coordinate the design and implementation of the action.

Co-applicant(s)

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

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

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

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

- (3) In addition, please note that contracts cannot be awarded to or signed with applicants included in the lists of EU restrictive measures (see Section 2.4. of the PRAG).

2.1.2. Affiliated entities

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

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

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

This structural link encompasses mainly two notions:

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

Entities affiliated to an applicant may hence be:

- Entities directly or indirectly controlled by the applicant (daughter companies or first-tier subsidiaries). They may also be entities controlled by an entity controlled by the applicant

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

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

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

What is not an affiliated entity?

The following are not considered entities affiliated to an applicant:

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

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

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

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

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

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

2.1.3. Associates and contractors

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

- Associates

Other organisations or individuals may be involved in the action. Such associates play a real role in the action but may not receive funding from the grant, with the exception of per diem or travel costs. Associates do not have to meet the eligibility criteria referred to in Section 2.1.1. Associates must be mentioned in Part B Section 6 — 'Associates participating in the action' — of the grant application form.

- Contractors

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

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

Definition:

An action is composed of a set of activities.

Duration

The initial planned duration of an action may not be less than 12 months and may not exceed 14 months.

Sectors or themes

Upgrading of basic services in Education, Water & Sanitation, Sustainable Energy, Community services/infrastructure.

Location

Actions must take place in the following municipalities¹¹:

Geographic Area	Municipality
West	Darj
West	Shwerif
South West	Brak al Shati
South West	Quatrum
South West	Murzuk
South West	Sebha
South West	Beint Baya
South West	Ubari

¹¹ See note n. 2

<i>South West</i>	Ghat
<i>South West</i>	Al Gorda
<i>South West</i>	Al Garefa
<i>South West</i>	Shargya
<i>South East</i>	Al Kufra
<i>South East</i>	Ribyana

Types of action

Actions proposed by applicants must meet the needs and priorities identified in this Call for Proposals and described in section 1.2.

The following types of action are ineligible:

- actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences and congresses;
- actions concerned only or mainly with individual scholarships for studies or training courses.

Types of activity

The eligible activities must be in line with the following Specific Objectives of this Call for Proposals:

1. To upgrade basic service facilities through supply of equipment and rehabilitation/maintenance works

- Conduct technical needs assessments of basic services facilities - including capacity gap analyses, through consultations with Municipalities, and relevant Line Ministries, UN agencies, and Humanitarian Clusters, under AICS guidance;
- Compile the final list of works to be performed and equipment/supplies to be provided in the selected facilities;
- Prepare the documents to procure works and equipment/supplies (e.g. Bills of Quantities/Technical Specifications);
- Carry out rehabilitation, repair and maintenance works;
- Procure, deliver and install the required equipment and supplies;
- Train personnel involved in the management, operation and maintenance of the upgraded facilities to improve basic service delivery.

2. To strengthen technical and managerial capacities of relevant basic services providers' personnel

- Conduct needs assessments of the staff from local authorities and basic services providers - including capacity gap analyses, through consultations with Municipalities, and relevant Line Ministries, UN agencies, and Humanitarian Clusters, under AICS guidance;
- Compile the final list of trainings to be performed in the selected Municipalities;
- Carry out the trainings of the targeted beneficiaries.

3. To raise awareness among the target population on inclusive access to basic services

- Define opportunities/modalities for local community awareness campaigns on inclusive access to basic services, including conflict-sensitive and do no harm messaging and communication modalities, through consultations with Municipalities and local stakeholders;
- Compile the final list of awareness/sensitisation activities for the selected communities;
- Organise and conduct workshops, training and information campaigns.

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

For INGOs to carry out the technical assessments needed to respond to this Call for Proposals, it is important to approach local authorities introducing the programmatic framework within which the activities will be implemented. Interested applicants are expected to provide their staff visiting the municipalities with an introduction letter indicating the name of the INGOs staff that will carry out the needs assessment and the purpose of the visits. The Italian Agency for Development Cooperation's role (implementing agency) and the EU funding should always be stressed to facilitate the interaction with the local authorities involved.

An indicative list of priority interventions identified in partnership with the Ministry of Local Governance (MoLG) and the municipalities¹² for each lot is listed here below:

Lot 1:

Municipality	Sector	Beneficiary	Intervention
DARJ	WASH	Municipality	Provision of Garbage Truck
	Capacity building	Municipality Council staff	ICDL Course
		General Services Company Staff	Training
		Water and Sanitation Company	Training
	Community Services/Infrastructure	Darj Youth Center	Maintenance works
		Mahala Derj Sports Arena	Maintenance works
		Darj Youth Center	Provision of equipment
	Sustainable Energy	Derj Health Care Center	Supply of Solar Energy System
		Tgota Health Care Center	Supply of Solar Energy System
		Tfelfelt Health Care Center	Supply of Solar Energy System
		Matres Health Care Center	Supply of Solar Energy System
		Ain Ali Health Care Center	Supply of Solar Energy System
		Sinawn Health Care Center	Supply of Solar Energy System
		Shawaa Health Care Center	Supply of Solar Energy System

¹² See note n. 2

		Municipality	Main road street lighting poles (x50)
SHWERIF	Capacity building	Municipality	Media Training
		Municipality	Solar energy training
		Municipality	ICDL training
		Municipality	Mechanics training
	WASH	Municipality	Provision of Garbage Tractor
		Municipality	Provision of Container Truck
	Sustainable energy	Al Shwerif Dialysis Center	Supply of Solar Energy System
		Medication and vaccinations storage in Al Shwerif Medical Care Center	Supply of Solar Energy System
		Civil Registry Facility	Supply of Solar Energy System
		Municipality Building	Supply of Solar Energy System
	Community Service	Stadium	Provision of equipment + Weeding & a set of playing tools for kids
		Vocational and Productive centre	Provision of mobile wool mowing station equipment
		Vocational and Productive centre	Provision of mobile wool mowing station equipment
		Vocational and Productive centre	Provision of mobile wool mowing station equipment
		Vocational and Productive centre	Provision of mobile wool mowing station equipment
AL GORDA	WASH	Municipality	Provision of Garbage Truck
	Capacity building	Municipality	Media Training
		Municipality	Mechanics training
		Municipality	Solar energy training
	Community/services infrastructure	Al Raheeg Youth Center	Maintenance works
		Al Raheeg Youth Center	Provision of equipment
	Sustainable energy	Municipality	Street lightning poles (x40)
		Agar storage Medical Center	Supply of Solar Energy System
		Mahroga storage Medical Center	Supply of Solar Energy System
		Al Gorda storage Medical Center	Supply of Solar Energy System
Al Barka storage Medical Center		Supply of Solar Energy System	
Municipality (Civil Registry facility)	Supply of Solar Energy System (4 buildings)		
BRAK AL SHATI	Capacity building	Municipality	ICDL Training
		Municipality	Solar Energy Training
		Municipality	Mechanics Training
	Sustainable energy	Municipality building	Supply of Hybrid Solar Energy System
		Passport facility	Supply of Hybrid Solar Energy System
		Civil Registry facility	Supply of Hybrid Solar Energy System
		Municipality	Main Street Lighting poles (x15)
	WASH	Municipality	Supply Water Pumps x20 - 50HP
		Municipality	Provision of Caterpillar Tractor L950 x1
	Education	Manara Al Forjani School	Rehabilitation works
		Salah Al-Deen School	Rehabilitation works

		Ashkida School	Rehabilitation works
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Lot 2:

Municipality	Sector	Beneficiary	Intervention
SEBHA	Sustainable energy	Municipality building	Supply of Hybrid Solar Energy System
		Passport Facility	Supply of Hybrid Solar Energy System
		Civil Registry Facility	Supply of Hybrid Solar Energy System
	WASH	Municipality	Supply of Water Pumps (x3)
	Community Services/ infrastructure	Mahala Algorda Production Centre for knitting	Provision of 1 Fabric Dyeing Machine and 10 knitting Equipment
		Mahala Wast Almadenda Production Centre for knitting	Provision of 1 Fabric Dyeing Machine and 10 knitting Equipment
		Mahala Sokara Production Centre for knitting	Provision of 1 Fabric Dyeing Machine and 10 knitting Equipment
		Mahala Aljadeda Southern Girl Production Centre for knitting	Provision of 1 Fabric Dyeing Machine and 10 knitting Equipment
		Mahala Algorda Production Centre for knitting	Maintenance works
		Mahala Wast Almadenda Production Centre for knitting	Maintenance works
		Mahala Sokara Production Centre for knitting	Maintenance works
		Mahala Aljadeda Southern Girl Production Centre for knitting	Maintenance works
	Capacity building	Municipality	ICDL Training
		Municipality	Mechanics Training
		Municipality	Solar Energy Training
UBARI	Education	Al Amel school	Maintenance works
	Sustainable energy	Municipality	Hay Alzawya Street Lightning - 14 light poles
		Municipality	Alhayta Street lightning - 40 lightpoles
		Municipality building	Supply Hybrid Solar Energy System
		Passport Facility	Supply Hybrid Solar Energy System
		Civil Registry Facility	Supply Hybrid solar Energy system
	WASH	Municipality	Supply Water Pumps x5 - 50HP
MURZUK	WASH	Municipality	Provision of Submersible Pumps (x2)
		Municipality	Provision of Water Pumps + Water Valve
		Municipality	Maintenance of an upper water Tank
	Sustainable energy	Municipality	Main street lighting poles
		Municipality (Council building)	Supply of Solar Energy System
		Municipality (Civil Status building)	Supply of Solar Energy System

SHARGYA	Sustainable energy	(Om Alaraneb) village hospital	Supply solar Energy system
		Municipality	Street Lightning (40 poles)
	WASH	Municipality	Supply & install 50HP pump + water valve
		Municipality	Provision of Upper Water Tank
		Municipality	Underground Water Tank Maintenance
Municipality	Supply & Install Water Pump 50HP + Water Valve - x4		
AL GAREFA	Sustainable energy	Brek Health Center (Laboratory and a Maternity department)	Improvement of Solar Energy System
		Gragra Poly Clinic (Laboratory and a birth booth)	Improvement of Solar Energy System
		Al Geerat Health Center	Improvement of Solar Energy System
		Village Hospital (Laboratory and Maternity department)	Improvement of Solar Energy System
		Municipality	Main street lightning poles (x60)
		Gragra Polyclinic	Supply of Solar Energy System
		Municipality Building	Supply of Solar Energy System
		Passport Facility	Supply of Solar Energy System
		Civil Registry Facility	Supply of Solar Energy System
	WASH	Municipality	Supply & Install 50HP Pump + Water Valve (x4)
		Municipality	Drinking-Water Transport Truck
		Municipality	Provision of garbage containers (x75)
		Municipality	Provision of sewage bilge truck
		Municipality	Provision of suction truck
BENT BAYA	Capacity building	Municipality	ICDL Training
		Municipality	Solar Energy Training
		Municipality	Mechanics Training
	Sustainable energy	Municipality	Main street lightning poles (x60)
		Municipality Building	Supply of Solar Energy System
		Civil Registry Facility	Supply Solar System
		Passport Facility	Supply of Solar Energy System
		Al Rgeba Central Laboratory	Supply solar system
		Gabron Health Care Unit (Vaccination Center)	Supply solar system
		Al Rgeba Heal Care Center	Supply solar system
		Medical laboratory & Maternity Department	Supply of Solar Energy System
	Children's Health Care and Vaccination Unit	Supply of Solar Energy System	
WASH	Municipality	Provision of Sewage Blige Truck	

Lot 3:

Municipality	Sector	Beneficiary	Intervention
AL GATRON	Sustainable energy	Municipality	Main street Lightning poles (x50)
		Municipality Building	Supply of Solar Energy System
		Municipality (Passport Facility)	Supply of Solar Energy System
		Municipality (Civil Registry Facility)	Supply of Solar Energy System
	WASH	Municipality	Supply of Water Pump 50HP + Water Valve (x7)
		Municipality	Provision of Upper Water Tank
Municipality		Provision of Sewage Suction Truck	
GHAT	Capacity building	Municipality	ICDL Training
		Municipality	Solar Energy Training
		Municipality	Mechanics Training
	Education	AlKaber School	Rehabilitation works
	Community/Services infrastructure	(Hay Aloroba) Kids Garden	General Maintenance
		Barakat Garden	General Maintenance
	Sustainable Energy	Municipality	Albarket-Main Street lighting poles (x40)
		Municipality	Central Ghat- Main Street lighting poles (x40)
		(Thala) Health Center	Supply of solar Energy System
		(Alberket) Health Center	Supply of Hybrid Solar Energy System
		Municipality Building	Supply of Hybrid Solar Energy System
		Municipality (Civil Registry Facility)	Supply of solar Energy System
		Municipality (Central Ghat Passports Facility)	Supply of solar Energy System
RIBYANA	Education	Al Hateen School	Rehabilitation works
	WASH	Municipality	Provision of garbage containers (x50)
		Municipality	Provision of submersible pumps (x2)
		Municipality (Algderfe)	Provision of 50 hp pump
		Municipality	Provision of Suction Truck
		Municipality	Provision of garbage truck
	Sustainable energy	Alshura medical clinic	Supply of Solar Energy System
		Libya Clinic (Isolation Center)	Supply of Solar Energy System
		Ribyana health center	Supply of Solar Energy System
		(Algderfe) Omar Al Mukhtar medical center	Supply of Solar Energy System
		Municipality	Supply of Solar Energy System
Municipality		Main street lightning poles (x 50)	
AL KUFRA	Sustainable energy	Municipality	Main Street Lighting poles (x50)
	WASH	Municipality	Provision of Submersible Pumps (x15)
	Education	Al Karama School	Rehabilitation works
	Capacity building	Municipality	Field of diesel mechanics and electricity Training

Value-adding Principles

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

- 1. Conflict Sensitivity Approach.** Given the challenges to operate in the current context, a conflict sensitivity and do no harm approach is a specific requirement of this Programme. Applicants will be expected to demonstrate how conflict sensitivity will be streamlined throughout their actions over the project period as appropriate, in particular identifying, monitoring and reporting conflict sensitivity risks and opportunities as part of context analysis and risk management – possibly, integrating communication between local communities and authorities/service providers. The partners implementing this action will be expected to actively coordinate on conflict sensitivity initiatives, adhere to Conflict Sensitive Assistance (CSA) Principles for Libya and ensure that their staff have adequate knowledge and capacity on conflict sensitivity and communication - including dedicated focal persons.
- 2. Contextualized approach.** The applications should clearly indicate the results of local stakeholder consultations, assessment of the specific service facilities to be rehabilitated, the availability of local partners, suppliers and service providers, the first identification and selection of target beneficiaries and the approach for the activities to be conducted. All proposed actions should address conflict-related risk management. Applications should also include immediate actions to be undertaken upon the approval of the application, for which there is no need for further detailed assessment and study.
- 3. Sustainability.** All proposed actions should be designed to achieve long-lasting changes. Actions might include measures to strengthen: (i) fair and inclusive access to basic services; (ii) a sense of community ownership; and, (iii) mechanisms for a community to prioritize its own needs. Applicants should give a clear description of how sustainability will be promoted.
- 4. Complementarity:** close coordination with other lots, programmes and projects. The efficiency and effectiveness of the actions are affected by the cooperation among the different lots under this Call for Proposals, as well as programmes already implemented, ongoing or in the pipeline in the selected municipalities. Finding complementarities implies continued information sharing with the relevant stakeholders. Applicants should coordinate with other stakeholders and capture relevant challenges, good practices and lessons learned in their reporting.
- 5. National Policy frameworks.** The proposed actions should demonstrate awareness of - and synergy with - existing and emerging national policy frameworks, e.g. technical standards adopted by the relevant Line Ministries or National Authorities and coordination with international agencies.

Financial support to third parties¹³

Applicants may not propose financial support to third parties.

Monitoring, evaluation and reporting

Monitoring of Programme activities will be regularly guaranteed by AICS through ad hoc meetings with the beneficiary(ies), monitoring missions in the areas of intervention and revision of the progress reports (narrative and financial) to be submitted on a monthly and quarterly basis through the reporting templates provided by AICS.

In addition, AICS monitoring system will be supported by a qualified Third-Party Monitoring (TPM) service provider, which will conduct regular and post-completion site visits and key Informant Interviews (KIIs) with relevant stakeholders.

¹³ These third parties are neither affiliated entity(ies) nor associates nor contractors.

Monitoring and Evaluation exercises will be also conducted by the EU Delegation to Libya for the whole Action through Third Party Monitoring (TPM) systems and Results Oriented Monitoring (ROM) missions.

The beneficiary(ies) must facilitate the process and contribute to an effective and successful monitoring and evaluation of the Action by providing documents and assistance on the field. The beneficiary(ies) will be also required to contribute to the identification of best practices and lessons learnt throughout the monitoring/evaluation process, sharing know-how and experience.

The reporting templates and timeline shall be aligned to AICS reporting system. Moreover, the Logical Framework provided by the applicants must be aligned with the overall Action Logical Framework, approved by EUTF. As such, results chain and relevant indicators reported in the ANNEX C – *Logical framework* must be reflected in the Applicants' Logframe to be submitted under the framework of the Call for Proposals and they cannot be replaced or removed. However, further indicators at Outcome and/or Output level may be added.

In case of modifications in the overall Action Logical Framework, adjustments in the logframes of the beneficiary(ies) may be requested by AICS.

Communication and visibility

The applicants must ensure adequate information and promotion of the Action, highlighting the role of the European Union as the funding institution and that of the Italian Agency for Development Cooperation (AICS) as the implementing agency in all internal and external communications, including all information and documentation materials and any other product for external use developed and disseminated during the project lifespan.

As far as possible, actions must incorporate information and communication activities designed to raise the awareness of specific or general audiences of the reasons for the Action and the EU and AICS support for the action in the country or region concerned, as well as the results and the impact of this support.

Applicants must comply with the objectives and priorities and guarantee the visibility of the EU financing (see the Requirements for Visibility Communication for EU external actions specified and published by the European Commission at https://ec.europa.eu/international-partnerships/system/files/communication-visibility-requirements-2018_en.pdf) and must contribute proactively to fulfil the communication requirements and duties stemming from the Joint Communications Initiative designed by AICS, UNDP and UNICEF and carried out by the three implementing agencies under the AICS lead.

The Application shall include a section about communications & visibility, where applicants present a list of specific communication activities and related resources – as per below AICS requirements. A dedicated focal point for communications needs to be timely identified: he/she will liaise with the AICS PMU Communications Officer to align on communication objectives, target groups, key messaging, and appropriate visibility channels. Applicants are required to provide on a bi-monthly basis:

1. minimum n.1 human interest story including quotes from beneficiaries;
2. minimum n.1 short video of max 2 minutes (raw footage);
3. minimum n.3 photos in high resolution about activities and operations carried out on the ground before, during and after project implementation (preliminary operations, implementation and delivery).

The above-mentioned package will be submitted to and revised by the AICS PMU Communications Officer. Technical details and timeframe for the delivery of the communication items can be revised in consultation with the contracting authority, given the volatile situation on the ground. Additional communication items can be requested by the contracting authority on an ad hoc basis.

Number of applications and grants per applicants / affiliated entities

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

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

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

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

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

2.1.5. Eligibility of costs: costs that can be included

Contributions under this call for proposals take the following form:

- Reimbursement of eligible costs that may be based on any or a combination of the following forms:

- (i) actual costs incurred by the beneficiary(ies) and affiliated entity(ies);
- (ii) one or more simplified cost options (see below).

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

Simplified cost options (SCOs) may take the form of:

- **unit costs:** covering all or certain specific categories of eligible costs which are clearly identified in advance by reference to an amount per unit.
- **lump sums:** covering in global terms all or certain specific categories of eligible costs which are clearly identified in advance.
- **flat-rate financing:** covering specific categories of eligible costs which are clearly identified in advance by applying a percentage fixed ex ante. This form is not applicable to output or result based SCOs.

Simplified costs options are divided in two categories:

1/ "output or result based SCOs": this category includes costs linked to outputs, results, activities, deliverables in the framework of a specific project (for example the determination of a lump sum for the organization of a conference, or for the realisation of a determined output/activity). Where possible and appropriate, lump sums and unit costs shall be determined in such a way to allow their payment upon achievement of concrete outputs and/or results. This type of SCO can be proposed by the beneficiary (no threshold is applicable) at proposal's stage (Grant application form – Full application). In case the evaluation committee and the contracting authority are not satisfied with the quality of the justification provided, reimbursement on the basis of actually incurred costs is always possible.

2/ "other SCOs": This second category entails simplified cost options embedded in the cost accounting practices of the beneficiary, if they are accepted by national authorities under comparable funding schemes. In this case, the grant beneficiary shall demonstrate that the national authority accepted the cost accounting practices and will have to specify in which context this acceptance was given. The evaluation committee will assess if the funding scheme is comparable. To obtain reimbursement of this category of SCOs, the beneficiary shall make reference to the comparable funding schemes of national authorities in the budget justification sheet (annex B). In case the evaluation committee and the contracting authority are not satisfied with the quality of the justification provided reimbursement on the basis of actually incurred costs is always possible.

The amounts or rates have to be based on estimates using objective data such as statistical data or any other objective means or with reference to certified or auditable historical data of the applicants or the affiliated entity(ies). Determining SCO is possible also through 'expert judgement' provided by internally available experts or procured in accordance with the applicable rules. Experts must be either commissioned auditors or chartered accountants, or staff of the contracting authority but cannot be staff of the beneficiary. The methods used to determine the amounts or rates of unit costs, lump sums or flat-rates must comply with the criteria established in Annex K, and especially ensure that the costs correspond fairly to the actual costs incurred by the beneficiary(ies) and affiliated entity(ies), are in line with their cost accounting practices, no profit is made and the costs are not already covered by other sources of funding (no double funding). Please refer to Annex K for the details of the procedure to be followed depending on the type and amount of the costs to be declared as SCO.

Applicants proposing this form of reimbursement, must clearly indicate in worksheet no.1 of Annex B, each heading/item of eligible costs concerned by this type of financing, i.e. add the reference in capital letters to 'UNIT COST', 'LUMPSUM', 'FLAT RATE' in the Unit column (see example in Annex K).

Additionally in Annex B, in the second column of worksheet no.2, 'Justification of the estimated costs' per each of the corresponding budget item or heading applicants must:

- describe the information and methods used to establish the amounts of unit costs, lump sums and/or flat-rates, to which costs they refer, etc for output or result based SCO;
- clearly explain the formulas for calculation of the final eligible amount for output or result based SCO;
- make reference to the national authorities comparable funding schemes for other SCOs.

Where SCOs are proposed the evaluation committee and the contracting authority decide whether to accept the proposed amounts or rates on the basis of the provisional budget submitted by the applicants, by analysing factual data of grants carried out by the applicants or of similar actions. In case the evaluation committee and the contracting authority are not satisfied with the quality of the justification provided reimbursement on the basis of actually incurred costs is always possible.

No threshold is set ex-ante for the total amount of financing that can be authorised by the contracting authority on the basis of simplified cost options. Other SCOs can be proposed only if previously accepted by national authorities in comparable funding schemes.

Recommendations to award a grant are always subject to the condition that the checks preceding the signing of the grant contract do not reveal problems requiring changes to the budget (such as arithmetical errors, inaccuracies, unrealistic costs and 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. It is not possible to increase the grant or the percentage of EU co-financing as a result of these corrections.

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

The grant may take the form of a single lump-sum covering the entire eligible costs of an action or a work programme.

Single lump sums may be determined on the basis of the estimated budget, which should comply with the principles of economy, efficiency and effectiveness. Compliance with these principles shall be verified ex ante at the time of evaluation of the grant application.

When authorising single lump sums the authorising officer responsible shall comply with the conditions applicable to output or result based SCOs.

When using this form of financing, the description of the action shall include detailed information on the essential conditions triggering the payment, including, where applicable, the achievement of outputs and/or results.

Eligible direct costs

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

The applicants (and where applicable their affiliated entities) agree that the expenditure verification(s) referred to in Article 15.7 of the general conditions to the standard grant contract (see Annex G of the guidelines) will be carried out by an external body authorised by the contracting authority.

Eligible indirect costs

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

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

Contributions in kind

Contributions in kind mean the provision of goods or services to beneficiaries or affiliated entities free of charge by a third party. As contributions in kind do not involve any expenditure for beneficiaries or affiliated entities, they are not eligible costs (except for personnel costs for the work carried out by volunteers under an action or an operating grant if so authorised).

Contributions in kind may not be treated as co-financing.

However, if the description of the action as proposed includes contributions in kind, the contributions have to be made.

Other co-financing shall be based on estimates provided by the applicant.

Ineligible costs

The following costs are not eligible:

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

- salary costs of the personnel of national administrations.

2.1.6. Ethics clauses and Code of Conduct

a) Absence of conflict of interest

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

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

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

Zero tolerance for sexual exploitation, abuse and harassment

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

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

Applicants (and affiliated entities) other than (i) natural persons, (ii) pillar-assessed entities and (iii) governments and other public bodies, whose application has been provisionally selected or placed in a reserve list shall assess their internal policy against sexual exploitation, abuse and harassment (SEA-H) through a self-evaluation questionnaire (Annex L). For grants of EUR 60 000 or less no self-evaluation is required. Such self-evaluation questionnaire is not part of the evaluation of the full application by the contracting authority, but is an administrative requirement. See Section 2.5.6 of the PRAG.

c) Anti-corruption and anti-bribery

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

d) Unusual commercial expenses

Applications will be rejected or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service,

commissions remitted to a tax haven, commissions paid to a payee who is not clearly identified or commissions paid to a company which has every appearance of being a front company.

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

e) Breach of obligations, irregularities or fraud

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

2.2. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

2.2.1. *Application forms*

Applications must be submitted in accordance with the instructions on the concept note and the full applications in the grant application form annexed to these guidelines (Annex A). Lead applicants should then keep strictly to the format of the grant application form and fill in the paragraphs and pages in order.

Applicants must apply in English.

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

Any error or major discrepancy related to the points listed in the instructions on the concept note or any major inconsistency in the application (e.g. if the amounts in the budget worksheets are inconsistent) may lead to the rejection of the application.

Clarifications will only be requested when the information provided is unclear and thus prevents the contracting authority from conducting an objective assessment.

Please note that only the grant application form and the published annexes which have to be filled in (budget, logical framework) will be evaluated. It is therefore of utmost importance that these documents contain ALL the relevant information concerning the action.

With the application the lead applicant also has to submit completed PADOR registration form (Annex F) for the lead applicant, each co-applicant (if any) and each affiliated entities (if any).

Please note that the following documents should be submitted together with the PADOR registration form and the application form:

1. The statutes or articles of association of the lead applicant, (if any) of each co-applicant and (if any) of each affiliated entity. Where the contracting authority has recognised the lead applicant's, or the co-applicant(s)'s, or their affiliated entity(ies)'s eligibility for another call for proposals under the same budget line within 2 years before the deadline for receipt of applications, it should be submitted, instead of the statutes or articles of association, a copy of the document proving their eligibility in a former call (e.g. a copy of the special conditions of a grant contract received during the reference period), unless a change in legal status has occurred in the meantime. This obligation does not apply to international organisations which have signed a framework agreement with the European Commission.
2. Legal entity form (see Annex D of these guidelines) duly completed and signed by each of the applicants (i.e. by the lead applicant and by each co-applicant, if any), accompanied by the justifying documents requested there. If the applicants have already signed a contract with the

contracting authority, instead of the legal entity sheet and supporting documents, the legal entity number may be provided, unless a change in legal status occurred in the meantime.

3. A financial identification form of the lead applicant (not from co-applicant(s)) conforming to the model attached as Annex E of these guidelines, certified by the bank to which the payments will be made. This bank should be located in the country where the lead applicant is established. If the lead applicant has already submitted a financial identification form in the past for a contract where the European Commission was in charge of the payments and intends to use the same bank account, a copy of the previous financial identification form may be provided instead.

In addition, for the purpose of the evaluation of the financial capacity, the following documents should be submitted¹⁴:

For action grants exceeding EUR 750 000 and for operating grants above EUR 100 000, the lead applicant must provide an audit report produced by an approved external auditor where it is available, and always in cases where a statutory audit is required by EU or national law. That report shall certify the accounts for up to the last three available financial years. In all other cases, the applicant shall provide a self-declaration signed by its authorised representative certifying the validity of its accounts for up to the last three available financial years. Such self-declaration shall be dated and signed, either by hand or by applying a qualified electronic signature (QES)¹⁵ by an authorised representative of the signatory.

This requirement shall apply only to the first application made by a beneficiary the same contracting authority in any one financial year.

The external audit report is not required from the co-applicant(s) or affiliated entities (if any).

For action grants not exceeding EUR 750 000 and for operating grants below EUR 100 000 a copy of the lead applicant's profit and loss account and the balance sheet for up to the three last financial years for which the accounts were closed¹⁶. A copy of the latest account is neither required from the co-applicant(s) (if any) nor from affiliated entity(ies) (if any).

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

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

Where these documents are in an official language of the European Union other than the language of the call for proposals, it is **strongly recommended**, in order to facilitate the evaluation, to provide a translation of the relevant parts of the documents, proving the lead applicant's and, where applicable, co-applicants' and affiliated entity(ies)' eligibility, into the language of the call for proposals.

If the abovementioned supporting documents are not provided by the deadline for the submission of the application form, the application may be rejected.

¹⁴ No supporting documents will be requested for applications for a grant not exceeding EUR 60 000.

¹⁵ Please note that only the QES within the meaning of Regulation (EU) No 910/2014 (eIDAS Regulation) will be accepted. Regulation (EU) No 910/2014 of the European Parliament and of the Council of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC.

¹⁶ This obligation does not apply to natural persons who have received education support or who are in most need or in receipt of direct support, nor to public bodies and to international organisations. It does not apply either when the accounts are in practice the same documents as the external audit report already provided pursuant to Section 2.2.1, point 1.

No additional annexes should be sent.

2.2.2. *Where and how to send applications*

Applications must be submitted in **one (1) original** and **one (1) copy** in A4 size, each bound. The complete application form (Part A: concept note and Part B: full application form), PADOR registration form, budget and logical framework must also be supplied in electronic format (CD-ROM or USB stick) in a separate and single file (i.e. the application must not be split into several different files). The electronic file must contain **exactly the same** application as the paper version enclosed. Hand-written applications will not be accepted.

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

Where a lead applicant sends several different applications (if allowed to do so by the guidelines of the call), each one has to be sent separately.

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

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

Postal address

AICS Tunis Regional Office
5, rue Harroun Errachid, Mutuelleville –
1002 - Tunis, Tunisie

Address for hand delivery

AICS Tunis Regional Office
5, rue Harroun Errachid, Mutuelleville –
1002 - Tunis, Tunisie

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

Please note that incomplete applications may be rejected. Lead applicants are advised to verify that their application is complete using the checklist (Section 7 of Part B of the grant application form).

2.2.3. *Deadline for submission of applications*

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

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

The deadline for the submission of applications is **16/09/2022** as evidenced by the date of dispatch, the postmark or the date of the deposit slip. In the case of hand-deliveries, the deadline for receipt is at **16/09/2022, before 15:00 Tunis time** as evidenced by the signed and dated receipt. Any application submitted after the deadline will automatically be rejected.

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

Any application submitted after the deadline will be rejected.

2.2.4. Further information about applications

An **information session** on this call for proposals will be held on **21/07/2022 at 10:00 Tunis time** at the AICS Regional Office in Tunis, 5, rue Harroun Errachid, Mutuelleville. Due to the COVID-19 crisis situation and the limited space, only one participant per organization will be allowed; it is strongly recommended to wear face masks.

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

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

With Cc. to the following address: segreteria.tunisi@aic.gov.it

The contracting authority has no obligation to provide clarifications to questions received after this date.

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

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

Questions that may be relevant to other applicants, together with the answers, will be published on AICS website: <https://www.aic.gov.it/home-eng/opportunities/noprofit-emergency/> and AICS Tunis Regional Office website <https://tunisi.aic.gov.it/home/opportunita/bandi/>, as the need arises. It is therefore advisable to consult the abovementioned website regularly in order to be informed of the questions and answers published.

Please note that the contracting authority may decide to cancel the call for proposals procedure at any stage according to the conditions set out in Section 6.5.9 of the PRAG.

2.3. EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by the contracting authority with the possible assistance of external assessors. All applications will be assessed according to the following steps and criteria.

If the examination of the application reveals that the proposed action does not meet the eligibility criteria stated in Section 2.1, the application will be rejected on this sole basis.

STEP 1: OPENING & ADMINISTRATIVE CHECKS AND CONCEPT NOTE EVALUATION

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

- If the deadline has been met. Otherwise, the application will be automatically rejected.
- If the application satisfies all the criteria specified in the checklist in Section 7 of Part B of the grant application form. This includes also an assessment of the eligibility of the action. If any of the requested information is missing or is incorrect, the application may be rejected on that sole basis and the application will not be evaluated further.

The concept notes that pass this check will be evaluated on the relevance and design of the proposed action.

The concept notes will receive an overall score out of 50 using the breakdown in the evaluation grid below. The evaluation will also check on compliance with the instructions on how to complete the concept note, which can be found in Part A of the grant application form.

The evaluation criteria are divided into headings and subheadings. Each subheading will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Scores*

1. Relevance of the action	Sub-score	20
1.1 How relevant is the proposal to the objectives and priorities of the call for proposals and to the specific themes/sectors/areas or any other specific requirement stated in the guidelines for applicants? Are the expected results of the action aligned with the priorities defined in the guidelines for applicants (Section 1.2)?	5	
1.2 How relevant is the proposal to the particular needs and constraints of the target country(ies), region(s) and/or relevant sectors (including synergy with other development initiatives and avoidance of duplication)?	5	
1.3 How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs (as rights holders and/or duty bearers) and constraints been clearly defined and does the proposal address them appropriately?	5	
1.4 Does the proposal contain particular added-value elements (e.g. innovation, best practices)? <i>and the other additional elements indicated under 1.2. and 2.1.4 of the guidelines for applicants</i>	5	
2. Design of the action	Sub-score	30
2.1 How coherent is the overall design of the action? Does the proposal indicate the expected results to be achieved by the action? Does the intervention logic explain the rationale to achieve the expected results?	5x2**	
2.2 Does the design reflect a robust analysis of the problems involved, and the capacities of the relevant stakeholders? How well does the action identify and respond to conflict sensitivity risks and opportunities?	5	
2.3 Does the design take into account external factors (risks and assumptions)?	5	
2.4 Are the activities feasible and consistent in relation to the expected results (including timeframe)? Are results (output, outcome and impact) realistic?	5	
2.5 To which extent does the proposal integrate relevant cross-cutting elements such as environmental/climate change issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of	5	

indigenous peoples, youth, combating HIV/AIDS (if there is a strong prevalence in the target country/region)?		
TOTAL SCORE		50

**this score is multiplied by 2 because of its importance

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

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

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

After the evaluation of concept notes, the contracting authority will send letters to all lead applicants, indicating whether their application was submitted by the deadline, informing them of the reference number they have been allocated, whether the concept note was evaluated and the results of that evaluation. The evaluation committee will then proceed with the lead applicants whose proposals have been pre-selected.

EVALUATION OF THE FULL APPLICATION

If the applications pass the opening and administrative checks along the instructions of the Step 1: they will be further evaluated on their quality, including the proposed budget and capacity of the applicants and affiliated entity(ies). They will be evaluated using the evaluation criteria in the evaluation grid below. There are two types of evaluation criteria: selection and award criteria.

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

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

The award criteria help to evaluate the quality of the applications in relation to the objectives and priorities set forth in the guidelines, and to award grants to projects which maximise the overall effectiveness of the call for proposals. They help to select applications which the contracting authority can be confident will comply with its objectives and priorities. They cover the relevance of the action, its consistency with the objectives of the call for proposals, quality, expected impact, sustainability and cost-effectiveness.

Scoring:

The evaluation grid is divided into Sections and subsections. Each subsection will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Evaluation grid

Section	Maximum Score
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1. Financial and operational capacity	20
1.1 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient in-house experience of project management?	5
1.2 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient in-house technical expertise? (especially knowledge of the issues to be addressed)	5
1.3 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient in-house management capacity? (Including staff, equipment and ability to handle the budget for the action)?	5
1.4 Does the lead applicant have stable and sufficient sources of finance?	5
2. Relevance	20
<i>Score transferred from the Concept Note evaluation</i>	
3. Design of the action	15
3.1 How coherent is the design of the action? Does the proposal indicate the expected results to be achieved by the action? Does the intervention logic explain the rationale to achieve the expected results? Are the activities proposed appropriate, practical, and consistent with the envisaged outputs and outcome(s)?	5
3.2 Does the proposal/Logical Framework include credible baseline, targets and sources of verification? If not, is a baseline study foreseen (and is the study budgeted appropriately in the proposal)?	5
3.3 Does the design reflect a robust analysis of the problems involved, and the capacities of the relevant stakeholders? Does it include a sound conflict sensitivity risks and opportunities analysis?	5
4. Implementation approach	15
4.1 Is the action plan for implementing the action clear and feasible? Is the timeline realistic?	5
4.2 Does the proposal include an effective and efficient monitoring system? Is there an evaluation planned (previous, during or/and at the end of the implementation)?	5
4.3 Is the co-applicant(s)'s and affiliated entity(ies)'s level of involvement and participation in the action satisfactory?	5
5. Sustainability of the action	15
5.1 Is the action likely to have a tangible impact on its target groups?	5

5.2 Is the action likely to have multiplier effects, including scope for replication, extension, capitalisation on experience and knowledge sharing?	5
5.3 Are the expected results of the proposed action sustainable? - Financially (<i>e.g. financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs</i>) - Institutionally (<i>will structures allow the results of the action to be sustained at the end of the action? Will there be local 'ownership' of the results of the action?</i>) - At policy level (where applicable) (<i>what will be the structural impact of the action — e.g. improved legislation, codes of conduct, methods</i>) - Environmentally (if applicable) (<i>will the action have a negative/positive environmental impact?</i>)	5
6. Budget and cost-effectiveness of the action	15
6.1 Are the activities appropriately reflected in the budget?	5
6.2 Is the ratio between the estimated costs and the results satisfactory?	10
Maximum total score	100

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

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

Provisional selection

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

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

The eligibility verification will be performed on the basis of the supporting documents requested by the contracting authority (see Section 2.2.1). It will by default only be performed for the applications that have been provisionally selected according to their score and within the available budget for this call for proposals.

- The declaration by the lead applicant (Section 8 of Part B of the grant application form) will be cross-checked with the supporting documents provided by the lead applicant. Any missing supporting document or any incoherence between the declaration by the lead applicant and the supporting documents may lead to the rejection of the application on that sole basis.

- The eligibility of applicants and the affiliated entity(ies) will be verified according to the criteria set out in Section 2.1.1.

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

The lead applicant should submit the documents listed in Section 2.2.1

In addition, a lead applicant whose application has been provisionally selected or placed on the reserve list will be informed in writing by the contracting authority. It will be requested to supply the following documents¹⁷:

1. Declaration on honour: the lead applicant as well as all co-applicants and affiliated entities shall fill in and sign the declaration on honour certifying that they are not in one of the exclusion situations (see Section 2.6.10.1 of the PRAG) where the amount of the grant exceeds EUR 15,000. The declaration on honour shall be dated and signed, either by hand or by applying a qualified electronic signature (QES)¹⁸ by an authorised representative of the signatory.
2. Self-evaluation questionnaire on SEA-H: the lead applicant as well as all co-applicants and affiliated entities shall fill in the self-evaluation questionnaire assessing the organisation's internal policy and procedure against sexual exploitation, abuse and harassment (SEA-H) (Annex L) where the amount of grant exceeds EUR 60,000 (see Section 2.5.6 of the PRAG)¹⁹.

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

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

2.4. NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

2.4.1. *Content of the decision*

The lead applicants will be informed in writing of the contracting authority's decision concerning their application and, if rejected, the reasons for the negative decision. Please note that the lead applicant is the intermediary for all communications between applicants and the contracting authority during the procedure.

An applicant believing that it has been harmed by an error or irregularity during the award process may lodge a complaint. See Section 2.12 of the practical guide.

Applicants and, if they are legal entities, persons who have powers of representation, decision-making or control over them, are informed that, should they be in one of the situations of early detection or exclusion, their personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in

¹⁷ No supporting documents will be requested for applications for a grant not exceeding EUR 60 000.

¹⁸ Please note that only the QES within the meaning of Regulation (EU) No 910/2014 (eIDAS Regulation) will be accepted. Regulation (EU) No 910/2014 of the European Parliament and of the Council of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC.

¹⁹ Applicants, co-applicants and affiliated entities who are (i) natural persons (ii) pillar-assessed entities and (iii) governments and other public bodies do not have to submit the self-evaluation questionnaire.

the early detection and exclusion system, and communicated to the persons and entities concerned in relation to the award or the execution of a grant contract.

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

2.4.2. Indicative timetable

	DATE	TIME
1. Information meeting (if any)	21/07/2022	10:00
2. Deadline for requesting any clarifications from the contracting authority	26/08/2022	15:00
3. Last date on which clarifications are issued by the contracting authority	5/09/2022	-
4. Deadline for submission of applications	16/09/2022	15:00
5. Information to lead applicants on opening, administrative checks and concept note evaluation (Step 1)	07/10/2022	-
7. Information to lead applicants on the evaluation of the full applications (Step 2)	07/11/2022	-
8. Notification of award (after the eligibility check) (Step 3)	14/11/2022	-
9. Contract signature	21/11/2022	-

All times are in the time zone of the country of the contracting authority (Tunis time).

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

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

Following the decision to award a grant, the beneficiary(ies) will be offered a contract based on the standard grant contract (see Annex G of these guidelines). By signing the application form (Annex A of these guidelines), the applicants agree, if awarded a grant, to accept the contractual conditions of the standard grant contract. Where the coordinator is an organisation whose pillars have been positively assessed, it will sign a contribution agreement based on the contribution agreement template. In this case, references to provisions of the standard grant contract and its annexes shall not apply. References in these guidelines to the grant contract shall be understood as references to the relevant provisions of the contribution agreement.

Implementation contracts

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

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

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

Subcontracting: subcontracting is the implementation, by a third party with which one or more beneficiaries have concluded a procurement contract, of specific tasks forming part of the action as described in annex to the grant contract (see also the general terms and conditions in the model grant contract).

3. LIST OF ANNEXES

DOCUMENTS TO BE COMPLETED

- Annex A: Grant application form (Word format)
- Annex B: Budget (Excel format)
- Annex C: Logical framework (Excel format)
- Annex D: Legal entity form
- Annex E: Financial identification form
- Annex F: PADOR registration form

DOCUMENTS FOR INFORMATION²⁰

- Annex G: Standard grant contract
 - Annex II: general conditions
 - Annex IV: contract award rules
 - Annex V: standard request for payment
 - Annex VI: model narrative and financial report
 - Annex VII: model report of factual findings and terms of reference for an expenditure verification of an EU financed grant contract for external action
 - Annex VIII: model financial guarantee
 - Annex IX: standard template for transfer of ownership of assets
- Annex H: Declaration on Honour
- Annex I: Daily allowance rates (per diem), available at the following address:
https://ec.europa.eu/international-partnerships/system/files/per_diem_rates_20191218.pdf
(as all necessary information is available via the link the publication of the annex is optional)

²⁰ These documents should also be published by the contracting authority.

Annex J: Information on the tax regime applicable to grant contracts signed under the call.

Annex K: Guidelines for assessing simplified cost options.

Annex L: Self-evaluation questionnaire on SEA-H

Useful links:

Project Cycle Management Guidelines

https://ec.europa.eu/international-partnerships/funding/managing-project_en

The implementation of grant contracts

A Users' Guide

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

Financial Toolkit

https://ec.europa.eu/international-partnerships/financial-management-toolkit_en

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

* * *