



Contracting Authority: European Commission

NDICI-Global Europe
Thematic Programme on Human Rights and Democracy

2023 Global Call for Proposals

Guidelines for grant applicants

Budget line: 14.020211

Reference: EuropeAid/177407/DH/ACT/

Deadline for submission¹ of concept notes:
31/01/2024 at 12:00 (Brussels date and time)

(in order to convert to local time click [here](#)²)

¹ Online submission via PROSPECT is mandatory for this call for proposals (see section 2.2.2). In PROSPECT all dates and times are expressed in Brussels time. Applicants should note that the IT support is open Monday to Friday from 08:30 to 18:30 Brussels time (except during European Commission public holidays in Belgium as published in the Official Journal). Applicants should take note of the weekly maintenance hours mentioned in the PROSPECT user manual.

² An example of a time converter tool available online: <http://www.timeanddate.com/worldclock/converter.html>

NOTICE

This call for proposals is published in English, French, and Spanish. In case of any discrepancy between the linguistic versions of this call, the English version will prevail.

This is a restricted call for proposals. In the first instance, only concept notes (Annex A.1 – Grant application form - Concept note) must be submitted for evaluation. Thereafter, lead applicants who have been pre-selected will be invited to submit a full application (Annex A.2 – Grant application form – Full application). After the evaluation of the full applications, an eligibility check will be performed for those which have been provisionally selected. Eligibility will be checked on the basis of the supporting documents requested by the contracting authority and the signed ‘declaration by the lead applicant’ sent together with the full application (see section 2.4).

This Call for Proposals relies on the European Commission’s PADOR (Potential Applicant Data Online Registration) and PROSPECT (online applications platform) systems. PADOR is an on-line database in which organisations register and update information concerning their entity. PROSPECT is the European Commission’s online application system developed for the submission of applications for call for proposals in the field of external action. The aim of PROSPECT is to increase the efficiency of the management of the call for proposals and to offer a better service to civil society organisations allowing them to submit their proposals online and to follow up online the status of their application. Applicants also receive automatic notifications when new documents (Clarifications, Corrigendum, etc.) are published for their call.

Please note that individual users need to set up an EU Login account (ECAS) in order to access PADOR and PROSPECT³.

PADOR and PROSPECT are accessible via the website:

https://international-partnerships.ec.europa.eu/funding-and-technical-assistance/looking-funding_en

Before starting using PADOR and PROSPECT, please read the manuals for applicants available on the website:

- <https://wikis.ec.europa.eu/display/ExactExternalWiki/Manual+for+Applicants+-+e-Calls+PADOR>
- <https://wikis.ec.europa.eu/display/ExactExternalWiki/e-Calls+PROSPECT#eCallsPROSPECT-ManualforApplicants>

All technical questions related the use of these systems should be addressed to the IT helpdesk at EuropeAid-IT-support@ec.europa.eu or via the online support form in PROSPECT.

Preparation:

A functional mailbox specifically dedicated to this call has been set up: EuropeAid-177407@ec.europa.eu

The functional mailbox shall be used exclusively for sending clarification requests within the deadlines set in sections 2.5.2 of these guidelines; no other functional mailbox will be used. The Contracting Authority reserves the right to close this mailbox without prior notice once this call for proposals is closed and not to reply to requests, which do not fall under one of the afore-mentioned category.

³ Please note that once the ECAS account (EU login) is created, the synchronisation/validation may take up to 24 hours before PADOR/PROSPECT recognize the user’s ID and allow the access.

Concept notes or full applications submitted by e-mail via this mailbox, or any other mailbox will not be considered.

Virtual Information session: **09/11/2023 from 13:00 until 14:30 (Brussels time)**⁴.

To help applicants familiarise themselves with this call before the online submission, a virtual information session (WebEx) will be organised on November 9th, 2023, from 13:00 until 14:30 (Brussels time)⁵.

Should you be interested in this session, please send an email by November 6th, 2023, at **INTPA-G1@ec.europa.eu**, indicating: name, surname, nationality and email address of the persons who are going to participate as well as their organisation (max. two participants per organisation). No costs incurred by the applicants for attending this information session are reimbursable.

⁴ See footnote 2.

⁵ See footnote 2.

IMPORTANT

Even though the verification of eligibility is foreseen to be carried out only for the provisionally selected applicants at the end of the procedure, the Evaluation Committee may decide to verify this point at any previous step of the procedure. Consequently, any proposal found to be non-compliant with all the mandatory conditions set in these guidelines can be automatically rejected on that sole basis, at any stage of the procedure and without any prior notice or clarification request. Applicants are therefore strongly advised to scrupulously fill in the “Checklist for self-guidance” in both Annex A.1 and Annex A.2 to these guidelines. Any missing supporting document or any incoherence between the declarations and the supporting documents may lead to the rejection of the proposal on that sole basis.

Please note that all information encoded in PROSPECT must be exhaustive and in line with the content of the concept note/full application. The administrative check will be performed considering only the information available in PROSPECT in sections: 1 – Contact; 2 – Project; 3 – Co-applicants; 4 - Documents. Please make sure that there are no inconsistencies between the information in PROSPECT and the content of the concept note/full application.

Complaints about administrative rejection related to this kind of inconsistencies will not be considered and will not lead to a modification of the decision.

Table of contents

1. NDICI HUMAN RIGHTS AND DEMOCRACY THEMATIC PROGRAMME - GLOBAL CALL FOR PROPOSALS 2023	4
1.1. Background.....	4
1.2. Objectives of the programme and priority issues	4
1.3. Financial allocation provided by the contracting authority	4
2. RULES FOR THIS CALL FOR PROPOSALS	6
2.1. Eligibility criteria.....	6
2.1.1. Eligibility of applicants (i.e. lead applicant and co-applicant(s)).....	6
2.1.2. Associates and contractors	9
2.1.3. Eligible actions: actions for which an application may be made.....	10
2.1.4. Eligibility of costs: costs that can be included	12
2.1.5. Ethics clauses and Code of Conduct	17
2.2. How to apply and the procedures to follow	18
2.2.1. Concept note content	18
2.2.2. Where and how to send concept notes	19
2.2.3. Deadline for submission of concept notes.....	20
2.2.4. Further information about concept notes.....	20
2.2.5. Full applications	21
2.2.6. Where and how to send full applications	23
2.2.7. Deadline for submission of full applications.....	25
2.2.8. Further information about full applications.....	25
2.3. Evaluation and selection of applications	26
2.4. Submission of supporting documents	33
2.5. Notification of the Contracting Authority's decision	33
2.5.1. Content of the decision.....	33
2.5.2. Indicative timetable.....	34
2.6. Conditions for implementation after the contracting authority's decision to award a grant.....	35
3. LIST OF ANNEXES	36

1. NDICI THEMATIC PROGRAMME ON HUMAN RIGHTS AND DEMOCRACY:

2. 2023 GLOBAL CALL FOR PROPOSALS

2.1. BACKGROUND

The European Union (EU) is founded on the values of respect for human dignity, freedom, democracy, equality, the rule of law and respect for human rights, including the rights of persons belonging to minorities. Human rights and democracy are important pillars of the EU's external action, and a number of geographic and thematic programmes contribute to supporting activities in this sector.

The EU Action Plan on Human Rights and Democracy for the period 2020-2024 (the EU Action Plan), adopted by the Council in November 2020, is the compass for the EU's external action in this field⁶.

The thematic programme on Human Rights and Democracy (the thematic programme) under the Neighbourhood, Development, and International Cooperation Instrument - Global Europe (NDICI-Global Europe)⁷ is a major flagship tool in promoting and protecting human rights and fundamental freedoms, democracy, and the rule of law worldwide. The Multiannual Indicative Programme 2021-2027 (MIP) for the Thematic Programme⁸ follows the structure of the EU Action Plan with its five overarching priorities:

1. Protecting and empowering individuals;
2. Building resilient, inclusive and democratic societies;
3. Promoting a global system for human rights and democracy;
4. Harnessing the opportunities and addressing challenges of new technologies;
5. Delivering by working together.

Any action supported by the thematic programme must be in line with these priorities and contribute to their achievement. The present Global Call for Proposals targets **Action 3 “Fair, Accountable and Inclusive Trade and Business - Flagship Action on Business and Human Rights, Forced and Child Labour and Indigenous Peoples’ Rights⁹”** for Lots 1 to 3 and **Action 4 “Global actions on human dignity, non-discrimination and inclusion”** for Lots 4 to 6, of the Multiannual action plan for the thematic programme on human rights and democracy for 2022-2024¹⁰. It is also important to note that Lot 1-2-3 directly contribute to the implementation of the Global Gateway strategy by promoting EU fundamental values in EU trade and investments in third countries. Lots 1-2-3 will furthermore contribute to Team Europe Initiative on *Sustainability and Global Supply Chains*. In this regard, the Global Gateway strategy and the Team Europe approach are key references for the design of actions. Since the adoption of this decision, other useful documents have been published, including proposals for regulations and directive for Lots 1-3¹¹ and the Meta evaluation of Human Rights & Democracy Thematic Projects (2014-2021) for Lots 4 and 5.

The thematic programme builds on two decades of experience with the European Instrument/Initiative for Democracy and Human Rights (EIDHR). This programme maintains the important characteristics of its predecessor, including independence of action and the aim of supporting civil society to become an effective force for political reform and defence of human rights. It also seeks to innovate by adapting its thematic

⁶ <https://www.consilium.europa.eu/media/46838/st12848-en20.pdf>

⁷ Regulation (EU) 2021/947 of 9 June 2021 establishing the Neighbourhood, Development and International Cooperation Instrument – Global Europe [EUR-Lex - 32021R0947 - EN - EUR-Lex \(europa.eu\)](#)

⁸ Commission Implementing Decision C(2021) 9620 final of 08.12.2021 adopting a [multiannual indicative programme for the thematic programme on human rights and democracy for the period 2021-2027](#)

⁹ [Flagship Action on Business and Human Rights, Forced and Child Labour and Indigenous Peoples’ Rights](#)

¹⁰ [Commission Implementing Decision C\(2022\) 5452 of 25.07.2022 adopting a multiannual action plan for the thematic programme on human rights and democracy for 2022-2024](#)

¹¹ [COM\(2022\)71 Proposal for a Directive on Corporate Sustainability Due Diligence](#); [COM/2021/579 Proposal for a Regulation on applying a generalised scheme of tariff preferences](#); [COM\(2022\)453 Proposal for a regulation on prohibiting products made with forced labour on the Union market](#)

focus to the most current needs and trends identified in the EU Action Plan and by adopting more efficient administrative practices wherever possible.

2.2. OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

The **global objective** of this call for proposals is to contribute to the full enjoyment of all human rights, be they civil, political, economic, social, and cultural rights, by all, and to work together with all key actors to advance their realisation.

The **specific objectives** of this call for proposals are to protect and empower individuals and to promote a global system for human rights and democracy, with a particular focus on:

1. **Business and Human Rights (Lot 1):** to prevent corporate harm and ensure corporate accountability **by** supporting the role of civil society actors in the implementation of the United Nations Guiding Principles (UNGPs)¹² on BHRs (Business and Human Rights), and related EU legislation on human rights and environmental due diligence, notably by:
 - Enhancing the oversight role of civil society and social partners in monitoring, preventing and responding to human rights violations and abuses, including abuses of labour rights;
 - Facilitating access to remedies for aggrieved parties by resourcing local civil society organisations and social partners to investigate corporate human rights violations and abuses and engage in collective redress;
 - Promote dialogue, reporting and experience-sharing between corporate actors, human rights organisations, governments, including EU institutions, about the implementation of human rights, and environmental due diligence including access to remedies.

2. **Generalised Scheme of Preferences Plus (GSP+) – special incentive arrangement for sustainable development and good governance (Lot 2):** to support transparency and the effective monitoring and advocacy by civil society actors of compliance with international conventions relevant to the EU's special incentives arrangement GSP+, notably **by**:
 - Strengthening capacities of civil society actors to effectively monitor and advocate for the implementation of human rights including labour rights and environmental and good governance conventions and to use GSP commitments in their public and governmental advocacy activities;
 - Improving transparency of the GSP+ framework through active engagement of civil society and social partners;
 - Informing the policymaking of EU institutions about the effective implementation and compliance of third-country partners.

3. **Combatting Forced labour (Lot 3):** to contribute to eradicating forced labour worldwide, notably **by**:
 - Strengthening capacities of civil society actors in the protection of labour rights, promotion of decent work and meaningful and efficient participation in social dialogue, and where necessary train interested public officials, labour inspectors or social partners, in effectively implementing the related ILO Conventions;
 - Enhancing participation of workers and their organisations in the monitoring and reporting of cases of forced labour and in the enforcement of the necessary mitigation measures to fight it;
 - Improving prevention of abusive and fraudulent labour practices against migrant workers or workers from ethnic minorities, workers suffering from disabilities, women workers, young workers and domestic workers including relatives.

4. **Equality and inclusion of LGBTIQ persons (Lots 4 and 5):** to promote equality of LGBTIQ persons and their inclusion in all spheres of public and private life, in line with related EU guidelines¹³, **by**:

¹² [GuidingPrinciplesBusinessHR_EN.pdf \(ohchr.org\)](#)

¹³ [07_hr_guidelines_lgbti_en.pdf \(europa.eu\)](#)

- Strengthening capacities of civil society, including through advocacy, public awareness raising, alliance building, and strategic litigation to contribute to repealing discriminatory laws, policies, measures and practices against LGBTIQ persons;
- Contributing to policy-making in the area of non-discrimination;

Lots 4 and 5 have the same objectives and priorities but a different action location as per section 2.1.3.

5. Freedom of Religion or Belief (Lot 6): to promote and protect the right to freedom of thought, conscience, religion, or belief, in line with EU guidelines on the promotion and protection of freedom of religion and belief (FoRB)¹⁴, **by:**

- Strengthening capacities of civil society, including through advocacy, public awareness raising alliance building, and strategic litigation, to contribute to repealing discriminatory laws, policies, measures and practices against persons belonging to religious minorities or persons with non-theistic and atheistic beliefs or persons who do not profess any religion or beliefs and to contribute to policymaking in the area of non-discrimination and tolerance;
- Improving equality, inclusion, respect, and engagement of persons belonging to religious and minorities or persons with non-theistic and atheistic beliefs or persons who do not profess any religion or beliefs in all spheres of public and private life.

The **priorities** for each lot of this call for proposals are:

Lot 1- Business and Human Rights

Prevent corporate harm and ensuring corporate accountability by:

- Giving preference to specific **high-risk sectors** for EU private sector and their suppliers as referred in relevant EU legislative initiatives and legislations: textiles, agriculture, forestry, food, fisheries, metals, and mineral extraction, and financial; complementary focus on EU investments as part of Global Gateway will be welcome.
- Giving a voice to, help provide **access to remedies**, and empower victims of corporate human rights abuses, especially those living in the most vulnerable situations (women, youth, children at work, people living with disabilities and indigenous peoples). Considering the high level of retaliation and attacks on individuals working on business and human rights issues, priority will be given to proposals that focus on issues linked to protecting civic freedoms and human rights and environment defenders.
- Tackling the issue of sustainable business with respect to the human right to a clean, healthy, and sustainable environment considering the dual scope of EU legislation on human rights and the environment (i.e., right to access to natural resources such as water and land, prevention of land grabbing and deforestation, respect to traditional land use rights and local livelihoods of land rights, respect of free, prior, and informed consent of indigenous peoples).
- Using a **bottom-up** approach and that are **policy-driven**. On the one hand, this requires activities that are conducted by CSOs with long-standing presence and involvement in impacted local settings to ensure effective stakeholder participation in broad human rights and environmental due diligence processes. On the other hand, this requires outreach activities to promote dialogue with and access to governmental actors, including EU policymakers, and concerned corporate actors to inform the effective implementation of EU legislative measures.

¹⁴ EU Guidelines on the promotion and protection of freedom of religion or belief Foreign Affairs Council meeting, Luxembourg, 24 June 2013 [06: hr_guidelines_religion_en.pdf \(europa.eu\)](#) ; see also EU Strategy on Combating Antisemitism and Fostering Jewish Life (2021 - 2030) [cajil_antisemitism-strategy-doc-en.pdf \(europa.eu\)](#)

Lot 2: Generalised Scheme of Preferences Plus (GSP+) – special incentive arrangement for sustainable development and good governance

Ensure monitoring and transparency by:

- Supporting **awareness raising** of the GSP+ special incentives arrangements in-country, including about the Single-Entry Point mechanism set up to receive no-compliance complaints on GSP.
- Promoting **information sharing** between civil society actors and the GSP Hub¹⁵ which promotes awareness and transparency of the GSP+ scheme in Europe and in GSP beneficiary countries and integration with other awareness-raising activities and projects related to the GSP.
- **linking up** research and monitoring activities to advocacy strategies making the case for implementation of GSP+ related international conventions at country-level.
- Developing **monitoring, reporting** and ex-post evaluation methodologies and tools for civil society actors that improve the overall effectiveness and transparency of the GSP+ scheme and ensure that civil society reporting to UN monitoring bodies is comprehensive, objective, credible and available.
- Enabling civil society and business to take part in an efficient and meaningful way in dialogue with the government and the employers on issues linked notably to the effective implementation of GSP+ human rights conventions.

Lot 3: Combatting forced labour by:

- Empowering workers, trade unions, workers' associations, and defenders of workers' rights to set up or develop worker-led **monitoring and reporting** systems that can reduce the risk of forced labour and improve decent work conditions. For example, this can include promotion of the Commission's Single-Entry Point (SEP) or facilitate stakeholders' submission of alleged forced labour violations under EU's Trade and Sustainable Development chapters framework or the Generalised Scheme of Preference arrangements.
- Enabling workers, trade unions and workers' associations to take part in an efficient and meaningful way in **social dialogue** with the government and the employers on issues linked to forced labour.
- Tackling the informal economy and seek to repair and improve the working conditions of the most **vulnerable groups** affected by forced labour (migrant workers, domestic workers, women workers but also youth, indigenous peoples and ethnic minorities and people living with disabilities).
- Strengthening **legal frameworks** and policies to better protect workers and prevent forced labour but also that encourage **partnerships** between workers' organisations, civil society groups, and companies to promote responsible business practices and reduce the risk of forced labour.
- **Collecting and analyse data** (disaggregated by sex, age, and disability) on the prevalence of forced labour and the effectiveness of interventions to combat it. This information can be used to inform policy and programming decisions. For example, in relation to the proposal for a regulation on prohibiting products made with forced labour on the Union market¹⁶, actions could support its risk-based methodology in acting as a source of information to competent customs authorities conducting preliminary investigations or feeding in the envisaged database of forced labour risks.
- Giving priority to Actions focused on products placed and made available on the EU market and the export from the EU of products made with forced labour, including forced child labour.

Lots 4 and 5: Equality and inclusion of LGBTIQ persons

¹⁵ gsphub.eu

¹⁶ [COM\(2022\) 453 - Proposal for a regulation on prohibiting products made with forced labour on the Union market | Internal Market, Industry, Entrepreneurship and SMEs \(europa.eu\)](#)

- **Rule of law:** Support the efforts of civil society and community leaders to advocate for anti-discrimination laws focusing on the decriminalisation of same-sex relationships, including through alliance building.
- **Social inclusion:**
 - o Support measures to increase the human rights of LGBTIQ persons in all spheres of life (family, work, social services including health care, education, politics, faith) both in urban and rural settings;
 - o Support organisations that address the specific needs of LGBTIQ migrants, youth, people experiencing poverty, social isolation, abuse, and economic exclusion.
- **Empowerment** of civil society:
 - o Protect CSOs, human rights defenders, local movements, advocacy coalitions and communities working on LGBTIQ rights with a focus on those at risk of violence, including hate crimes and sexual violence;
 - o Empower local LGBTIQ organisations in strategic, financial and organisational management, resource mobilisation, alliance building, campaign planning, communication, and responses to threats posed by anti-LGBTIQ and anti-gender actors.

Lot 6: Freedom of Religion and Belief

- **Promote and protect** Freedom of Religion or Belief (FoRB) for all, which includes the right to have, not to have, to change or abandon one's religion or belief without any coercion, with a **particular focus on countries or situations where individuals are penalised or persecuted** for the act of freely choosing, changing or abandoning their religion or belief;
- **Promote** the right either alone or in community with others, in public or private, to **express or manifest** a religion or belief in teaching, practice, worship and observance, including artistic and cultural expressions and enjoyment of cultural/religious heritage;
- **Prevent and combat discrimination**, intolerance, and violence on grounds of religion or belief in all its forms, whether committed by governmental or non-governmental actors. This may include violations of freedom of religion or belief deriving e.g., from discriminatory legislation or practices, including against women and girls.

Cross-cutting elements

This call for proposals will finance projects that respect the **human rights-based approach (RBA) methodology**. It thereby reinforces the EU's commitment to an HRBA as outlined in the latest version of the Tool-box "Applying the Human Rights Based Approach to international partnerships: An updated Toolbox for placing rights-holders at the centre of EU's Neighbourhood, Development and International Cooperation"¹⁷. In addition, the NDICI-Global Europe Regulation¹⁸ stipulates that in its implementation, the EU shall apply a Human Rights-Based Approach (HRBA) encompassing all human rights, whether civil, political, economic, social, or cultural.

Gender equality is an integral part of the HRBA, encompassing the promotion, protection, and fulfilment of all human rights. Gender equality constitutes a fundamental human rights principle and an objective of the European Union. Each selected proposal will have to report against relevant sex-disaggregated indicators mentioned in the mandatory EU Action Plan on Gender Equality and Women's Empowerment in External Action 2021–2025 (GAP III)¹⁹ and be gender-sensitive or gender-responsive.

Moreover, proposals should, whenever relevant, include **conflict sensitivity and environmental issues** and take into account the needs and challenges faced by targeted groups and those in vulnerable situations.

Proposals including particular **security and confidentiality concerns** shall be treated with the appropriate level of **confidentiality** (see also sections 2.1.3., 2.2.2. and 2.2.6).

¹⁷ https://international-partnerships.ec.europa.eu/news-and-events/news/taking-forward-commitment-reducing-inequalities-human-rights-based-approach-toolbox-adopted-2021-07-05_en

¹⁸ OJ L 209, 14.6.2021, p.1 [EUR-Lex - 32021R0947 - EN - EUR-Lex \(europa.eu\)](https://eur-lex.europa.eu/eli/Lex/JL/2021/146/01/01/EN)

¹⁹ https://ec.europa.eu/commission/presscorner/detail/en/IP_20_2184

Furthermore, it is important that any organisation or group that works with children or young people has a clear set of guidelines about how they will keep children safe and to respond to child protection concerns. Therefore, applicants and co-applicants working directly with or for children should demonstrate in their proposals that a **child protection policy** is in place for any project activity that involves interactions with children²⁰.

These cross-cutting elements should be reflected both in the concept note (Annex A.1) and in the full application (Annex A.2). These aspects will be evaluated in point 2.4 of the concept note evaluation grid and point 2.3 of the full application evaluation grid (see section 2.3).

Monitoring, evaluation, learning (MEL)

An online system called OPSYS²¹ will be used to monitor progress in the implementation of the action.

To allow OPSYS to aggregate action results at corporate level, we strongly encourage you whenever possible to use logical framework indicators from the following sources:

- i) Global Europe Results Framework indicators²² (in particular indicators no 2.28, 2.29 and 2.30);
- ii) EU Results chain indicators for Human Rights²³ and Gender equality²⁴;
- iii) Sustainable Development Goals (SDG)²⁵ indicators.

When drafting logical framework indicators, please ensure these are:

- Numbered - so that they can be linked to the results they measure;
- SMART (Specific, Measurable, Attainable, Results-oriented, Timed bound) – so these can be measured objectively with quantitative ('number of people', 'percentage of', 'index') and/or qualitative ('level of', 'status of', 'extent to which') units of measure;
- Neutral - i.e., not include elements of the target such as 'increase', 'improvement';
- Disaggregated – broken-down by target group or other relevant criteria reflecting mainstreaming (sex, age, disability etc.)

Applicants are expected to develop a robust Monitoring, Evaluation and Learning (MEL) plan which helps gather reliable quantitative and qualitative information on impact, consistently across consortium members where relevant, but also enables ownership, adaptative learning and improvement - with clear quality standards and criteria for monitoring/enhanced monitoring, if required. These should include a gender-performance component and review implementation of the human rights-based approach (HRBA).

Mid-term and/or final evaluation(s) may be carried out for this action or its components via independent consultants contracted by the contracting authority and/ or the implementing partner.

The budget (Annex B to these guidelines) should include a realistic estimate of MEL costs (with onsite visits/capacity building as needed).

Monitoring, evaluation, learning (MEL) should be reflected in Annex A.2 section 2.1.2 (Methodology) and shall be evaluated under point 4.2 of full application evaluation grid (see section 2.3 of these guidelines).

2.3. FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

²⁰ In line with the principles of the [UN Convention on the Rights of the Child](#).

²¹ [OPSYS](#)

²² [Global Europe Results Framework indicators](#)

²³ [Human Rights](#)

²⁴ [Gender equality](#)

²⁵ United Nations Sustainable Development Goals: <https://sdgs.un.org/fr/goals>

The overall indicative amount made available under this call for proposals is **EUR 36,000,000**. The contracting authority reserves the right not to award all available funds. Similarly, this amount could be increased should more funds become available.

Indicative allocation of funds by lot:

Lot 1 – EUR 10,000,000

Lot 2 – EUR 5,000,000

Lot 3 – EUR 5,000,000

Lot 4 – EUR 5,500,000

Lot 5 – EUR 5,000,000

Lot 6 – EUR 5,500,000

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

Size of grants

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

Lot 1

- minimum amount: EUR **1,670,000**
- maximum amount: EUR **3,330,000**

Lot 2

- minimum amount: EUR **5,000,000**
- maximum amount: EUR **5,000,000**

Lot 3

- minimum amount: EUR **1,670,000**
- maximum amount: EUR **3,330,000**

Lot 4

- minimum amount: EUR **1,000,000**
- maximum amount: EUR **3,000,000**

Lot 5

- minimum amount: EUR **1,000,000**
- maximum amount: EUR **3,000,000**

Lot 6

- minimum amount: EUR **1,000,000**
- maximum amount: EUR **2,750,000**

Any requested EU contribution (grant) under this call for proposals must fall between the following minimum and maximum percentages of total eligible costs of the action:

- Minimum percentage: **51%** of the total eligible costs of the action (see also section 2.1.4)
- Maximum percentage: **95%** of the total eligible costs of the action (see also section 2.1.4).

The balance (i.e., the difference between the total cost of the action and the amount requested from the contracting authority) must be financed from sources other than the general budget of the Union or the European Development Fund²⁶.

²⁶ Where a grant is financed by the European Development Fund, any mention of European Union financing must be understood as referring to European Development Fund financing.

The grant may cover the entire eligible costs of the action (100%) if this is deemed essential to carry it out. If that is the case, the lead applicant must justify full financing in section 2.1 of Annex A.2. The validity of the justification provided will be examined during the evaluation procedure. The absence of any justification may lead to the rejection of the application. If the evaluation committee considers that the justification is not valid, only the maximum percentage allowed (95%) will be accepted.

Please note that the lead applicant can either ask for a maximum percentage of 95% or exceptionally 100%, under the conditions described above. A percentage between 95.01% and 99.99% is not allowed and it will lead to the rejection of the application.

3. 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 call²⁷.

3.1. ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

(1) the actors (section 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);

(2) the actions (section 2.1.3.):

- actions for which a grant may be awarded;

(3) the costs (section 2.1.4.):

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

3.1.1. 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-making²⁸ **and**
- be a non-governmental civil society organisation (CSO)²⁹ – (please note that the Evaluation Committee will take into consideration the different legal forms of registration in the respective countries, for which the applicant should attach a justification³⁰) **and**

²⁷ Available on the internet at this address <https://wikis.ec.europa.eu/display/ExactExternalWiki/ePRAG>.

²⁸ For-profit organisations may also be eligible in exceptional and duly justified cases. Indeed, in situations where registration or receipt of foreign funding as non-profit organisation is made very difficult or might put the entity in danger, civil society organisations may be obliged to register as for-profit organisations to continue operating in the field of human rights. The validity of the justification will be examined by the Evaluation Committee.

²⁹ For the purpose of this call for proposals, the EU considers CSOs to include all non-State, not-for-profit structures, non-partisan and non-violent, through which people organise to pursue shared objectives and ideals, whether political, cultural, social or economic. Operating from the local to the national, regional and international levels, they comprise urban and rural, formal and informal organisations. They include membership-based, cause-based and service-oriented CSOs. Among them, non-governmental organisations, organisations representing indigenous peoples, community – based organisations, advocacy organisations, organisations representing national and/or ethnic minorities, diaspora organisations, migrants' organisations in partner countries, local traders' associations and citizens' groups, cooperatives, employers' associations and trade unions (social partners), organisations representing economic and social interests, organisations representing person with disabilities, organisations fighting corruption and fraud and promoting good governance, civil rights organisations and organisations combating discrimination, local organisations (including networks) involved in decentralised regional cooperation and integration, consumer organisations, women's and youth organisations environmental, teaching, cultural, research and scientific organisations, universities, education, institutions, churches and religious associations and communities, the media and any non-governmental associations and independent foundations, including independent political foundations.

- for **lot 6 only**, be established in³¹ a Member State of the European Union and the European Free Trade Association (EFTA)³² or in one of the **countries of action location (see section 2.1.3) and**
- be directly responsible for the preparation and management of the action with the co-applicant(s) and affiliated entity(ies), not acting as an intermediary **and**
- have proven experience in the sectors or themes mentioned in section 2.1.3³³ **and**
- have mandates and actions that respect the rights, freedoms and principles set out in the Charter of Fundamental Rights of the European Union of 7 December 2000. **The organisation is requested to confirm its adherence** to the rights, freedoms and principles set out in the Charter by signing the ‘Declaration of Honour’ (Annex H, bullet point 5). This criterion will be assessed against the mission statement (Statute/Article of associations) of the organisation and its past experiences and actions.

For lots 1 to 5, no nationality restriction applies to lead applicants and, if any, to co-applicants and affiliated entities^{34,35}.

Please note that international organisations³⁶ and pillar-assessed organisations³⁷ are not eligible under this call for proposals.

³⁰ Examples of different legal forms are: Trust, Trust with limited liability, Company with limited liability, Private company limited by share, Association, Charitable organisations, Society, Non-profit corporation, Non-profit ecclesiastic legal personality, Institute of research, etc.

³¹ 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.

³² The list of EFTA countries is available here: [European Free Trade Association | \(efta.int\)](http://efta.int)

³³ This criterion will be assessed against section 2.2. ‘Experience’ of the Annex A.2.

³⁴ With regard to Israeli entities, please follow the 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 (OJC 205, 19.7.2013, p.9).

³⁵ With regard to entities based in India:

- All local Indian entities applying under the Call must have a valid FCRA (Foreign Contribution Regulation Act) registration certificate at the time of submitting their Concept Note. The FCRA registration certificate will need to be uploaded in PROSPECT at the time of submission of the full proposal.
- In case the lead applicant is an Indian Local Organization it will not be possible to have a co-applicant, except if the costs of co-applicants can be covered by the co-funding or their own funds (no transfer of foreign funds is allowed).
- Section 2.1 & 2.1.4 of the Guidelines for applicants:
 - Section 2.1 of the Guidelines: if the lead applicant is an Indian organisation, co-applicants are not allowed unless their costs are covered by the local co-financing or their own funds.
 - Section 2.1.4 of the Guidelines: Financial support to third parties provided by Indian entities (applicants or co-applicants) is not allowed for activities in India in compliance with the FCRA 2020.

The following documents must be provided in PROSPECT and they will be verified at the moment of submission of the Full Application:

- FCRA registration certificate of all Indian entities
- Self-declaration declaring to be aware and compliant with all the provisions and requirements of the Foreign Contribution (Regulation) Amendment Bill 2020 signed by the Indian lead applicant and in case of a European lead applicant by each Indian co-applicant.
- In case of a European lead applicant, self-declaration that it can transfer funds to the Indian co-applicants.

³⁶ As per Article 156 FR, ‘**international organisation**’ means an international public-sector organisation set up by international agreement, and specialised agencies set up by such organisations — these organisations may have a worldwide or regional scope. Organisations such as the United Nations and its agencies and specialised entities, the World Bank, the Organisation for Economic Cooperation and Development, the World Trade Organisation, the International Monetary Fund, the Organisation for Security and Cooperation in Europe, the European Bank for Reconstruction and Development and the International Organisation for Migration clearly fall under the definition of ‘international organisation’. The International Committee of the Red Cross (ICRC) and the International Federation of National Red Cross and Red Crescent Societies are also recognised as international organisations. In cases of doubt, to ascertain whether an organisation is covered by the definition, the nature of the organisation must be determined mainly on the basis of its legal founding documents (for instance, its statutes and/or the intergovernmental agreement setting it up).

(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 (PRAG);

Lead applicants, co-applicants, affiliated entities and, in case of legal entities, persons who have powers of representation, decision-making or control over the lead applicant, the co-applicants and the affiliated entities are informed that, should they be in one of the situations of early detection or exclusion according to section 2.6.10.1 of the practical guide, personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the early detection and exclusion system, and communicated to the persons and entities concerned in relation to the award or the execution of a grant contract. In 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 (Annex H to these guidelines – see also PRAG Annex A14). See section 2.4.

In Annex A.1 section 2 and Annex A.2 section 5 ('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.

(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).

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

Co-applicant(s)

The lead applicant must act with co-applicant(s) as specified hereafter.

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. In addition, the following are also eligible as co-applicants:

- Entities without legal personality³⁸,
- For-profit teaching, cultural, research and scientific organisations, universities and education institutions.

At least one CSO established in one of the countries or region(s) of action location must participate as co-applicant³⁹.

³⁷ Pillar assessment is a review in the context of indirect management of EU funds (defined in Article 62 of the Financial Regulation) of whether the systems and procedures of Entities wishing to become Implementing Partners meet the requirements in the areas referred to in Article 154(4) of the Financial Regulation. Pillar assessment aims to ensure that these Entities guarantee a level of protection of the financial interests of the EU equivalent to that required under the FR for direct management when they manage EU funds. The present call does not concern indirect management.

³⁸ Grant applications may be eligible if submitted by entities which do not have legal personality under the applicable national law, on the condition that the representatives of that applicant can prove that they have the capacity to undertake legal obligations on behalf of the applicant, and that they offer financial and operational guarantees equivalent to those provided by legal persons. Entities without legal personality must, to the extent possible, submit the documentation listed in section 2.4. In addition, a letter must be provided by the legal representative certifying his/her capacity to undertake legal obligations on behalf of the entity.

³⁹ A local organisation (with or without legal personality) must be understood as established in one of the countries where the action is taking place (see section 2.1.3.). An organisation is considered "local" when its charter demonstrates that the organisation has been

Co-applicants must sign the mandate in Annex A.2 section 5.

If awarded the grant contract, the co-applicant(s) (if any) will become beneficiary(ies) in the action (together with the coordinator) as identified in Annex G (Special conditions) to these guidelines.

Affiliated entity(ies)

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, etc.) 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

established by an instrument governed by the national law of the country concerned (only for entities with legal personality) and that its head office is located in that country. When the project's activities are taking place in a country in which local organisations cannot operate, a justification must be provided in Annex A.1, section 1.2 and Annex A.2, section 2.1. The validity of the justification provided will be examined during the evaluation procedure. Should the justification not be deemed valid, the proposal may be rejected on that sole basis. In situations where registration in the concerned country is made impossible or might put the lead applicant or co-applicant in danger, the local lead applicant or co-applicant may be registered in another country. In this case, a justification must be provided in Annex A.1, section 1.2 and Annex A.2, section 2.1. In addition, the lead applicant or co-applicant must prove in its statutes or through other supporting documents that the objectives and activities of the said organisation are for the benefit of the targeted country. In the absence of any justification, the proposal will be rejected. The validity of the justification provided will be examined during the evaluation procedure. Should the justification not be deemed valid, the proposal may be rejected on that sole basis.

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 Annex A.2 section 5.

Number of applications and grants per applicants / affiliated entities

The lead applicant may not submit more than 1 application (as lead applicant) under this call for proposals.

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

The lead applicant may not be a co-applicant or an affiliated entity in another application under 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.

3.1.2. 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 Annex A.2 section 4 — ‘Associates participating in the action’.

- 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 (Annex G to these guidelines).

3.1.3. 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 lower than **36** months nor exceed **60** months.

Sectors or themes

Business and Human Rights, GSP+, Combat forced labour, Non-discrimination on grounds of sexual orientation and gender identity, Freedom of Religion or Belief.

For lot 1, actions must concern one or several of the following high-risk sectors: textiles, agriculture, forestry, food, fisheries, metals and mineral extraction, and financial. This will be evaluated under the criteria related to ‘relevance of the action’ (section 2.1. of the full application evaluation grid).

Location

Actions must take place outside of the European Union as described hereunder, except for punctual coordination and advocacy activities, and any other activity if duly justified (section 1.3.2 of Annex A.1 and section 2.1.1 of Annex A.2). Please note that only the action location countries must be encoded in PROSPECT.

Lot 1: Actions must take place at global, regional or multi-country level in different countries and demonstrate clearly the added value of the multi-country approach in relation to the sectors of intervention⁴⁰.

Lot 2: Actions must take place in all current GSP+ countries (with 31/12/2025 to reapply): Bolivia, Cabo Verde, Kyrgyzstan, Mongolia, Pakistan, Philippines, Sri Lanka, Uzbekistan. It may also include prospective countries to the scheme (Bangladesh, Laos, Nepal, Tajikistan) and Everything But Arms countries with enhanced engagement with the EU (Bangladesh, Cambodia and Myanmar).

Lot 3: Actions must take place at multi-country level: it must fall under a same sector, value or supply chain in different countries and demonstrate clearly the added value of the multi-country approach⁴¹. Actions must take place within one or more of the following regions: i) Sub-Saharan Africa; ii) EU Neighbourhood countries and/or EU enlargement countries⁴²; iii) Asia; iv) Latin America and Caribbean countries.

⁴⁰ The added value will be evaluated under the criteria related to ‘relevance of the action’ (section 2.2 of the full application evaluation grid).

⁴¹ The added value will be evaluated under the criteria related to ‘relevance of the action’ (section 2.2 of the full application evaluation grid).

⁴² [EU neighbourhood](#) countries refer to: Armenia, Azerbaijan, Belarus, Georgia, Moldova, Ukraine, Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine, Syria and Tunisia. [EU enlargement](#) countries refer to: Turkey, North Macedonia, Montenegro,

Lot 4: Actions must take place at the global, regional or national level, with a focus on countries faced with serious human rights violations⁴³.

Lot 5: Actions must take place at the regional or national level in Sub-Saharan Africa, with a focus on countries where consensual same-sex sexual acts between adults in private are criminalised⁴⁴.

Lot 6: Actions must take place at multi-country level and must take place within one of the following regions: i) Sub-Saharan Africa; ii) EU Neighbourhood countries and/or EU enlargement countries⁴⁵; iii) Asia.

Geographical balance will be taken into account by the evaluation committee at any stage of the evaluation process.

Types of action

Lot 1:

- Actions by civil society and human rights defenders that can support the development of human rights due diligence processes and tools including the integration of human rights considerations into business strategies, policies and operations.
- Community-based initiatives for monitoring implementation of risk prevention and mitigation measures, traceability, auditing, benchmarking and product sourcing coming from businesses.
- Initiatives among civil society, and social partners, governments, and businesses to enhance on the ground impact of responsible business practices and the promotion and implementation of international standards, including new EU legislation in this area.
- Strengthening of legal capacities and expertise of civil society organisations and social partners to lead collective redress processes and strategic litigation.
- Initiatives from civil society, and social partners and human rights defenders to facilitate access to an effective remedy for victims in third countries, including through non-state grievance mechanisms, awareness raising, research, investigation and awareness raising campaigns about corporate malpractice, and consultation, advice, assistance, evidence-building and legal referral of civil society actors and social partners with affected communities and victims.
- Engagement with national and international state and non-state judicial bodies to support legal cases and cooperate towards mutual legal assistance linked to human rights and environmental due diligence processes and removing legal hurdles for victims in accessing remedies. Support consultations and follow-up actions with potentially affected groups.
- Advocacy with EU institutions and global human rights actors to report back on operational difficulties and compliance with regards to mandatory human rights and environmental due diligence legislations
- Collaboration with multi-stakeholder platforms such as sectoral initiatives to share best practices and promote collaborative approach to risk-based due diligence.
- Benchmark exercises that are able to report on progress about the implementation of relevant EU legislations in the area including corporate practices to new standards.

Serbia, Albania, Moldova, Ukraine, Bosnia and Herzegovina, Kosovo (this designation is without prejudice to positions on status and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence), and Georgia.

⁴³ The added value will be evaluated under the criteria related to ‘relevance of the action’ (section 2.2 of the full application evaluation grid).

⁴⁴ <https://www.humandignitytrust.org/lgbt-the-law/map-of-criminalisation/>

⁴⁵ See footnote 37.

Lot 2:

- Awareness raising among civil society actors including trade unions about human rights and labour rights, environmental and good governance standards in the context of the GSP+ monitoring framework.
- Capacity-building of local civil society organisations aimed at strengthening the skills and knowledge of civil society organizations in monitoring and reporting on the implementation of international conventions under GSP+.
- Collection and analysis of disaggregated data on the implementation of international conventions under GSP+, with a focus on identifying areas where additional efforts are needed to ensure compliance. Broader field research in this area (e.g., child labour surveys, surveys on trade unionisation rate or work accidents and occupational diseases, etc).
- Multi-stakeholder discussions and networking among civil society, social partners and relevant international organisations for information-sharing and coordination.
- Advocacy and outreach to promote greater transparency and accountability in the implementation of international conventions under GSP+, including through the dissemination of monitoring and reporting findings to concerned civil society, governmental (including EU) and corporate actors.

Lot 3:

- Promoting the rights to freedom of association, collective bargaining and social dialogue to better negotiate wages and working time, gender-responsive social security schemes, receive the appropriate trainings and ensure decent working conditions.
- Promoting exchanges of good practices to foster effective state-private sector-employers-trade unions collaboration to tackle corporate malpractices related to forced labour.
- Supporting trade unions in the monitoring of global framework agreements that are binding for companies and which promote inclusive and encompassing collective bargaining, including on issues of gender equality.
- Developing and reinforcing workers-driven social responsibility programmes that can empower workers and their organisations to tackle decent work deficits including cases of forced labour and design and implement the appropriate mitigation responses.
- Encouraging transparency in the supply chain by promoting public corporate reporting about the information on working conditions gathered by worker-led initiatives.
- Guidance, training, and awareness raising at the workplace by trade unions to workers about their rights including violence and harassment, discrimination, the abuse of power relations, and the gender, cultural and social norms that support such labour rights abuses.
- Creating awareness and better understanding about trafficking of human beings and forced labour situations by providing orientation and information to vulnerable workers such as migrant workers, women workers, young workers, ethnic or religious minority workers and domestic workers.
- Raising public awareness about forced labour and advocate for better policies and practices to prevent it. This could include media campaigns, educational programs, and policy research.
- Protecting the rights of workers, including migrant workers, women workers, and domestic workers, from abusive and fraudulent practices during the recruitment process (including pre-selection, selection, transportation, placement, and possibility to return).
- Supporting victims of forced labour, including legal assistance, medical and psychological support.

- Providing and assisting with finding alternative employment and enhance the development outcomes for vulnerable workers such as migrant workers, women workers and domestic workers including their families, as well as for countries of origin and destination.

Lots 4 and Lot 5

- Promoting legislative and policy frameworks to address discrimination on grounds of sexual orientation or gender equality, including intersectional discrimination.
- Strengthening legislative and policy frameworks for the protection of LGBTIQ human rights defenders and civil society organisations.
- Providing capacity building for monitoring and documentation of violations of international human rights law and national legislation (legal support to gather evidence, analyse legislation, outreach to local and national policy-makers, etc.).
- creating or operating safe spaces where LGBTIQ individuals can access legal, social, and psychosocial support.
- Reaching out the population on broader issues of discrimination/tolerance, including empowering LGBTIQ parents and other allies to as advocates.
- Increasing partnerships and use of media to promote inclusivity and a non-stereotypical vision of LGBTIQ persons and involve role models for contributing to social transformation.

Lot 6

- Raising awareness about the right to freedom of religion or belief and its implications.
- Promoting FoRB literacy and capacity building of CSOs, faith-based organisations, religious leaders and actors, and other relevant actors at global, regional, and country levels.
- Strengthening synergies between FoRB and gender equality.
- Engaging with youth on intercultural and interreligious understanding.
- Supporting community-based approaches to foster inclusive societies and combat intolerance and discrimination, including through inter-faith discussions and initiatives.
- Promoting partnerships with academia, CSOs, religious actors and culture and media actors to find innovative ways of mutual engagement on FoRB related issues.
- Addressing links between FoRB and conflict prevention and peacebuilding.

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.
- Actions including political or religious proselytism or propaganda.
- Actions which discriminate against individuals or groups of people on ground of their gender, age, sexual orientation, religious or political beliefs, ethnic origin, disabilities.
- Actions supporting political parties and/or supporting violence.
- Actions concerned only or mainly with procurement of equipment.
- Core funding of the applicants or co-applicants or affiliated entities (for activities that are normally carried out by the applicant and/or applicants and affiliated entities) i.e. operating grants are not eligible.
- Works, including feasibility studies works supervision.

Types of activity (non-exhaustive list for all lots combined)

- Documenting and reporting on cases of human rights violations;
- Advocacy, lobbying and development of strategies by CSOs to promote legal reform and adoption of comprehensive anti-discrimination legislation, to influence policymaking and to support relevant multilateral processes;
- Facilitating policy dialogue processes and mediation activities;
- Awareness-raising and communication campaigns on human rights, gender equality, and democracy issues, as well as training and education of professionals (police, judiciary, health and education services, journalists), National Human Rights Institutions or faith-based, religious and non-confessional organisations;
- Capacity-building of CSOs and human rights defenders with special focus on youth and women human rights defenders;
- Supporting capacities within government, public sector, and security officials, as well as within civil society organisations and religious actors;
- Provision of psychosocial, medical, and legal assistance including in the area of sexual and gender-based violence;
- Provision of basic services and facilitation of access to employment for persons in vulnerable, disadvantaged, and marginalised situations;
- Establishment of strategic partnerships, networking, and cooperation with CSOs, representatives of different faiths and beliefs, including humanists and atheists, and other relevant stakeholders, or among CSOs, with particular focus on LGBTIQ Youth CSOs, women's rights organisations and equality coalitions;
- Coordination and synergy with initiatives from other stakeholders, such as the UN OHCHR programme of technical and capacity building support to States and CSOs for developing comprehensive anti-discrimination legislation;
- Community education, dialogue, mediation, non-violent communication and/or other conflict transformation measures addressing entrenched ideas and practices of discriminatory and conflictual nature and aiming at change of mind-sets and behaviour;
- Utilisation of media/social media and cultural sector;
- Training and learning activities
- Partnerships with and between academia, CSOs and experts to stimulate research and/evidence-based actions aimed at establishing national, regional, and transnational networks to promote and propagate collaboration, best practices and new initiatives;
- Sub-granting (see below 'financial support to third parties') to local registered CSOs (and non-registered CSOs for Lots 4 and 5).

Financial support to third parties⁴⁶

Applicants **must** propose financial support to third parties (FSTP) in order to help achieving the objectives of the action. This must be clearly indicated in Annex A.1 (Concept note, description of the action).

The total amount devoted to financial support to third parties under this call must be clearly indicated at the full application step in the budget of the action (Annex B) under item 4.

Financial support to third parties is compulsory and it should represent at least 20% of the total eligible costs of the action.

The maximum amount of financial support per third party is EUR 100,000.

In compliance with the present guidelines and notably of any conditions or restrictions in this section, the lead applicant should define mandatorily in section 2.1.1 of Annex A.2:

- (i) the overall objectives, the specific objective(s) and the outputs⁴⁷ (i.e. the results) to be achieved with the financial support

⁴⁶ These third parties are neither affiliated entity(ies) nor associates nor contractors.

- (ii) the different types of activities eligible for financial support, on the basis of a fixed list
- (iii) the types of persons or categories of persons which may receive financial support
- (iv) the criteria for selecting these entities and giving the financial support
- (v) the criteria for determining the exact amount of financial support for each third entity, and
- (vi) the maximum amount which may be given.

In all events, the mandatory conditions set above for giving financial support (points (i) to (vi)) have to be strictly defined in the grant contract as to avoid any exercise of discretion.

Visibility

The applicants must take all necessary steps to publicise the fact that the European Union has financed or co-financed the action. Unless the European Commission agrees otherwise, actions that are wholly or partially funded by the European Union must ensure the visibility of EU financing by displaying the EU emblem in accordance with the guidelines set out in the Operational guidelines for recipients of EU funding, published by the European Commission. If applicable, communication activities may be undertaken to raise the awareness of specific or general audiences of the reasons for the action and the EU support for the action in the country or region concerned, as well as the results and the impact of this support.

All measures and activities relating to visibility and, if applicable, communication, must comply with the latest Communication and Visibility Requirements for EU-funded external action, laid down and published by the European Commission [Communication and Visibility Requirements for EU External Actions | International Partnerships \(europa.eu\)](https://ec.europa.eu/europeaid/visibility-requirements).

Derogation from contractual visibility obligations is permitted in exceptional situations, which may be required in the framework of this action due to security issues for the staff and beneficiaries, local political sensitivities, when this is in the interest of the beneficiary or the contracting authority. In such cases, visibility tools, products, and channels to be used in promoting a given action will be determined on a case-by-case basis, in consultation and agreement with the EU prior to limiting EU visibility. Requests for derogation from contractual visibility obligations should be included in Annex A.2 and negotiated as part of the Special Conditions of the contract (Annex G).

3.1.4. Eligibility of costs: costs that can be included

Union contribution 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 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.

⁴⁷ As per OECD DAC definition, the term ‘results’ includes: ‘impact’ (overall objective), ‘outcome(s)’ (specific objective(s) and ‘output(s)’.

- **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.

Simplified costs options (SCOs) which can be proposed are the following:

"Output or result based SCOs": they include 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 or 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 (in Annex A.2). In case the evaluation committee is not satisfied with the quality of the justification provided reimbursement on the basis of actually incurred costs is always possible.

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' 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 and/or lump sums, 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.

In case of output or result based SCOs the evaluation committee decides 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 is 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.

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 to the guidelines).

Contingency reserve

The budget may include a contingency reserve not exceeding 5 % of the estimated direct eligible costs. It can only be used with the **prior written authorisation** of the 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 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;
- in kind contributions (except for volunteers' work);
- bonuses included in costs of staff;
- negative interest charged by banks or other financial institutions;

- credit to third parties;
- salary costs of the personnel of national administrations.

3.1.5. 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 entity(ies), if any) other than (i) natural persons (ii) pillar-assessed entities and (iii) governments and other public bodies whose application has been pre-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). 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.

Annex L will have to be submitted in PADOR at the full application step.

c) Anti-corruption and anti-bribery

The applicant shall comply with all applicable laws and regulations and codes relating to anti-bribery and anti-corruption. The 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 substantial breach of obligations, irregularities or fraud. If substantial breach of obligations, irregularities or fraud are discovered after the award of the contract, the contracting authority may refrain from concluding the contract.

3.2. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

To apply for this call for proposals the lead applicants need to:

- I. Provide information about the organisations involved in the action. To this end, lead applicants, co-applicants and affiliated entities must register in PADOR. Lead applicants must register at the concept note step. Co-applicants and affiliated entities must register at the full application step; lead applicants must make sure that their PADOR profile is up to date. Please note that the registration of this data in PADOR is obligatory for this call for proposals.

PADOR is an on-line database in which organisations register and update information concerning their entity. Organisations registered in PADOR get a unique ID (EuropeAid ID) which they **must mention** in their application.

If it is impossible to register online in PADOR for **technical, security and confidentiality reasons**, lead applicants, co-applicants and/or affiliated entity(ies) must complete the 'PADOR registration form' attached to these guidelines (Annex F). This form must be sent together with the concept note (for lead applicants) and with full application (for co-applicant(s) and affiliated entity(ies), if any), by the submission deadline (see sections 2.2.2 and 2.2.5).

- II. Provide information about the action in the documents listed under sections 2.2. and 2.2.5. Please note that online submission via **PROSPECT is obligatory** for this call.

In exceptional cases, when the applicants do not find it appropriate to send the Concept Note (Annex A.1) and Full Applications (Annex A.2) through PROSPECT due to security and confidentiality concerns of the actors involved, proposals can instead be submitted by registered mail, private courier service or by hand-delivery as described in section 2.2.2 and 2.2.6 below.

It is strongly recommended to register in PADOR well in advance and not to wait until the last minute before the deadline to submit your application in PROSPECT.

3.2.1. Concept note content

Applications must be submitted in accordance with the concept note instructions in the grant application form annexed to these guidelines (Annex A1). Lead applicants should then keep strictly to the format of the concept note and fill in the paragraphs and pages in order.

Applicants must apply in **English, French or Spanish**.

Please note that:

1. All information encoded in PROSPECT must be exhaustive and in line with the content of the concept note. The administrative check will be performed taking into consideration only the information available in PROSPECT in sections: 1 - Contact; 2 - Project; 3 - Co- applicants; 4 - Documents. Please

make sure that there are no inconsistencies between the information in PROSPECT and the content of the concept note;

2. In the concept note, lead applicants must only provide an estimate of the requested EU contribution as well as an indicative percentage of that contribution in relation to the eligible costs of the action. A detailed budget is to be submitted only by the lead applicants invited to submit a full application in the second phase.

3. Only the concept note form will be evaluated. It is therefore of utmost importance that this document contains ALL relevant information concerning the action.

No additional annexes should be sent.

Please complete the concept note carefully and as clearly as possible so that it can be assessed properly.

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

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

3.2.2. Where and how to send concept notes

The concept note (Annex A1) together with the declaration by the lead applicant (Annex A.1 section 2) **must be submitted online via PROSPECT** following the instructions given in the PROSPECT user manual.

Upon submission of a concept note online, the lead applicant will receive an automatic confirmation of receipt in its PROSPECT profile.

In exceptional cases, when the applicants do not find it appropriate to send the Concept Note (Annex A.1) through PROSPECT due to **security and confidentiality concerns** of the actors involved, proposals can instead be submitted in a sealed envelope by registered mail with delivery confirmation, private courier service or by hand-delivery at the address below (a signed and dated acknowledgement of receipt will be given by the European Commission).

In particular, the lead applicant must send the following items:

- a. One original of the concept note. The signed declaration by the lead applicant (Annex A.1 section 2) must be printed and stapled separately and enclosed in the envelope.
- b. An electronic version (USB pen drive) of the items under point (a). The electronic file must contain exactly the same application as the paper version enclosed.
- c. 'PADOR off-line form' attached to these guidelines (Annex F), when the organizations involved in the proposal do not find it appropriate to register in PADOR online due to security and confidentiality concerns.

The envelope must bear the reference number and the title of the call for proposals, together with the lot number and title, the full name and address of the lead applicant, and the words '*Not to be opened before the opening session*'.

The fact that the proposal is sent due to security and confidentiality concerns should also be made clear in the envelope.

The security and confidentiality concerns should be duly justified (under section 1.2 of Annex A.1). An insufficient justification may lead to the rejection of the application.

To reduce expense and waste, we strongly recommend that you do not use plastic folders or dividers. Please also use double-sided printing if possible.

Postal address

European Commission
Directorate-General for International Partnership
Unit INTPA R6 Finance and Contracts
Attn. Head of Unit L-41 03/110
Avenue du Bourget, 1
B-1140 Brussels
BELGIUM

Address for hand delivery or by private courier service

European Commission
Directorate-General for International Partnership
Unit INTPA R6 Finance and Contracts
Attn. Head of Unit L-41 03/110
Central Mail Service
Avenue du Bourget, 1
B-1140 Brussels
BELGIUM
Tel : +32 2 2997916

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

Hand-written concept notes will not be accepted.

Please note that incomplete concept notes may be rejected. Lead applicants are advised to verify that their concept note is complete by using the checklist for concept note (Annex A.1, Instructions).

3.2.3. Deadline for submission of concept notes

The deadline for the submission of concept notes is **January 31st, 2023, at 12:00** (Brussels date and time)⁴⁸.

The lead applicant is strongly advised not to wait until the last day to submit its concept note, since heavy Internet traffic or a fault with the Internet connection (including electricity failure, etc.) could lead to difficulties in submission. The contracting authority cannot be held responsible for any delay due to such afore-mentioned difficulties.

In the exceptional case of submission by post, private courier service or by hand delivery (see section 2.2.2), the date of submission is 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 **12:00** (Brussels date and time)⁴⁹ evidenced by the signed and dated receipt. However, for reasons of administrative efficiency, the contracting authority may also reject any concept note sent in due time but received after the effective date of approval of the concept note evaluation (see indicative calendar under section 2.5.2).

Any concept note submitted after the deadline will be rejected.

3.2.4. Further information about concept notes

A virtual information session on this call for proposals will be held on November 9th, 2023, from 13:00 to 14:30 (Brussels date and time).

⁴⁸ See footnote 2.

⁴⁹ See footnote 2.

Should you be interested in this session, please send an email **by November 6th, 2023, to INTPA-G1@ec.europa.eu** indicating: name, surname, nationality and email address of the persons who are going to participate as well as their organisation (max. two participants per organisation). No costs incurred by the applicants for attending this information session are reimbursable.

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

E-mail address: EuropeAid-177407@ec.europa.eu

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 submission of concept notes.

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.

No individual replies will be given to questions. All questions and answers as well as other important notices to applicants during the course of the evaluation procedure will be published on the website where the call was published: website of DG International Partnerships https://international-partnerships.ec.europa.eu/index_en or Funding & Tender opportunities (F&T Portal) <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home> as the need arises. It is therefore advisable to consult the abovementioned website(s) regularly in order to be informed of the questions and answers published.

All questions related to registration in PADOR or the online submission via PROSPECT should be addressed to the IT helpdesk at INTPA-SUPPORT-SERVICES@ec.europa.eu **via the online support form in PROSPECT**. Please note that the working languages of the IT support are English French and Spanish. Therefore, users are invited to send their questions in English, French or Spanish should they wish to benefit from an optimum response time.

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.

3.2.5. Full applications

Lead applicants invited to submit a full application following pre-selection of their concept note must do so using the grant application form annexed to these guidelines (Annex A.2). Lead applicants should then keep strictly to the format of the grant application form and fill in the paragraphs and pages in order.

Please note that:

1. All information encoded in PROSPECT must be exhaustive and in line with the content of the full application. The administrative check will be performed taking into consideration only the information available in PROSPECT in sections: 1 - Contact; 2 - Project; 3 - Co- applicants; 4 - Documents. Please make sure that there are no inconsistencies between the information in PROSPECT and the content of the full application;
2. The elements outlined in the concept note may not be modified in the full application, except for the changes described below:
 - The EU contribution may not vary from the initial estimate by more than 20%. Lead applicants are free to adapt the percentage of co-financing required within the minimum and maximum amount and percentages of co-financing, as laid down in these guidelines in section 1.3.
 - The lead applicant may add, remove or replace one or more co-applicant(s) or affiliated entity(ies) only in duly justified cases.

- The lead applicant may adjust the duration of the action if unforeseen circumstances outside the scope of the applicants have taken place following the submission of the concept note and require such adaptation (risk of action not being carried out). In such cases, the duration must remain within the limits imposed by the guidelines for applicants.

An explanation/justification of the relevant replacements/adjustments shall be included in Annex A.2 – Instructions for drafting the Full Application, section 2.1.1, point viii. The validity of the justification provided will be examined during the evaluation procedure. **Should the explanation/justification not be accepted by the evaluation committee, the proposal may be rejected on that sole basis.**

- Own contributions by the applicants can be replaced by other donors' contributions at any time.

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

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

Any error related to the points listed in the checklist (Annex A.2, Instructions) or any major inconsistency in the full application (e.g. if the amounts in the budget worksheets are inconsistent) may lead to the rejection of the application.

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

Please note that only the full application form (Annex A.2) and the published annexes which have to be filled in (budget – Annex B, logical framework – Annex C) will be transmitted to the evaluators (and assessors, if used). It is therefore of utmost importance that these documents contain ALL the relevant information concerning the action.

With the full application the lead applicant, each co-applicant(s) and each (if any) affiliated entities have to be registered in PADOR (or, if impossible for technical, security and confidentiality reasons, submit the completed PADOR offline form - Annex F to these guidelines).

Please note that the following documents shall be uploaded in PADOR by the full application deadline or submitted together with the PADOR registration form with the full 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.
2. Legal entity form (see Annex D to 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 form 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 to 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 submitted:

1. The lead applicant must provide an audit report produced by an approved external auditor where it is available, and always in cases where a statutory audit is required by EU or national law. That report shall certify the accounts for up to the last 3 financial years available.

In all other cases, the lead applicant shall provide a self-declaration signed by its authorised representative certifying the validity of its accounts for up to the last 3 financial years available.

This requirement shall apply only to the first application made by an applicant to the contracting authority in any one financial year.

The external audit report as well as the self-declaration certifying the validity of the accounts are not required from the co-applicant(s) or affiliated entities (if any).

2. A copy of the lead applicant's latest accounts (the profit and loss account and the balance sheet for the last financial year for which the accounts have been closed)⁵⁰. A copy of the latest account is neither required from the co-applicant(s) (if any) nor from affiliated entity(ies) (if any).

The requested supporting documents (uploaded in PADOR or sent together with the PADOR offline form) must be supplied in the form of originals, photocopies or scanned versions (i.e. showing legible stamps, signatures and dates) of the said originals. Originals should be kept on file for controls.

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

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

Applicants have to take into consideration the time necessary to obtain official documents from national competent authorities and to translate such documents in the authorised languages while registering their data in PADOR.

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

No additional annexes should be sent.

3.2.6. Where and how to send full applications

Full applications (i.e. the full application form (Annex A2), PADOR off-line form (Annex F) - where applicable, the budget (Annex B), the logical framework (Annex C), and the declaration by the lead applicant (Annex A2, section 5)) must be submitted online via PROSPECT following the instructions given in the PROSPECT users' manual.

Upon submission of the full application online, the lead applicants will receive an automatic confirmation of receipt in their PROSPECT profile.

⁵⁰ This obligation does not apply when the accounts are in practice the same documents as the external audit report already provided pursuant to section 2.2.5, point 1.

If the lead applicant submitted the concept note by post, private courier service or hand delivery (see section 2.2.3) for security and confidentiality reasons, it must send the full application by the same means (by post, private courier service or hand delivery).

The lead applicant must send the following items:

- a. One original signed copy of the full application form (Annex A.2), the budget (Annex B) and the logical framework (Annex C). The declaration by the lead applicant (Annex A.2, section 5) must be printed and stapled separately and enclosed in the envelope.
- b. An electronic version (USB pen drive) of the items under point (a). The electronic file must contain exactly the same application as the paper version enclosed.
- c. 'PADOR off-line form' attached to these guidelines (Annex F), when the organizations involved in the proposal do not find it appropriate to register in PADOR online due to security and confidentiality concerns.

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) to the address below.

The fact that the proposal is sent due to security and confidentiality concerns should also be made clear in the envelope.

The security and confidentiality concerns should be duly justified (under section 2.1. of Annex A.2). An insufficient justification may lead to the rejection of the application.

To reduce expense and waste, we strongly recommend that you use only paper for your file (no plastic folders or dividers). Please also use double-sided printing if possible.

Postal address

European Commission
Directorate-General for International Partnership
Unit INTPA R6 Finance and Contracts
Attn. Head of Unit L-41 03/110
Avenue du Bourget, 1
B-1140 Brussels
BELGIUM

Address for hand delivery or by private courier service

European Commission
Directorate-General for International Partnership
Unit INTPA R6 Finance and Contracts
Attn. Head of Unit L-41 03/110
Central Mail Service
Avenue du Bourget, 1
B-1140 Brussels
BELGIUM
Tel : +32 2 2997916

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

Hand-written applications will not be accepted.

Please note that incomplete applications may be rejected. Lead applicants are advised to verify that their application is complete using the checklist (Annex A.2, Instructions).

3.2.7. Deadline for submission of full applications

The deadline for the submission of full applications will be indicated in the letter sent to the lead applicants whose application has been pre-selected. This letter will appear online automatically in the PROSPECT profile of the lead applicant.

Lead applicants are strongly advised not to wait until the last day to submit their full applications, since heavy Internet traffic or a fault with the Internet connection (including electricity failure, etc.) could lead to difficulties in submission. The Contacting Authority cannot be held responsible for any delay due to such afore-mentioned difficulties.

In the exceptional case of submission by post, private courier service or by hand delivery (see section 2.2.6), the date of submission is 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 **12:00** (Brussels date and time⁵¹) as evidenced by the signed and dated receipt. However, for reasons of administrative efficiency, the Contracting Authority may also reject any full application sent in due time but received after the effective date of approval of the full application evaluation (see indicative calendar under section 2.5.2).

Any application submitted after the deadline will be rejected.

3.2.8. Further information about full applications

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

E-mail address: EuropeAid-177407@ec.europa.eu

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 full 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), or an action.

No individual replies will be given to questions. All questions and answers as well as other important notices to applicants during the course of the evaluation procedure, will be published on the website of DG International Partnerships: https://international-partnerships.ec.europa.eu/index_en, 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.

All questions related to registration in PADOR or the online submission via PROSPECT should be addressed to the IT helpdesk at INTPA-SUPPORT-SERVICES@ec.europa.eu **via the online support form in PROSPECT**. Please note that the working languages of the IT support are English French and Spanish. Therefore, users are invited to send their questions in English, French or Spanish should they wish to benefit from an optimum response time.

3.3. 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.

⁵¹ See footnote 2.

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

During the administrative check the following will be assessed:

- If the deadline has been met. Otherwise, the application will be automatically rejected.
- If the concept note satisfies all the criteria specified in the checklist in Annex A.1, Instructions of the grant application form. This also includes 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 Annex A.1.

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.

Evaluation Grid

Section	Maximum Score
1. Relevance of the action	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)? Does it reflect other additional elements, including approaches and cross-cutting elements, indicated under section 1.2. of the guidelines for applicants?	5
2. Design of the action	30
2.1. How coherent is the overall design of the action? Does the proposal indicate the expected results to be achieved by the action? Does the intervention logic explain the rationale to achieve the expected results?	5x2**
2.2. Does the design reflect a robust analysis of the problems involved, and the capacities of the relevant stakeholders?	5
2.3. Does the design take into account external factors (risks and assumptions)?	5
2.4. Are the activities feasible and consistent in relation to the expected results (including timeframe)? Are results (output, outcome and impact) realistic?	5

2.5. To which extent does the proposal integrate relevant cross-cutting elements such as environmental/climate change issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, youth, combating HIV/AIDS (if there is a strong prevalence in the target country/region)?	5
Maximum 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 250% 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.

Lead applicants will receive a letter indicating the reference number of their application and the respective results. This letter will automatically appear online in the PROSPECT profile of the lead applicant.

The pre-selected lead applicants will subsequently be invited to submit full applications.

(2) STEP 2: EVALUATION OF THE FULL APPLICATION

Firstly, the following will be assessed:

- If the submission deadline has been met. Otherwise, the application will automatically be rejected.
- If the full application satisfies all the criteria specified in the checklist (Annex A.2, Instructions). This includes also an assessment of the eligibility of the action. If any of the requested information is missing or is incorrect, the application may be rejected on that **sole** basis and the application will not be evaluated further.

The full applications that pass this check will be further evaluated on their quality, including the proposed budget and capacity of the applicants and affiliated entity(ies). They will be evaluated using the evaluation criteria in the evaluation grid below. There are two types of evaluation criteria: selection and award criteria.

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

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

For the purpose of the evaluation of the financial capacity, lead applicants must ensure that the relevant information and documents (i.e. accounts of the latest financial year and external audit report, where applicable) are up to date either in their PADOR profile or when submitting the requested documents with PADOR registration form. If the information and documents requested are outdated and do not allow for a proper evaluation of the financial capacity, the application may be rejected.

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
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 technical in-house expertise (especially knowledge of the issues to be addressed)?	5
1.3. Do the applicants and, if applicable, their affiliated entity(ies) have sufficient management in-house capacity (including staff, equipment and ability to handle the budget for the action)?	5
1.4. Does the lead applicant have stable and sufficient sources of finance?	5
2. Relevance of the action	20
2.1. 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 (see section 2.1.3 of the guidelines) ? Are the expected results of the action aligned with the priorities defined in the guidelines for applicants (section 1.2)?	5
2.2. 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
2.3. 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
2.4. Does the proposal contain particular added-value elements (e.g. innovation, best practices)? Does it reflect other additional elements, including approaches and cross-cutting elements, indicated under section 1.2. of the guidelines for applicants?	5
3. Design of the action	15
3.1. How coherent is the design of the action? Does the proposal indicate the expected results to be achieved by the action? Does the intervention logic explain the rationale to achieve the expected results? Are the activities proposed appropriate, practical, and consistent with the envisaged outputs and outcome(s)?	5
3.2. Does the proposal/Logical Framework include credible baseline, targets and sources of verification? If not, is a baseline study foreseen (and is the study budgeted appropriately in the proposal)?	5
3.3. Does the design reflect a robust analysis of the problems involved, and the capacities of the relevant stakeholders?	5
4. Implementation approach	15
4.1. Is the action plan for implementing the action clear and feasible? Is the timeline realistic?	5

4.2. Does the proposal include an effective and efficient monitoring system/ Monitoring, Evaluation and Learning (MEL) plan? 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 (e.g. financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs)- Institutionally (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?)- At policy level (where applicable) (what will be the structural impact of the action — e.g. improved legislation, codes of conduct, methods) - Environmentally (if applicable) (will the action have a negative/positive environmental impact?)	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 expected results satisfactory?	5x2**
Maximum total score	100

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

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

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

Provisional selection

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

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

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

- The declaration by the lead applicant (section 5 of Annex A.2) 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.

3.4. SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED APPLICANTS

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

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. The lead applicant must provide an audit report produced by an approved external auditor where it is available, and always in cases where a statutory audit is required by EU or national law. That report shall certify the accounts for up to the last 3 financial years available. In all other cases, the applicant shall provide a self-declaration signed by its authorised representative certifying the validity of its accounts for up to the last 3 financial years available. This requirement shall apply only to the first application made by a beneficiary to an authorising officer responsible in any one financial year.

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

3. A copy of the lead applicant's latest accounts (the profit and loss account and the balance sheet for the last financial year for which the accounts have been closed). A copy of the latest account is neither required from (if any) the co-applicant(s) nor from (if any) affiliated entity(ies))
4. Legal entity sheet (Annex D to these guidelines) duly completed and signed by each of the applicants (i.e. by the lead applicant and (if any) by each co-applicant), 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;
5. A financial identification form of the lead applicant (not from co-applicants) conforming to the model attached as Annex E to 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.
6. Entities without legal personality must, to the extent possible, submit the documentation listed above. In addition, a letter must be provided by the legal representative certifying his/her capacity to undertake legal obligations on behalf of the entity. Please note that this letter should be submitted via PROSPECT as well.
7. The lead applicant as well as all co-applicants and affiliated entities shall fill in and sign the declaration on honour (Annex H to these guidelines) certifying that they are not in one of the exclusion situations (see section 2.1.1 of these guidelines and section 2.6.10.1 of the PRAG). Please note that the declaration on honour should be submitted via PROSPECT.
8. 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 (Annex L to these guidelines) (see also section 2.5.6 of the PRAG). Please note that the self-evaluation questionnaire on SEA-H (Annex L) should be submitted via PADOR.

The requested supporting documents (uploaded in PADOR or, when specified in PROSPECT) must be supplied in the form of originals, photocopies or scanned versions (i.e. showing legible stamps, signatures and dates) of the said originals.

If it is impossible for the lead applicants to supply the abovementioned documents via PROSPECT or PADOR for security or confidentiality reasons, they must submit the requested supporting documents in a sealed envelope by registered mail, private courier service or by hand-delivery to the postal address described in sections 2.2.2 and 2.2.6 and according to the instructions therein.

Where such documents are not in one of the official languages of the European Union, a translation into one of the language(s) 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 one of the languages of the call for proposals, it is strongly recommended, in order to facilitate the evaluation, to provide a translation of the relevant parts of the documents, proving the lead applicant's and, where applicable, co-applicants' and affiliated entity(ies)' eligibility, into one of the languages of the call for proposals.

Applicants have to take into consideration the time necessary to obtain official documents from national competent authorities and to translate such documents in the authorised languages while registering their data in PADOR.

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

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

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

3.5. NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

3.5.1. Content of the decision

The lead applicants will be informed in writing of the Contracting Authority's decision concerning their application and, if rejected, the reasons for the negative decision. This letter will be sent by e-mail and will appear online automatically in the PROSPECT profile of the user who submitted the application. Therefore, please check regularly your PROSPECT profile, taking into account the indicative timetable below. 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 further 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 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

3.5.2. Indicative timetable

	DATE	TIME
1. Information meeting	09/11/2023	13:00
2. Deadline for requesting any clarifications from the contracting authority	10/01/2024	12:00
3. Last date on which clarifications are issued by the contracting authority	20/01/2024	-
4. Deadline for submission of concept notes	31 January 2024	12:00
5. Information to lead applicants on administrative checks and concept note evaluation (Step 1)	April 2024	-
6. Invitations to submit full applications	April 2024	-
7. Deadline for submission of full applications	End May 2024	-
8. Information to lead applicants on the evaluation of the full applications (Step 2)	September 2024	-
9. Notification of award (after the eligibility check) (Step 3)	September 2024	-
10. Contract signature	October 2024	-

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

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 the web site where the call was published: website of DG International Partnerships https://ec.europa.eu/international-partnerships/home_fr or Funding & Tender opportunities (F&T Portal) <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>.

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

Following the decision to award a grant, the beneficiary(ies) will be offered a contract based on the standard grant contract (see Annex G to these guidelines). By signing the application forms (Annex A.1 and A.2 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 (Annex G to these guidelines).

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 – Annex G to these guidelines).

4. LIST OF ANNEXES

DOCUMENTS TO BE COMPLETED

- Annex A: Grant application form (Word format)
A.1 – Concept note
A.2 – Full application form
- Annex B: Budget (Excel format)
- Annex C: Logical framework (Excel format)
- Annex D: Legal entity sheet
- Annex E: Financial identification form
- Annex F: PADOR registration form (ONLY IF IMPOSSIBLE TO REGISTER IN PADOR)
- Annex H: Declaration on Honour
- Annex L: Self-evaluation questionnaire on SEA-H

DOCUMENTS FOR INFORMATION⁵²

- 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 IX: standard template for transfer of ownership of assets
- Annex I: Daily allowance rates (per diem), available at the following address: https://international-partnerships.ec.europa.eu/funding/guidelines/managing-project/diem-rates_en
- Annex J: Information on the tax regime applicable to grant contracts signed under the call.
- Annex K: Guidelines for assessing simplified cost options.

Useful links:

Project Cycle Management Guidelines

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

The implementation of grant contracts

A Users' Guide

<https://wikis.ec.europa.eu/pages/viewpage.action?pageId=48169235>

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.

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⁵² These documents should also be published by the contracting authority.