

Contracting Authority: Ministry of Youth and Sports

Euro-Med Youth Programme IV ENPI South Region

Guidelines
for grant applicants

Revolving Open Call for Proposal

Reference: EuropeAid/133-392/M/ACT/LB

Deadline for submission of proposals:

01 November 2012

15 January 2013

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1. EURO-MED YOUTH PROGRAMME IV SOUTH ENPI REGION

1.1 BACKGROUND

The **Euro-Mediterranean Youth Programme** (Euro-Med Youth, <http://www.euromedyouth.net>) is a regional programme set up within the framework of the third chapter of the Barcelona Process entitled “partnership in social, cultural and human affairs”. The Barcelona Declaration, adopted in 1995, laid down the foundations for the Euro-Med Youth Programme and stressed that ‘youth exchanges should be the means to prepare future generations for a closer co-operation between the Euro-Mediterranean partners’.¹

The Euro-Med Youth Programme focuses on activities promoting non-formal education, intercultural learning and active citizenship among young people, youth leaders and youth workers operating within the framework of youth organisations and civil organisations dealing with youth. The Programme has been designed to facilitate encounters, partnerships and networks within the Euro-Mediterranean cooperation.

Launched in 1999, the Programme has now entered its fourth phase. **The Euro-Med Youth Programme Phase I** (1999-2001) was based on the experience acquired with youth exchanges in Europe, while taking into account the needs of the Mediterranean partners. It consisted of the following Actions: youth exchanges, voluntary service and support measures (for youth workers and youth organisations). **The Phase II of the Programme** (2002-2004) carried on the same programme Actions of Euro-Med Youth Phase I and enlarged its scope by giving special priority to strengthening the support structures of the Euro-Med Youth Programme. Following the recommendations of the mid-term assessment, and similarly to the European Union Youth Programme, the overall management of the Programme **Euro-Med Youth Phase III (2005-2008)** was transferred from the European Commission headquarters in Brussels to the national authorities responsible for youth in the Mediterranean partner countries and territories (*decentralisation*).

Euro-Med Youth Units (EMYU) were consequently nominated and set up in the 9 involved countries and territories in order to manage the Programme. They were in charge of launching the procedure, selecting and contracting the projects and monitoring the projects in the field. This implementation modality remains the same for the **Euro-Med Youth Programme Phase IV** which is funding this **Call for Proposals**.

1.2 OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

The **global objective** of this Call for Proposals is to support and strengthen the participation and contribution of youth organisations and youth from the Euro-Mediterranean region towards the development of civil society and democracy.

The **specific objective (s)** of this Call for Proposals is/are:

- To stimulate and encourage mutual understanding between young people within the Euro-Mediterranean region and to fight against stereotypes and prejudices.
- To promote active citizenship among young people and enhance their sense of solidarity.
- To contribute to the development of youth policies in the different partner countries.

The specific objectives are to be attained through 3 different types of Actions as envisaged by the Euro-Med Youth Programme:

- **Action 1 Euro-Med Youth Exchanges:** A Youth Exchange is a project based on a transnational partnership between two or more organisations from different countries. It brings together in one of the 8 ENPI South countries/territories, for one specific period of common life, groups of young people from the Euro-Mediterranean region, providing them with an opportunity to participate to activities where they can: discuss and share on one theme of mutual interest; discover and become aware of social realities and cultural backgrounds; learn from each other’s countries and cultures. A Youth Exchange requires the active participation of all groups of young people in the preparation and implementation of the activities.

- **Action 2 Euro-Med Youth Voluntary Service:** Voluntary Service is a project offering young people an opportunity to carry out a long or short term volunteering activity in one of the 8 ENPI countries/territories. The volunteer/s is/are hosted in one particular organisation of the ENPI South country, which has precise

¹ Barcelona Declaration adopted at the Euro-Mediterranean Conference, 27-28/11/95, page 16

missions for him/her/them to implement. Voluntary service enables volunteers to express their solidarity, to acquire a valuable intercultural experience and to develop new skills. It brings benefit to local communities and to the hosting organisation (grant beneficiary), through a new impulse, the mutual exchange and the international added-value.

Action 3 Euro-Med Youth Training and Networking: Training and Networking includes project which support the training of those active in youth work and youth organisations of the Euro-Mediterranean region (youth leaders, youth trainers, young people), in particular the exchange of experiences, expertise and good practice as well as activities which may lead to sustainable quality projects, partnerships and networks. Possible activities to be implemented in projects are: study visit, partnership building activity, seminar, training course.

A study-visit is an organised study programme that offers a view of youth work and/or youth policy provisions in the hosting ENPI South country². Study visits focus on a theme and consist of visits and meetings to different projects and organisations in the country.

A partnership-building activity is an event organised in order to allow participants to find partners for trans-national cooperation and/or for project development. A Partnership-building activity brings together potential partners and facilitates the development of new projects around a chosen topic and/or a specific Action of the Euromed Youth Programme (Youth exchange, Voluntary Service or Training and Networking).

A seminar is an event organised to provide a platform for discussion and exchange of good practices, based on theoretical inputs, around a chosen theme, relevant to the youth work field.

A training-course is an educational learning programme on specific topics, aiming to improve participants' competences, knowledge, skills and attitudes. Training courses lead to higher quality practice in youth work in general and/or, specifically, Euromed Youth projects.

In addition to the above global and specific objectives of the Euromed Youth Programme IV, **some regional priority issues** have been determined. They have to be taken into account in the projects implemented:

- Fight against racism and xenophobia,
- Environmental protection,
- Support to gender equality,
- Human rights,
- Participation of young people in development of civil society and democracy.

Complementary to the regional thematic priorities, the Euromed Youth Unit of Lebanon has set the following thematic national priorities:

- Enhancing Youth motivation and commitment to the social and political reform process.
- Strengthening freedom of expression and dissemination of the culture of inter-community dialogue among youth.
- Support Youth employability.

In other words, the projects must reflect one or more of the regional/national thematic priorities.

1.3 FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this Call for Proposals is EUR 210.000. This amount will be approximately distributed among the two given deadlines and the three different actions proposed under the present call for Proposals.

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

² European Neighbourhood Policy Instrument. Countries concerned by Euromed Youth IV: Algeria, Egypt, Israel, Jordan, Lebanon, Morocco, Palestinian authority, Tunisia

Indicative allocation of funds by Action:

In the case where the allocated funds for a specific action cannot be used due to insufficient quality or number of proposals received, the Contracting Authority reserves the right to reallocate the remaining funds to another Action.

Size of grants

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

- Minimum amount: EUR 5,000€
- Maximum amount: EUR 25,000€

Any grant awarded under this Call for Proposals must fall between the following minimum and maximum percentages of total eligible costs of the action

- Minimum percentage: 50% of the total estimated eligible costs of the action.
- Maximum percentage: 80% of the total estimated eligible costs of the action.

The balance must be financed from the applicant's or partners' own resources, or from sources other than the European Union budget.

2. RULES FOR THIS CALL FOR PROPOSALS

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

2.1 ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

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

2.1.1 Eligibility of applicants: who may apply?

(1) In order to be eligible for a grant, applicants **must**:

- be legal persons registered in the Ministry of Interior or at the Ministry of Youth and Sports of Lebanon.
- be non profit making **and**
- be specific types of organisations such as: non-governmental organisations or institution , public sector operators, local authorities, involved in youth work (non-governmental, Youth organisations, Youth associations, local authorities working for young people etc.), **and**
- be directly responsible for the preparation and management of the action with their partners, not acting as an intermediary.

(2) Potential applicants may not participate in calls for proposals or be awarded grants if they are in any of the situations which are listed in Section 2.3.3 of the Practical Guide to contract procedures for EU external actions (available from the following Internet address: http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm);

2.1.2 Partnerships and eligibility of partners

Applicants must act with partner organisations as specified hereafter:

Each project funded must be coordinated by an **applicant from the ENPI South Country/Territories** (Algeria, Egypt, Israel, Jordan, Lebanon, Morocco, Palestinian Authority, Tunisia) and will include at **least one partner from the 27 European Union Member States**:

- to be considered **Bilateral** : maximum one partner from the 27 European Union Member States
- to be considered **Multilateral** : minimum two partners from the 27 European Union Member States and minimum one partner from the ENPI South Country/Territories (Algeria, Egypt, Israel, Jordan, Lebanon, Morocco, Palestinian Authority, Syria, Tunisia), aiming at balancing between countries from EU and ENPI South.

Partners

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

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

- Associates

Other organisations may be involved in the action. Such associates play a real role in the action but may not receive funding from the grant with the exception of **per diem or travel costs**. Associates do not have to meet the eligibility criteria referred to in section 2.1.1. The associates have to be mentioned in section 4 - “Associates of the Applicant participating in the Action” of the Grant Application Form.

- Contractors

The grant beneficiaries have the possibility to award contracts. Contractors are neither partners nor associates, and are subject to the procurement rules set out in Annex IV to the standard grant contract.

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

2.1.3 Eligible projects for which an application may be made, under each action

Action 1- Euro-Med Youth Exchanges

Phases of a Youth Exchange project

- Preparation at local level for each group in their respective countries.
- Planning-visit: a short meeting of 2-3 days in the ENPI South hosting Country/Territories, some weeks/months before the exchange, between youth leaders from each Country/Territories and hosting team for detailed planning.
- The exchange-activity *per se*.
- Internal evaluation shared between exchange participants and partners.

Main features of a Youth Exchange project

- A youth exchange project should have one unique and common theme (e.g. water protection, place of women in society, role of mass medias, traditional games,...) connected with one or more priority issue(s) set up at regional and/or national level (Fight against racism and xenophobia, environmental protection, support to gender equality, human rights, participation of young people in development of civil society and democracy) and as specifically identified by each Country/Territories and accordingly published.
- The programme activities should contribute to the objectives of the project and be related to the theme of the youth exchange, while providing participants with different types of activities, for example artistic practices, cultural visits, sport activities, workshops, debates, etc....
- Participants should be encouraged to play an active role in the exchange and in its preparation. The approach used for the exchange should be participative, interactive and non-formal.
- The design, planning, organisation and implementation of the exchange should be addressed and shared among the partners.

Duration of a Youth Exchange project

The total duration of the project may not exceed 6 months from the signature of a grant contract

The total duration of the exchange *per se* is minimum 6 days and maximum 21 days, excluding the travel days.

Age range

Participants should be between minimum 15 years old and maximum 25 years of age.

Participating countries:

- 8 ENPI South countries: Algeria, Egypt, Israel, Jordan, Lebanon, Morocco, Palestinian Authority, Tunisia
- 27 EU member countries.

Location

- Hosted in the Country/Territories of the Grant beneficiary.
- Accommodated in one unique place.

Action 2- Euro-Med Youth Voluntary Service

Phases of Voluntary Service project

- Preparation at local level of volunteer in his/her living Country/Territories as well as for the ENPI South Country/Territories grant beneficiary (hosting-organisation).
- Planning-visit: a short meeting of 2-3 days in the ENPI South hosting Country/Territories, some weeks/months before for detailed planning prior to the activity, between the partner organisation of the volunteer and the hosting team.
- The volunteering-activity *per se*.
- Internal evaluation shared between the volunteer, the sending-organisation and the hosting-organisation.

Main features of a Voluntary Service project

- A voluntary-service activity should be based on a partnership between a sending-organisation (partner) from the 27 EU countries and a grant beneficiary (hosting-organisation) from an ENPI South Country/Territories (Algeria, Egypt, Israel, Jordan, Lebanon, Morocco, Palestinian Authority, Tunisia).
- Is not a substitution to a working-position within the grant beneficiary organisation.
- It should answer both the need of development of the hosting-organisation and the learning process of the volunteer.
- The missions of the volunteer in the grant beneficiary (hosting) organisation should be clearly defined established by the grant beneficiary (hosting) organisation within its grant-application form.
- The grant beneficiary should nominate a mentor in the organisation, in charge of following up and supporting the volunteer integration.
- The volunteer should be offered the opportunity to learn the spoken language of the Country/Territories.
- The volunteer should be offered the opportunity to be informed, trained and prepared (linguistic and cultural preparation) before and during his/her stay in the hosting Country/Territories.
- The volunteer should be offered the opportunity to develop his/her own project within the grant beneficiary (hosting) organisation.
- The volunteer should be accommodated in a suitable venue without the need for any additional financial contribution from his/her side for accommodation.
- The volunteer should be provided with a monthly allowance, allowing him/her to cover the personal daily expenses.

Duration of a Voluntary Service project

The total duration of the project may not exceed 12 months from the signature of a grant contract.

The total duration of the voluntary service *per se* is minimum 3 months and maximum 12 months.

Age range

Participants should be between minimum 18 years and maximum 30 years of age.

Participating countries:

- 8 ENPI South countries: Algeria, Egypt, Israel, Jordan, Lebanon, Morocco, Palestinian Authority, Tunisia;
- 27 EU member countries.

Location

- Hosted in the Country/Territories of the grant beneficiary.

Action 3- Euro-Med Youth Training and Networking

Phases of Training and Networking project

- Preparation at local level for each group in their respective countries;
- The training and networking-activity *per se*;
- Internal evaluation shared between participants, partners and grant beneficiary.

Main features of a Training and Networking project

- Grant applicants should decide in its grant-application form on the type of activity they are applying for: Study-visit, partnership-building activity, seminar or training-course.
- All activities, implemented by NGOs under Action 3 shall follow the same goal: to increase the quality, quantity and diversity of Euromed youth projects and of Euromed youth cooperation.

Duration of Training and Networking project

The total duration of the project may not exceed 6 months from the signature of a grant contract.
The total duration of the Training and Networking activity per say depends on the type of activity:

Study-visit: minimum 3 days and maximum 5 days, excluding the travel days.

Partnership-building activity: minimum 3 days and maximum. 5 days, excluding the travel days.

Seminar: minimum 4 days and maximum. 6 days, excluding the travel days.

Training-course: minimum 5 days and maximum. 8 days, excluding the travel days.

Age range

No age limit as the action addresses youth leaders, trainers, and NGO representatives.

Participating countries:

- 8 ENPI South countries: Algeria, Egypt, Israel, Jordan, Lebanon, Morocco, Palestinian Authority, Tunisia
- 27 EU member countries

Location

- Hosted in the Country/Territories of the grant beneficiary.

Note that the applicant must comply with the objectives and priorities and guarantee the visibility of the EU-financing (see the Communication and Visibility Manual for EU external actions laid down and published by the European Commission at (see http://ec.europa.eu/europeaid/work/visibility/index_en.htm).

The following types of action are ineligible:

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

Number of applications and grants per applicant

An applicant may submit more than one application(s) per Action under this Call for Proposals at each deadline.

An applicant may not be awarded more than one grant(s) per Action under each deadline of this Call for Proposals.

An applicant may at the same time be partner in another application at each deadline.

Partners may take part in more than one application at each deadline.

<h3><i>2.1.4 Eligibility of costs: costs which may be taken into consideration for the grant</i></h3>

For the eligibility of costs please refer to the table below:

Table 1: Type of eligible expenses and financial rules per action

(For Country/Territories-base lump sum or flat rate, please refer to the 2nd table)

	A.1 Youth exchange	A.2 EVS	A.3 Training and Networking
Travel costs (for activity and planning visit)	Eligible costs: Flights (economy class), trains (2 nd class), bus, local transfer from/to airport; visa and vaccination costs	Eligible costs: Flights (economy class), trains (2 nd class), bus, local transfer from/to airport; visa and vaccination costs	Eligible costs: Flights (economy class), trains (2 nd class), bus, local transfer from/to airport; visa and vaccination costs
Planning Visit	+ Lump sum : Country/Territories-base A x night x person	+ Lump sum : Country/Territories-base A x night x person	+ Lump sum : Country/Territories-base A x night x person
	Eligible costs: Lodging, meals	Eligible costs: Lodging, meals	Eligible costs: Lodging, meals
Preparation costs	Flat rate: € 480 x partner NGO	Flat rate: € 480 x sending NGO	
	Eligible costs: Any cost in the sending Country/Territories, relating to activities of preparation for the group to the exchange	Eligible costs: Any cost in the sending Country/Territories, relating to activities of preparation for the volunteer to the Voluntary Service	
Activity per se costs	Flat rate: € 360 (applicant) + Flat rate: € 200 x partner NGO + Lump sum: Country/Territories base A x night x person	Lump sum: € 360 x volunteer x month	Flat rate: € 960 + Lump sum: Country/Territories-base C x participant + Lump sum: Country/Territories-base B x training day
	Eligible costs: Lodging, meals, working-room rental, educational material, local activities (visits,...), local transportation	Eligible costs: local activities (visits,...), local transportation, language course	Eligible costs: Lodging, meals, working-room rental, educational material, local activities (visits,...), local transportation, trainer fees
	Eligible costs: To be clearly defined and justified	Eligible costs: To be clearly defined and justified	Eligible costs: To be clearly defined and justified
Costs for additional dissemination and exploitation of results	Maximum € 2 500	Maximum € 2 500	Maximum € 2 500
	Eligible costs: Any costs related to the follow-up, promotion and communication upon the project, after the activity but before the end of contract (website, magazine, press conference, exhibition, specific guidance of young participants,...)	Eligible costs: Any costs related to the follow-up, promotion and communication upon the project, after the activity but before the end of contract (website, magazine, press conference, exhibition, specific guidance of young participants,...)	Eligible costs: Any costs related to the follow-up, promotion and communication upon the project, after the activity but before the end of contract (website, magazine, press conference, exhibition, specific guidance of young participants,...)
Monthly Volunteer's allowance		* Lump sum Country/Territories - base D x month x volunteer	
		Eligible costs: Pocket money for daily expenses of the volunteer, excluding meals and accommodation	

Table 2: Country/Territories base lump sums and flat rates

Countries	A (Food and lodging)	B (Trainers or facilitator fees)	C (Training materials or stationary)	D (Volunteers allowance)
Jordan	70	100	10	60
Palestine	80	120	20	60
Lebanon	110	120	15	70
Egypt	60	80	10	65
Morocco	80	120	20	60
Tunisia	65	100	40	60
Israel	110	180	25	70
Algeria	75	100	10	85

Administrative costs

The indirect costs incurred in carrying out the action may be eligible for flat-rate funding fixed at not more than **max 5% (five percent)** of the estimated total eligible direct costs (excluding taxes). Indirect costs are eligible provided that they do not include costs assigned to another heading of the budget of the standard grant contract. The applicant may be asked to justify the requested percentage before contracting. However, once the flat-rate has been fixed in the special conditions of the standard grant contract, no supporting documents need to be provided.

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

Contributions in kind

Contributions in kind are not considered actual expenditure and are not eligible costs. The contributions in kind may not be treated as co-financing by the Beneficiary.

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

2.2 HOW TO APPLY AND THE PROCEDURES TO FOLLOW

Prior registration in PADOR for this Call for Proposals is not obligatory.

<i>2.2.1 Application form</i>

Applications must be submitted in accordance with the instructions on the Full Application form included in the Grant Application Form annexes to these Guidelines (Annex A1 for Action 1, Annex A2 for Action 2 and Annex A3 for Action 3)

Applicants must apply in English or in French.

Any error or major discrepancy related to the points listed in the instructions for this Call or any major inconsistency in the application form (e.g. the amounts mentioned in the budget are inconsistent with those mentioned in the application form) may lead to the rejection of the application.

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

Hand-written applications will not be accepted.

Please note that only the application form and the published annexes which have to be filled in will be evaluated. It is therefore of utmost importance that these documents contain ALL relevant information concerning the action. No additional annexes should be sent.

2.2.2 *Where and how to send the Applications*

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

The Checklist (Section 5 of the grant application form) and the Declaration by the applicant (Section 6 of the grant application form) must be stapled separately and enclosed in the envelope

Where an applicant sends several different applications, each one has to be sent separately.

The outer envelope must bear the **reference number and the title of the Call for Proposals**, together with the title and number of the Action, the full name and address of the applicant, and the words "Not to be opened before the opening session" and "لا يسمح بفتح العروض قبل الموعد المحدد لفتح العروض لكل دورة".

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

Mohamad Oueidat
Ministry of Youth and Sports
5th floor, Sami el Solh, Furn el Chubbak
A'adlieh, Beyrouth

Applications sent by any other means (e.g. by fax or by e-mail) or delivered to other addresses will be rejected. **Applicants must verify that their application is complete using the checklist (section 5 of the grant application form). Incomplete applications may be rejected.**

2.2.3 *Deadline for submission of Applications*

There will be 2 deadlines within years 2012-2013 for the submission of applications:

01 November 2012

15 January 2013

At **12.00 hours** local time.

Any application submitted after the first deadline will automatically be included in the next batch of applications.

Any application submitted after the **last** deadline will automatically be rejected.

2.2.4 *Further information for the Application*

One or more information sessions relative to this Call for Proposals will be held. Dates and logistic information on the information sessions will be published on the following websites:

- <http://www.euromedyouth.net/>
- <http://www.euromedyouth.net/LEBANON,65>
- <http://www.euromedyouth.net/Liban>

Questions may in addition be sent by e-mail no later than 21 days before the deadline for the submission of applications to the below address , indicating clearly the reference of the Call for Proposals:

Mohamad.oueidat@euromedyouth.net

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

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

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

Questions that may be relevant to other applicants, together with the answers, will be published on the following websites:

- <http://www.euromedyouth.net/>
- <http://www.euromedyouth.net/LEBANON,65>
- <http://www.euromedyouth.net/Liban>

It is therefore highly recommended to regularly consult the abovementioned website in order to be informed of the questions and answers published.

2.3 EVALUATION AND SELECTION OF APPLICANTS

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

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

(1) STEP 1: OPENING & ADMINISTRATIVE CHECKS

The following will be assessed:

- The submission deadline has been respected. If the deadline has not been respected the application will automatically be included in the next batch of applications.
- The Application Form satisfies all the criteria specified in points 1-5 of the Checklist section 5 of the grant application form. If any of the requested information is missing or is incorrect, the application may be rejected on that sole basis and the application will not be evaluated further.

Only Applications which successfully passed the administrative checks will be admitted to the second step.

(2) STEP 2: EVALUATION OF THE FULL APPLICATION

An evaluation of the capacity of the Applicants and their partner(s), the relevance and design of the action, the quality of the applications, including the proposed budget, will be carried out in accordance with the evaluation criteria set out in the Evaluation Grid included below. There are two types of evaluation criteria: selection and award criteria.

The selection criteria are intended to help evaluate the applicants' (and its partners) financial and operational capacity to implement the proposed action and the relevance of the proposed action to the objectives and priorities of this Call for Proposals.

The award criteria allow the quality of the applications submitted to be evaluated in relation to the set objectives and priorities, its design and consistency with the objectives of the Call for Proposals, quality, expected impact, feasibility, sustainability and cost-effectiveness.

Scoring:

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

Evaluation Grid

1. Financial and operational capacity	20
1.1 Do the applicant and partner(s) have sufficient experience of project management?	5
1.2 Do the applicant and partner(s) have sufficient technical expertise (notably knowledge of the issues to be addressed)?	5
1.3 Do the applicant and partner(s) have sufficient management capacity (including staff, equipment and ability to handle the budget for the action)?	5
1.4 Does the applicant have stable and sufficient sources of finance?	5
2. Relevance of the action	30
2.1 How relevant is the proposal to the regional objectives and priorities of the Call for Proposals?	5x2*
2.2 How relevant is the proposal to the objectives and particularly the national priorities of the Call for Proposals? How does it contribute to the Euro-Mediterranean dialogue?	5x2*
2.3 How the multinational involvement of the proposed action has been taken into account (bilateral, multilateral proposed actions)?	5
2.4 Does the proposal contain specific added-value elements, such as environmental issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, or innovation and best practices?	5
3. Design of the action	20
3.1 How coherent is the overall design of the action?, In particular, does it reflect the analysis of the problems involved, take into account external factors and relevant stakeholders?	5x2*
3.2 Is the action plan clear, feasible and consistent in relation to the objectives and expected results?	5
3.3 Does the proposal contain objectively verifiable indicators for the outcome of the action?	5
4. Effectiveness, feasibility and sustainability of the action	20
4.1 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?	5
4.2 Is the partners' level of involvement and participation in the action satisfactory, especially the involvement of international (ENPI South and EU) partners?	5
4.3 Is the action likely to have a tangible impact on its target groups?	5
4.4 Is the proposal likely to have multiplier effects? (Including scope for replication and extension of the outcome of the action and dissemination of information.)	5
5. Budget and cost-effectiveness of the action	10
5.1 Are the activities appropriately reflected in the budget?	5
5.2 Is the ratio between the estimated costs and the expected results satisfactory?	5
Maximum total score	100

*the scores are multiplied by 2 because of their importance

Note on Section 1. Financial and operational capacity

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

Note on Section 2. Relevance of the Action

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

Note on the entire evaluation grid

If the total score is less than 70 points the application will be rejected.

Provisional selection

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

(3) STEP 3: VERIFICATION OF ELIGIBILITY OF THE APPLICANT AND PARTNERS

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

- The Declaration by the applicant (Section 6 of the grant application form) will be cross-checked with the supporting documents provided by the applicant. Any missing supporting document or any incoherence between the Declaration by the applicant and the supporting documents may lead to the rejection of the application on that sole basis.
- The eligibility of the applicant, the partners, and the action will be verified according to the criteria set out in sections 2.1.1, 2.1.2 and 2.1.3.

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

2.4 SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED APPLICATIONS

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

1. The statutes or articles of association of the **applicant** organisation³ and of **each partner** organisation.
2. Copy of the **applicant's** latest accounts (the profit and loss account and the balance sheet for the previous financial year for which the accounts have been closed)⁴.
3. Copy of the **applicant's** up-dated registration docs as requested in the Country/Territories of the CA (see 2.1.1)
4. The Legal Entity sheet (See annex B to the Guidelines) duly completed and signed by the Applicant, with supporting documents that are requested therein. If the Applicant has already signed a contract with the contracting authority, he can provide the Legal Entity Number instead of the Legal Entity Sheet and its supporting documents, unless a change in his legal status occurred in the meantime.
5. A Financial Identification Form conform to the model in Annex C of the Guidelines, certified by the bank to which payment shall be made. This bank must be located in the country where the Applicant is

³ Where the applicant and/or (a) partner(s) is a public body created by a law, a copy of the said law must be provided

⁴ This obligation does not apply to natural persons who have received a scholarship, nor to public bodies nor to international organisations. It does not apply either when the accounts are in practice the same documents as the external audit report already provided pursuant to section 2.4.2.

registered. If the Applicant has already signed a contract with the European Commission or if the European Commission is responsible for payments of the contract, a copy of the Financial Identification Form must be provided, unless a change in his Bank Account occurred in the meantime.

Where such documents are not in one of the official languages of the European Union or in the language of the Country/Territories where the action is implemented, a translation into English and/or French of the relevant parts of these documents, proving the applicant's eligibility, must be attached and will prevail for the purpose of analysing the application.

Where these documents are in an official language of the European Union other than English and/or French, it is **strongly** recommended, in order to facilitate the evaluation, to provide a translation of the relevant parts of the documents.

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

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

2.5 NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

2.5.1 Content of the decision

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

Applicants believing that they have been harmed by an error or irregularity during the award process may file a complaint (for more information, see section 2.4.15 of the Practical Guide of contractual procedures within the frame of EU external actions.

2.5.2 Indicative time table

	DATE	TIME*
Information meeting	Many,	
	consult the www.euromedyouth.net website	
Deadline for request for any clarifications from the Contracting Authority	11 October 2012 25 December 2012	
Last date on which clarifications are issued by the Contracting Authority	22 October 2012 04 January 2013	
Deadline for submission of Application Form	01 November 2012 15 January 2013	12.00 h (noon)
Information to applicants on the evaluation of the Full Application Form	Within two months from the deadline of submission of proposals*	-
Notification of award (after the eligibility check)	Within two months from the deadline of submission of proposals*	-

Contract signature	Within two months from the deadline of submission of proposals*	-
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***Provisional date.** All times are in the local time zone of the Contracting Authority

This indicative timetable may be updated by the Contracting Authority during the procedure. In such case, the updated timetable shall be published on the www.euromedyouth.net website.

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

Following the decision to award a grant, the Beneficiary will be offered a contract based on the Contracting Authority's standard grant contract (see Annex 4 and 5 of these Guidelines). By signing the Application form (Annex 1 or 2 or 3, accordingly to type of Action, of these Guidelines), the applicant declares accepting, in case where it is awarded a grant, the Contractual conditions as laid down in the standard grant contract.

Implementation contracts

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

3. LIST OF ANNEXES

DOCUMENTS TO BE COMPLETED

ANNEX A : GRANT APPLICATION FORM (EXCEL FORMAT)

- 1: ACTION 1 FORM AND BUDGET (FUTURE ANNEXES I AND III)
- 2: ACTION 2 FORM AND BUDGET (FUTURE ANNEXES I AND III)
- 3: ACTION 3 FORM AND BUDGET (FUTURE ANNEXES I AND III)

ANNEX B: LEGAL ENTITY FORM

ANNEX C: FINANCIAL IDENTIFICATION FORM

DOCUMENTS FOR INFORMATION

ANNEX : STANDARD GRANT CONTRACT

- DRAFT CONTRACT SPECIAL CONDITIONS
- ANNEX II: GENERAL CONDITIONS APPLICABLE TO THIS EUROPEAN UNION-FINANCED GRANT CONTRACTS FOR EXTERNAL ACTIONS
- ANNEX IV: CONTRACT AWARD PROCEDURES
- ANNEX V: STANDARD REQUEST FOR PAYMENT
- ANNEX VI: MODEL NARRATIVE AND FINANCIAL REPORT