



Albanian  
Helsinki Committee



The Norwegian  
Helsinki Committee



Netherlands  
Helsinki Committee



Helsinki Committee for  
Human Rights in Serbia



Together for Life



This project is funded  
from European Commission

Albanian Helsinki Committee

## The Sub-Grants Scheme - SGS

Civil Society Countering Violent Extremism

Sub Granting Authority: Albanian Helsinki Committee (AHC)

Reference EuropeAid/152207/DD/ACT/AL

Guideline for grant applicants

Deadline for submission of full application: 31 July at 17:00

## **1. Preface**

This is an open call for proposals, whereby all documents will be submitted together (Full application). In the first phase, only the administrative check will be evaluated. Thereafter, for the applicants who have been pre-selected, the full applications will be evaluated. Eligibility will be checked based on the supporting documents requested by the Sub Granting Authority and sent together with the application to the address below:

Albanian Helsinki Committee  
Rr. Brigada e VIII-të, Ap. 10, K. 6,  
P/O. Box. no. 1752, Tirana, Albania

E-mail:  
[office@ahc.org.al](mailto:office@ahc.org.al)

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### 1 INTRODUCTION

#### 1.1 BACKGROUND

“Civil Society Countering Violent Extremism” is a project funded under the European instrument **Civil Society Facility – Civic Initiative and Capacity Building, funded by the European Union** and implemented by the Albanian Helsinki Committee (AHC), Norwegian Helsinki Committee (NHC), Netherlands Helsinki Committee (NHC), Helsinki Committee for Human Rights in Serbia (HCHRS) and Together for Life (TFL). This project aims to “Empower the civil society organisations, non-governmental bodies and public security institutions on countering violent extremism and radicalisation in Albania”, according to EU guidelines, EU financial and political support.

This sub granting guideline has been prepared to provide uniform procedures and guidance for the administration of the sub grants that will be awarded by the Consortium composed of three of the above-mentioned organizations, AHC, HCHRS and NHC (Norwegian Helsinki Committee).

*AHC* is a non-profit organization and its mission is the promotion and protection of human freedoms and rights and the strengthening of the rule of law in the country. AHC has been and remains the most prominent organization for the protection and promotion of human rights in Albania, as well as a leading partner for other non-government organizations, Albanian public institutions, international agencies and programs that work to advance respect for human rights in Albania

*NHC* is an NGO working to ensure that human rights are respected in practice. NHC combats human rights violations through monitoring and reporting on the human rights situation in individual countries, placing particular emphasis on freedom of speech, freedom of association, the right to self-determination, minority rights, the right to freedom of thought and religion, and personal security.

HCHRS is one of the leading think tanks in Serbia and the Balkans. For the past twenty years it has been informing the broad public, analysing trends and developments in Serbia’s political, economic and social transition towards EU membership and requests accountability from policy and decision makers through its regular Helsinki.

The main objective of this project is to support the CSOs and other non-governmental bodies at the local level to be able to work at the grass-roots level to tackle factors that can be ‘attractive’ to violent extremisms and radicalisation of particular members/families of the Albanian society. Target groups of the project are: are civil society organizations (CSOs), Community-based organizations, Community-building organizations, media organizations, youth and women groups.

Through the “Sub Granting Scheme”, the project will be financing small size projects.

The budget allocated for this Call for Proposal is **EUR 187,764**.

### 1.2 OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

The **overall objective** of this call for proposals is:

**“To contribute to countering and preventing the spread of violent extremism and radicalisation in the remote areas of Albania.”**

The expected results to be obtained under this call are:

- building communities that are resilient to the spread of violent extremism and the expansion of social services and providing educational and economic opportunities, particularly for members of marginalized populations and youth, to respond to the needs of the most vulnerable citizens.
- the expansion of programs that empower youth and other young leaders, promote entrepreneurship and economic opportunity, and enhance civic education and the culture of tolerance and nonviolence;

The **specific objective(s)** of this call for proposals is to strengthen the capacities of local CSOs on preventing and countering radicalization and recruitment to violent extremism.

Priorities will be given to organizations demonstrating that their interventions will increase cooperation between several actors within their local communities, that address groups most at risk and in particular youth and women, who present innovative approaches and methodologies and who demonstrate that they enjoy confidence among their target groups.

Priorities will be given to the applicant organizations that have experiences in the following fields:

- Building communities that are resilient to the spread of violent extremism and the expansion of social services and providing educational and economic opportunities, particularly for members of marginalized populations and youth, to respond to the needs of the most vulnerable citizens
- Community building for risk groups (in particular youth, women and people belonging to religious- or marginalized groups), peer education, creating social platforms;
- Building networks on local, national and regional level;
- Raising awareness and communications plan at the local level involving community and youth on contributing on preventing violent extremism;
- Organization of community-based public events, including seminars, workshops, training and awareness sessions and cultural events;
- Production of researches, documents, reports, studies, press articles and various media products.
- Support of the implementation of the National Strategy Countering Violent Extremism
- Projects that enable victims to tell their stories, both as part of their personal recovery and as part of the effort to create new counter-narratives

## **Civil Society countering violent extremism**

- Increase public awareness of the situation of victims, by setting up exhibitions dedicated to victims' stories
- Support the media as a key actor for increasing dialogue with civil society organisations, local authorities, private sector actors, academics, regional or international organisations in preventing and countering radicalisation;
- Strengthening the role of women in Preventing Radicalisation and Violent Extremism
- Contributing to engaging Civil Society actors in the Rehabilitation and Reintegration of victims of violent extremism.

The consortium, through an open call published in the official website of AHC and Together for Life, will invite non-profit organizations to apply with project proposals in the above-mentioned directions.

### **1.3 FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY**

The overall indicative amount made available under this call for proposals is EUR 187,764.

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

#### **Size of grants:**

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

- minimum amount: EUR 5,000
- maximum amount: EUR 10,000

The initial planned duration of an action may not be lower than 4 months nor exceed 8 months.

The overall actions must take place in Albania

## **2. RULES FOR THIS CALL FOR PROPOSALS**

These guidelines set out the rules for the submission, selection and implementation of the actions financed under this call.

### **2 ELIGIBILITY CRITERIA**

#### **2.1 ELIGIBILITY OF APPLICANTS**

The direct beneficiaries are civil society organizations (CSOs), community-based organizations, media organizations.

#### **Applicant**

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(1) To be eligible for a grant, the applicant must be:

- a non-governmental **and** non-profit-making organisation
- be legally established in Albania, and
- directly responsible for the preparation and management of the action, not acting as an intermediary

In cases when one application will have more than one Applicant, the Co-applicants should 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. If awarded the grant contract, the co-applicant(s) (if any) will become beneficiary(-ies) in the action.

ATTENTION: The Tirana-based organizations can apply for implementing projects in other municipalities outside of Tirana, only in partnership with local actors (CSOs).

### **LIST OF DOCUMENTS REQUIRED**

The project proposals sent by NGOs must be sent with the below mentioned list of documents:

1. Court registration of the applicant's. Please submit the first decision and any potential changes;
2. Statute and any potential changes to the statute, composition, direction and governance of the organization as reflected in documents submitted (English version)
3. Court extract (with the Court seal issued within the last three months)
4. Legal Entity Form
5. Funding Act of the organization
6. Tax registration at the Albanian tax office, TIN (NIPT- Entity Taxable Identification Number)
7. Organizational CV (in English)
8. Copy of the latest financial statements of the organization
9. A document issued by the Department of Justice certifying that the organization and its Executive Director have no previous or pending cases, such as in court, prosecution or police – issued within the call period.

**Incomplete project proposals may be rejected.**

## **2.2 ELIGIBLE ACTIONS: ACTIONS FOR WHICH AN APPLICATION MAY BE MADE**

## **Civil Society countering violent extremism**

### **Definition:**

An action is composed of a set of activities.

### **Duration**

The planned duration of an action may not be lower than 4 months nor exceed 8 months.

### **Sectors or themes**

Proposed strategies in order to contribute on countering and preventing the spread of violent extremism and radicalisation in the remote area of Albania should focus against the objectives set out in section 1.2 and the thematic area, which are:

- Building communities that are resilient to the spread of violent extremism and the expansion of social services and providing educational and economic opportunities, particularly for members of marginalized populations and youth, to respond to the needs of the most vulnerable citizens;
- Community building for at-risk groups (in particular youth and people belonging to religious- or marginalized groups), peer education, creating social platforms;
- Building networks on local, national and regional level;
- Raising awareness and communication plan at the local level involving community and youth on contributing to the prevention of violent extremism;
- Support for the implementation of the National Strategy Countering Violent Extremism;
- Projects that enable victims to tell their stories, both as part of their personal recovery and as part of the effort to create new counter-narratives;
- Increase public awareness of the situation of victims, also by setting up exhibitions dedicated to victims' stories;
- Support the media as a key actor for increasing the dialogue with the civil society organisations, local authorities, private sector actors, academics, regional or inter-national organisations in preventing and countering radicalisation;
- Strengthening the role of women in Preventing Radicalisation and Violent Extremism;
- Contributing to engaging Civil Society actors in the Rehabilitation and Reintegration of victims of violent extremist;

### **Location**

Actions must take place in rural and remote areas in Albania

### **Types of action**

Priority will be given to organizations demonstrating that their interventions will increase cooperation between several actors within their local communities, that address groups most at risk and in particular youth, who present innovative approaches and methodologies and who demonstrate that they enjoy confidence among their target groups

### **The following types of action are ineligible:**

The following types of operations are ineligible for this financial support:



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- 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;
- The entity does not support any kind of organization, establishments or persons that are engaged in terrorist activity.
- Co funding of other projects;
- Deficit funding and capital endowments;
- Project supporting political parties or illegal activities;
- Purchase of land, buildings or offices
- Retroactive financing for project that are already in implementation or completed;
- Projects taking place outside the targeted areas;
- Purchase of equipment (unless necessary for the successful execution of the Project and costing not more than 15% of the budget)
- Projects which consist entirely, or in most part of preparatory works.

### **Coverage of costs**

The sub grant scheme will cover 100 % of the total project budget, within the required limits (minimum EUR 5,000 and maximum EUR 10,000)

### **Financial support to third parties**

Applicants may not delegate or transfer parts of the implementation / finances of the project to third parties in order to help achieving the objectives of the operation, or propose to fund other third parties through the implementation of the project.

### **Types of activities - non-exhaustive list of activities**

The current call for proposals seeks to support associations/networks/foundation. The following types of activities are eligible. Please consider that this is a non-exhaustive list of activities.

- Awareness raising campaign, Community building activities for risk groups (in particular youth and people belonging to religious or marginalized groups), peer education, creating social platforms, awareness raising through social media etc.;
- Network building at the local, national and regional level
- Organization of community based events including seminars, workshops, training and awareness sessions and cultural events;
- Production of researches, documents, reports, studies, press articles and various media products.
- Capacity building of the locals through training to ensure the heritage values of the area
- The call encourages the use of social media and innovative and alternative technologies.

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### **Monitoring and Evaluation**

Monitoring and evaluation of the approved projects will be implemented by AHC.

### **Visibility**

The applicants must take all necessary steps to publicise the fact that the European Union is funding the action through the “Civil Society Countering Violent Extremism” project, implemented by AHC. As far as possible, actions that are entirely or partially funded by this call must incorporate information and communication activities designed to raise the awareness of specific or general audiences about the reasons for the action, and the EU support in the local or region concerned, as well as the results and the impact of this support.

### **Number of applications and grants per applicants / affiliated entities**

The applicant may not submit more than one application(s) under this Call for Proposals.

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

The co-applicant may not submit more than one application(s) under this Call for Proposals.

## **2.3 ELIGIBILITY OF COSTS: COSTS THAT CAN BE INCLUDED**

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

**The reimbursement of eligible costs may be based on the agreed budget specified in units and Unit costs.**

The amounts or rates have to be based on estimates using objective data such as statistical data or any other objective means or with reference to certified or auditable historical data of the applicants. The amounts or rates of unit costs ensure that the costs correspond fairly to the actual costs incurred by the beneficiary, are in line with their accounting practices, no profit is made and the costs are not already covered by other sources of funding (no double funding).

At the contracting phase, AHC 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.

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 AHC to impose modifications or reductions to address such mistakes or inaccuracies. It is not possible to increase the grant as a result of these corrections.

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

Eligible costs are actual costs incurred by the beneficiary(ies) which meets the following criteria:

- They are incurred during the implementation of the action;

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- Costs relating to services and works shall relate to activities performed during the implementation period. Costs relating to supplies shall relate to delivery and installation of items during the implementation period. Signature of a contract, placing of an order, or entering into any commitment for expenditure within the implementation period for future delivery of services, works or supplies after expiry of the implementation period do not meet this requirement;
  - Costs incurred should be paid before the project closing date.
- they are indicated in the estimated overall budget for the Action;
  - they are necessary for the implementation of the Action;
  - they are identifiable and verifiable, in particular being recorded in the accounting records of the Beneficiary(ies) and determined according to the accounting standards and the usual cost accounting practices applicable to the Beneficiary(ies);
  - they comply with the requirements of applicable tax and social legislation;
  - they are reasonable, justified and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

### Contributions in kind

Contributions in kind mean the provision of goods or services to a Beneficiary(ies) free of charge by a third party. As contributions in kind do not involve any expenditure for a Beneficiary(ies), they are not eligible costs for this application.

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.

### Ineligible costs

The following costs are not eligible:

- debts and debt service charges;
- provisions for losses or potential future liabilities;
- credit to third parties;
- Allowed administrative costs (including staff salaries) must not exceed 20% of the total proposed budget concept;
- taxes, except for value added taxes if the following conditions are fulfilled:
  - (i) they are not recoverable by any means;
  - (ii) it is established that they are borne by the final beneficiary; and(Note: Personal Income Tax for employees is considered eligible cost under this call for proposal);
- customs and import duties, or any other charges;

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- purchase, rent or leasing of land and existing buildings, unless the offices have to be rented explicitly to allow for the implementation of the operation (to be demonstrated by the applicant);
- fines, financial penalties and expenses of litigation;
- second-hand equipment;
- bank charges (other than bank account maintenance cost), costs of guarantees and similar charges;
- conversion costs, charges and exchange losses associated with any of the component specific euro accounts, as well as other purely financial expenses;
- contribution in kind;
- any leasing costs;
- depreciation costs;
- interest owed;
- costs declared by the beneficiary and covered by another action or work programme;

### **3. HOW TO APPLY AND THE PROCEDURES TO FOLLOW**

#### **1. APPLICATION**

Applications must be submitted in accordance with the instructions on the Application form in the Grant Application Form annexes to these Guidelines

#### **3.1 APPLICATIONS MENTORING PROCESS**

During the project applications process AHC intends to conduct all mentoring activity in a positive, helpful manner. Effective mentoring should serve to identify areas of concern early on and then assist the sub grantees in solving problems and complying with all program requirements. To accomplish this objective, AHC should monitor the sub grantee's use of funds through financial and project reports, site visits, regular contact, or other means to provide reasonable assurance that the sub grantee administers awards in compliance with laws, regulations and the provisions of contracts or grant agreements and that performance goals are achieved.

AHC will assist the CSOs on developing good initiatives, and will help them throughout a capacity building process as well; providing continuous coaching and mentorship approach for the implementation process to the selected applicants. AHC is responsible for monitoring the activities of sub grantees as necessary to provide reasonable assurance that donor awards are used in compliance with laws, regulations and the provisions of grant and cooperative agreements, and that performance goals are achieved.

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AHC will support and guide the grantees, at the same time building up their organisational and professional capacities, in order to affect local communities, through better implementation of the measures taken by the state authorities towards the prevention of violent extremism and radicalisation.

The selection of project proposals will be divided into two phases. The first phase will consist of selecting from among all the project proposals presented to the consortium and the second phase will consist of an open presentation of the project proposals already selected during the first phase.

1. During the first phase of selection, through the assistance of the Secretariat, the Consortium members will accept project proposal from eligible applicants, until the final time set for their acceptance. The project proposals will be evaluated carefully in detail by the Consortium members, taking into consideration the criteria set on this manual.

2. During the second phase of the project, selected applicants of the first phase will be given the opportunity to present their ideas submitted in their applications before the members of the Consortium.

After the second phase of the selection procedures, the Consortium members will make the final selection of the projects, by taking into consideration the fulfilment of the criteria set on this manual. Winning applications will be given the possibility of financial support, which will be notified through public means of communication (Such as media, social media, emails, website).

The consortium will post also on the official website and social media the notification of the selected applications. After every phase, the consortium will notify all the applicants about the results.

### **3.2 FULL APPLICATIONS**

Applicants must apply in English,

Please note that:

1. The project proposals will be evaluated on the first stage. It is therefore of utmost importance that this document contains ALL relevant information concerning the action. The project proposals will be evaluated carefully in detail by the Consortium members, taking into consideration the criteria set on this manual;
2. This call for proposals does not encourage projects or activities aiming at the realization of powers / duties of local government; Projects that plan only and mainly the development of roundtables / seminars that do not bring concrete and tangible results for citizens;
3. The applications must be submitted according to the proposal form released in this call for proposals. Project proposals that do not comply with this format will not qualify;
4. Clarifications will only be requested when the provided information is not sufficient to conduct an objective assessment;
5. Hand-written concept notes will not be accepted;

### 3.3 WHERE AND HOW TO SEND FULL APPLICATIONS

The project proposal must be sent both in electronic and hard copy version. An electronic version of the project proposal must be submitted at the email address: [office@ahc.org.al](mailto:office@ahc.org.al). Documents must be supplied in the form of originals, photocopies or scanned versions (i.e. showing legible stamps, signatures and dates) of the said originals. The electronic file must contain **exactly the same** application as the paper version enclosed. The hard copy of the supporting documents must be the exact copy of the scanned ones.

The envelope must bear:

- the title of the call for proposals
- the reference number of the call for proposals
- full name of the applicant,
- address of the applicant,

Project proposals must be submitted in a sealed envelope by registered mail, private courier service or by hand-delivery to the address below:

Postal address:

Rr. Brigada VIII, Tall. Teknoprojekt,

Shk.2, Ap.10, Kati.6, Tiranë

P.O Box: 1752

**Incomplete project proposals may be rejected.**

### 3.4 DEADLINE FOR SUBMISSION OF FULL APPLICATIONS

The deadline for the submission of the applications is 31 / 07 / 2017 as evidenced by the date of dispatch, the postmark or the date of the deposit slip. In the case of hand-deliveries, the deadline for receipt is at 17:00 as evidenced by the signed and dated receipt. Any concept note submitted after the deadline will be rejected.

Three information sessions on this call for proposals will be held on 12 / 07 / 2017 at 12:00 in Gjirokastra, on 13 / 07 / 2017 at 12:00 in Tirana and 14 / 07 / 2017 at 12:00 in Shkodra.

Questions may be sent by e-mail no later than 7 days before the deadline for the submission of project proposals to the address below, indicating clearly the title of the call for proposals:

E-mail address: [office@ahc.org.al](mailto:office@ahc.org.al)

To ensure equal treatment of applicants, the contracting authority cannot give prior opinion on the eligibility of applicants, an action or specific activities.

All-important notices to applicants during the course of the evaluation procedure will be published on the AHC website. It is therefore advisable to consult the official AHC website ([www.ahc.org.al](http://www.ahc.org.al)) regularly in order to be informed of the questions and answers published.

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

Clarifications will only be requested when information provided is unclear and therefore prevents the Contracting Authority from conducting an objective assessment.

Hand-written applications will not be accepted.

### 4. EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by the above-mentioned Consortium. All applications will be assessed according to the following steps and criteria.

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

#### STEP 1: OPENING & ADMINISTRATIVE CHECKS EVALUATION

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

- Whether the deadline has been met. Otherwise, the application will be automatically rejected.
- Whether any of the documents required for the application (listed on the section 2.2.3) is missing or is incorrect, the application may be rejected on that **sole** basis and the application will not be evaluated further.

The answer to each of the following questions must be YES in order to make the project eligible for further assessment. Intensive assessment based on scores and specific weights.

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Title of the Proposal:			
Administrative Check:	Yes	No	Comments
1. Is the proposal submitted within the deadline			
2. Full application according to the project proposal format			
3. The proposal is presented in type-written form			
4. Budget of the application according to the budget format			
5. The applicant has presented one original and one copy set of documents			
6. The applicant satisfies the eligibility criteria in section 2.1.1. of the guidelines.			
<ul style="list-style-type: none"> <li>Is the proposal submitted by an eligible applicant</li> </ul>			
<ul style="list-style-type: none"> <li>Court decision for the registration is provided</li> </ul>			
<ul style="list-style-type: none"> <li>Legal entity form</li> </ul>			
<ul style="list-style-type: none"> <li>Tax registration</li> </ul>			
<ul style="list-style-type: none"> <li>Organizational CV</li> </ul>			
<ul style="list-style-type: none"> <li>The statute and founding act of the organisation is provided.</li> </ul>			
<ul style="list-style-type: none"> <li>Copy of the applicant latest financial statement</li> </ul>			
7. Is the total project budget within the required limits (EUR 5,000 – 10,000)			
8. The project duration falls within 4 to 10 months as per application guidelines			
9. The applicant has presented only one proposal for this call			

After the administrative check, the consortium will send letters to all applicants, indicating whether their application was submitted by the deadline, informing them of the reference number they have been allocated.

The full applications that pass this check will be further evaluated on their quality, including the proposed budget and capacity of the applicants.

### STEP 2: Vetting

Vetting is the process by which the details of the Executive Director of the Lead applicant and of the co-applicants are checked to ensure that these individuals and entities have not committed or been implicated in any terrorism or other financial crimes. This process will be ensured from the document issued by the Department of Justice certifying that the organization and its Executive Director have no previous or pending cases, such as in court, prosecution or police.

The following details should be provided through the Vetting Form in the Annexes:

- . The full name of the partner
- . The location of the partner
- . The full names of the partner's key staff (e.g. Board of Directors &/or Country Director)
- . The date of birth (or year of birth) of the partner's key staff



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If there **are no** issues, then the Project Management Team will confirm the proceeding with the second phase of engagement.

If there **are any** issues, the PMT may ask for more information or contact you to discuss the risk with you.

### STEP 3: EVALUATION OF THE FULL APPLICATION

Firstly, the following will be assessed:

Whether the full application satisfies all the criteria specified the section 2.1 and 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.

One open presentation of the project proposals already selected during the first phase will be held on 15 June 2017 at 09:00 in Tirana, where the selected applications will be given the opportunity to present their ideas submitted in their applications before the members of the Consortium.

The quality of the applications, including the proposed budget and capacity of the applicants, will be evaluated using the intensive evaluation criteria in the evaluation grid below.

**The selection criteria** help to evaluate the applicant's operational capacity and the 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;
- have the management capacity, professional competencies and qualifications required to successfully complete the proposed action.

**The award criteria** help to evaluate the quality of the applications in relation to the objectives and priorities set in the guideline, and to award grants to projects which maximise the overall effectiveness of the Call for Proposals. They help to select applications which AHC can be confident will comply with its objectives and priorities. They cover the relevance of the project proposals, 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	Max Score	Comments
<b>1. Financial and operational capacity</b>	<b>20</b>	
1.1 Do the applicants have sufficient experience of project management?	5	
1.2 Do the applicants have sufficient technical expertise? (especially knowledge of violent extremism)	5	

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1.3 Do the applicants have sufficient <b>management capacity</b> ? (Including staff, equipment and ability to handle the action)?	5	
1.4 Does the applicant have stable and sufficient sources of finance?	5	
<b>2. Relevance of the action and coherence with respect to the project focus</b>	<b>30</b>	
1.1 How relevant is the proposal to the objectives and priorities of the call for proposals? *	<b>5*2</b>	
1.2 How relevant is the proposal to the particular needs and constraints of the target area(s)? *	<b>5*2</b>	
1.3 How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs been clearly defined and does the proposal address them appropriately?	<b>5</b>	
1.4 Does the proposal contain specific added-value elements, promotion of gender equality and equal opportunities, or innovation and best practices?	<b>5</b>	
<b>3. Effectiveness and feasibility of the action</b>	<b>25</b>	
3.1 Are the proposed activities appropriate, practical, and consistent with the objectives and expected results?	5	
3.2 Is the action plan clear and feasible?	5	
3.3 Does the proposal contain objectively verifiable indicators for the outcome of the action?	5	
3.4 Presentation of the situation analysis and presentation of objectives	5	
3.5 Satisfactory cooperation with other actors involved	5	
<b>4. Sustainability of the action</b>	<b>15</b>	
4.1 Is the action likely to have a tangible impact on its target groups?	5	
4.2 Is the proposal likely to have multiplier effects?	5	
4.3 Are the expected results of the proposed action sustainable?  - financially ( <i>how will the activities be financed after the funding ends?</i> )  - institutionally ( <i>will structures allowing the activities to continue be in place at the end of the action? Will there be local 'ownership' of the results of the action?</i> )	5	
<b>5. Budget and cost-effectiveness of the action</b>	<b>10</b>	

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5.1 Are the activities appropriately reflected in the budget?	5	
5.2 Ensure realistic prices for goods and services	5	
<b>Maximum total score</b>	<b>100</b>	

\*\*these scores are multiplied by 2 because of their importance

### **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.

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.

### **STEP 4: Final Evaluation**

The applicants who have received the best assessment and score will be announced as winners by the Consortium members.

The PMT gives final approval of the winning projects based on a ranking list coming as a result of:

- The administrative/eligibility assessment of the proposal;
- The Vetting results;
- The evaluation of the proposed action, and
- Funding availability within the SGS.

The final Evaluation Report, including the results of the above, will be prepared and signed by each Consortium member, including the signed assessments from the administrative/eligibility assessment, the technical Assessment and the Vetting results, and will be sent to the European Union Delegation (EUD) for a “no-objection opinion”.

Once the “no-objection opinion” by the EUD is received, the applicants will be notified about the final results of the process.

### **STEP 5: Negotiation and contracting stage**

The PMT, prior to signing the contract, reserves the right to negotiate with the applicant in order to:

- Ensure cost efficiency of the action;
- Ensure a fair balance between operational and non-operational costs;
- Reflect real market costs;
- Reflect costs in accordance with proposed activities

The points of negotiation should in no way change the substantial part of the proposed action, but rather be in line with the administrative/financial/HR/programmatic rules of the EU and of the Contracting Authority.

After reaching an agreement, the sub grant contract will be signed between the relevant applicant and the Albanian Helsinki Committee.

## **5 NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION**

### ***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.

### ***5.2 Indicative timetable***

	<b>DATE</b>	<b>TIME</b>
<b>1. Official Public Launch of the Call</b>	9 June 2017	N/A
<b>1. Information meeting</b>	12 July 2017 13 July 2017 14 July 2017	12:00 12:00 12:00
<b>2. Deadline for requesting any clarifications from the Contracting Authority</b>	24 July 2017	
<b>3. Last date on which clarifications are issued by the Contracting Authority</b>	28 July 2017	-
<b>4. Deadline for submission of applications</b>	31 July 2017	17:00
<b>5. Information to lead applicants on opening, administrative checks and evaluation (Step 1)</b>	14 August 2017	-
<b>6. Open presentation</b>	23 August 2017	09:00
<b>7. Information to lead applicants on the evaluation of the full applications (Step 2)</b>	30 August 2017	-
<b>8. Notification of award (after the eligibility check) (Step 3)</b>	31 August 2017	-
<b>9. Contract signature</b>	18 September 2017	-

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### **6. THE RIGHT TO APPEAL (COMPLAINT PROCEDURES DURING THE ASSESSMENT OF PROPOSED ACTIONS).**

The applicant will be informed in writing (regular mail and e-mail) if rejected, and the reasons for the rejection. Without prejudice, where an applicant believes he has been adversely affected by an error or irregularity allegedly committed as part of the selection procedure, or that the procedure was vitiated by any maladministration, he may file a complaint to AHC within 5 (five) days from the day when the rejection letter/email has been received. The complaint should be sent by mail on the official AHC address or by e-mail on the address [office@ahc.org.al](mailto:office@ahc.org.al)) and should clearly outline the basis of the problem/complaint. Complaints must be made directly by the applicant and not by legal representatives or his intermediary.

The Complaints Evaluation Committee (CEC) will consider the complaints. A representative from the EUD in Tirana will be invited to sit in on the Complaints Evaluation Committee as a member or to supervise the process. The CEC will prepare a summary report on all procedures performed.

The complaints coming from the administrative/eligibility assessment will be answered within 5 (five) working days from the complaint application.

Full response will be sent to the complainant no later than 15 days from the date that the complaint has been submitted.

The complaints coming from the technical assessment will be answered within 5 (five) working days from the complaint application. The complaining party will receive the Technical Assessment Form, but, the decision of Project Evaluation Committee is irreversible.

### **7. 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. By signing the application form, the applicants agree, if awarded a grant, to accept the contractual conditions of the standard grant contract.

## **8. MONITORING AND REPORTING**

### ***8.1 Qualitative Monitoring and Reporting***

The PMT has a Quality Assurance System (the QAS) as a process for supervising CSOs assignments financed by the SGS.

The QAS will monitor the progress of work, the timely completion of deliverables, the staff months used and money expended.

The quality assurance will refer to the policies, attitudes, actions and procedures necessary to ensure that quality is being maintained and enhanced”

For AHC, quality assurance will imply:

- Program quality;
- Operation quality.

Monitoring will include systems which collect, document and respond to the feedback, suggestions and complaints of beneficiaries.

Project-related information will be effectively shared with stakeholders.

The M&E Plan details method/standards for data collection/reporting of progress based on indicators/ how data collection informs decision making & accountability to beneficiaries, including:

- Each sub-grantee will be monitored on monthly basis;
- Field trip reports on the findings from the visits will be provided;
- Progress reports and evidence attached to that, in addition to reporting on level of achievement at indicators outcome level will be submitted quarterly;
- A complaint/response system for the beneficiaries will be established and maintained;
- Focus group Discussions with service users to evaluate their satisfaction with the quality of services annually) based on selected sample will be established;
- Partnership assessment of the sub-grantees will be conducted in terms of their capacities (organizational, programmatic, monitoring, etc.).

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### 8.2 Financial Monitoring and Reporting on the progress of the project

CSOs which implement the project must prepare financial and narrative reports and submit them within deadlines defined in the project contracts.

The templates for reporting to be used will be those of AHC. All these templates will be provided to the selected applicants as part of the Partnership Agreements.

The financial reports along with all the original financial supporting documents will be submitted to AHC every quarter. Once checked and verified by the finance team and, at the end each of the financial supporting document (invoice) stamped "Paid by AHC", the documents will be returned to the partner. The original copies stay with the partner and AHC keeps the copies.

### 8.3 Instalment payments

The reporting frequency of the project will depend on the amount of funding and its implementing period. On average, reporting frequency will be every two months.

An example of the frequency of the instalments is provided below:

<b>Instalment</b>	<b>Conditions for payment</b>
25 – 45 % (instalment I) for the 1 <sup>st</sup> quarter	Payment will be made within 5 days after the contract is signed.
Instalment II for the 2 <sup>nd</sup> Quarter	Payment will be made after sending and acceptance by AHC of the Q1 financial and narrative report.
Instalment III for the 3 <sup>rd</sup> Quarter	Payment will be made after sending and acceptance by AHC of the Q2 financial and narrative report.
Instalment IV for the last quarter	Payment will be made after sending and acceptance by SC of the Q3 financial and narrative report  -75% of the remaining amount from approved budget; -25% of the remaining amount will be paid after sending Q4 financial and narrative report and consolidated all year financial and narrative report and acceptance.

### 8.4 The misuse/mismanagement of funds

AHC shall withhold, vary the date and/or amount of any instalment(s) otherwise due to the Partner (including off-setting against any payments due to SC) for any of the following reasons:

- Where it reasonably considers it necessary to avoid a possible violation of Donor Conditions (including in relation to misappropriation, misuse or other irregularity in use of funds), applicable laws or regulations, or to avoid a safety or security threat to staff, contractors, beneficiaries or any other persons;
- Pending submission of satisfactory financial reports (and narrative where required) by the Partner or satisfactory response by the Partner on adverse findings of AHC or the Donor following an inspection/review/audit.

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### ***8.5 Fraud, Bribery and Corruption***

AHC has a zero-tolerance approach towards fraud, bribery and corrupt practices and demands that partners fully comply with all applicable laws, statutes, regulations and codes relating to bribery and corruption.

The Partner shall notify AHC immediately upon becoming aware of detected, suspected, or attempted fraud, bribery or corruption and will investigate and act against any fraud, bribery or corruption, which affects the Project.

The Partner warrants that neither the Partner nor any of its personnel, agents, partners, sub-contractors, suppliers/vendors and associates connected with the Project:

- Has given or accepted, or offered or agreed to give or accept any payment, gift or other benefit (i.e. a bribe) to induce someone to enter into a contract or otherwise to act improperly or to reward them for having done so; or
- Shall give or accept, or offer or agree to give or accept any payment, gift or other benefit (i.e. a bribe) to induce someone to enter into a contract or otherwise to act improperly or to reward them for having done so.

Neither the Partner nor its personnel, agents, partners, sub-contractors, suppliers/vendors and associates shall accept for their own benefit any trade commission, discount or similar payment or benefit relating to this agreement.

### ***8.6 Terrorism and Prohibited Parties***

The Partner shall not engage in any financial transaction or other dealing with a prohibited party (i.e. an individual or entity that is proscribed or designated on an official government, EU or UN list because it is directly or indirectly involved in terrorism activities or activity on behalf of a sanctioned country) ("Prohibited Party") relating to this agreement.

The Partner shall provide to AHC for vetting purposes the names and dates of birth of its key staff. For the avoidance of doubt, this requirement does not extend to beneficiaries.

The Partner shall inform AHC immediately if, during this agreement, it becomes aware of any link whatsoever between the Partner and any organisation or individual who may be perceived to be linked in any way to terrorism or who appears on any sanctions list, including but not limited to any detected, suspected or attempted:

- Financial transaction or other dealing with a Prohibited Party or a terrorist group; and
- Diversion of Project assets, funds or resources to a Prohibited Party or a terrorist group.



**8. ANNEX A – COVER LETTER OF THE ORGANIZATION**

Applicant name (CSO name must be in accordance with the most recent Court Decision / Act of Registration)	_____
Legal representative (only for CSOs)	
Legal status (Mark with an X)	CSO ____ Other (specify) _____
Court Decision / Registration	No. _____ Date. _____
The Taxable Identification Number [TIN]	
Mission / vision of the organization	Brief summary.
City	
Postal address of the applicant (main office)	
Tel / Fax (Responsible person for the organization)	
e-mail: (Responsible person for the organization and the project)	
Official website address (if any)	
Other data for CSO	Budget for the last two years (Only values)
	List the implemented projects of the last two years (Title, donors and respective budgets)

I \_\_\_\_\_ in the capacity of head of the organization confirm the authenticity of the above submitted information to the consortium.

**Date, signature and stamp from the head of the organization CSO**

**9. ANNEX B – APPLICATION FORM FOR THE PROJECT PROPOSAL**

<b>Applicant Name</b>	
<b>Title of the Project Proposal</b>	
<b>Budget</b>	Budget, amount requested from SGS. Please fill in the budget form in the Annexes Chapter
<b>Project area</b>	<b>Determine</b> which is the municipality / region where the action will occur
<b>Duration of the project</b>	Note that the project implementation will take place for a minimum of 4 months and max. 8 months
<b>Working group</b>	Determine the names of the working group that will implement the project and their role in the implementation of this project (also attach their CVs)
<b>Problem identification. Description of the situation and project justification.</b> (Needs analysis / problems treated from this project))	<b>Problem identification</b> must be concise and inclusive. Briefly explain what the problem to be solved or reduced is. Please give the necessary details about the specific situation on the area. (Max. 1 Page)
<b>Purpose</b>	<b>Purpose</b> (Goal of the project, what are you going to achieve with his project) (Max. half page)
<b>Objectives</b>	<b>Objectives</b> (Must be specific, realistic, be measurable in time. Should not be included more than two objectives and must correspond with the call objectives). (Max. half page)
<b>Methodology</b>	Explain briefly and clearly, the way the project is going to be implemented: steps, tools, resources, tools, partnerships, involvement of beneficiaries / target groups etc. (Max. 1 Page)
<b>Planned activities</b>	<b>List and explain</b> the main activities you think to implement in order to achieve the objectives. (Max. 1 Page)
<b>Expected results</b>	The project implementation foresees to achieve these results:  (Max. 1 Page)  <b>Note</b> that the results must correspond to the objectives of the project also to be realistic and concrete.

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<b>Partners and their role.</b> <b>How will you include other interested groups, NGOs, universities, media, etc.)</b>	<p><b>Note</b> that the partners' role must correspond to the objectives of the project and the collaboration should affect the achievement of expected results of the project.</p> <p>(Max. half page)</p>
<b>Beneficiaries (target groups)</b>	<p>Determine who will benefit from this project implementation.</p> <p style="text-align: right;"><i>(Max. half page)</i></p>
<b>Risks / Obstacles</b>	<p>What are the predictable risks during the project implementation?  How will you resolve them?  How will you assure and maintain the impact of the project after its implementation?</p> <p style="text-align: right;"><i>(Max. half page)</i></p>
<b>Gender balance</b>	<p>How will you ensure a gender balance (equal participation)?</p> <p style="text-align: right;"><i>(Max. half page)</i></p>

**This proposal is submitted with approval and on behalf of [the applicant]:**

**Name and signature of the NGO representative:**

**Position:**

**Date:**

10. ANNEX C - BUDGET<sup>1</sup>

Description	Unit <sup>2</sup>	# of units	Unit value (in EUR)	Total Cost (in EUR) <sup>2</sup>
<b>1. Human Resources<sup>3</sup></b>				
1.1 Salaries (gross salaries including social security charges and other related costs, local staff)				
1.1.1	Per month			€ 0.0
1.1.2	Per month			€ 0.0
	Per month			€ 0.0
<b>Subtotal Human Resources</b>				€ 0.0
<b>2. Travel</b>				
2.1				€ 0.0
2.2				€ 0.0
2.3				€ 0.0
2.4				€ 0.0
				€ 0.0
<b>Subtotal Travel</b>				€ 0.0
<b>3. Per Diem</b>				
3.1				€ 0.0
3.2				€ 0.0
				€ 0.0
<b>Subtotal Per Diem</b>				€ 0.0
<b>4. Equipment and supplies<sup>4</sup></b>				
4.1				€ 0.0
4.2				€ 0.0
4.3				€ 0.0
4.4 Other (please specify)				€ 0.0
<b>Subtotal Equipment and supplies</b>				€ 0.000
<b>5. Local office<sup>4</sup></b>				
5.1	Per month			€ 0.0
5.2				€ 0.0
5.3				€ 0.0
5.4				€ 0.0
5.5 Other (please specify)				€ 0.0
<b>Subtotal Local office</b>				€ 0.000

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<b>5. Activities and other costs, services<sup>5</sup></b>				
5.1				
				<b>€ 0.0</b>
5.2				
				<b>€ 0.0</b>
5.3				
				<b>€ 0.0</b>
5.4				
				<b>€ 0.0</b>
5.5				
				<b>€ 0.0</b>
5.6. Visibility actions <sup>6</sup>				
				<b>€ 0.0</b>
5.7. Other (Please specify)				
<b>Subtotal Activities and other costs, services</b>				<b>€ 0.0</b>
<b>6. Total eligible costs of the Action</b>				<b>€ 0.0</b>

1. The description of items must be sufficiently detailed and all items broken down into their main components. The number of units and the unit value must be specified for each item depending on the indications provided. The budget must include costs related to the action as a whole.

2. The budget may be established in euro. Costs and unit values are rounded to the nearest euro.

3. If staff are not working full time on the Action, the percentage should be indicated alongside the description of the item and reflected in the number of units (not the unit value. (for example, project 10 months working 50 % of the time should be indicated as 5 months)

4. Please separate cost for purchase or rental.

5. Specify the typology of costs or services. Global amounts will not be accepted.

6. Communication and visibility activities should be properly planned and budgeted at each stage of the project implementation.

7. Allowed administrative costs (including staff salaries) must not exceed 20% of the total proposed budget concept

**Note: The Beneficiary(ies) alone are responsible for the correctness of the financial information provided in these tables.**

**11. ANNEX D - PAYMENT REQUEST FOR GRANT CONTRACT**

European Union external actions

<Date of the payment request >  
For the attention of  
<Address of the Contracting Authority>  
<Financial unit/section indicated in the  
Contract >

Reference number of the Grant Contract:  
Title of the Grant Contract:  
Name and address of the Coordinator:  
Payment request number:  
Period covered by the payment request:

Dear Sir/Madam,

I hereby request [a further pre-financing payment] [payment of the balance] under the Contract mentioned above.

The amount requested is <according to the option indicated in the Special Conditions of the Contract/the following: ...>.

Please find attached the following supporting documents:

- Expenditure verification report or detailed breakdown of expenditure (if required by the General Conditions of the Contract)
- Financial guarantee (if required by the Special Conditions of the Contract)
- Narrative and financial interim report (for further pre-financing payments)
- A forecast budget for the subsequent reporting period (for further pre-financing payments)
- Narrative and financial final report (for payment of the balance).

The payment should be made to the following bank account: <give the account number shown on the financial identification form annexed to the Contract>

***Declaration of honour***

***I hereby certify that the information contained in this payment request is full, reliable and true, and is substantiated by adequate supporting documents that can be checked.***

***I hereby certify that the costs declared have been incurred in accordance with this Contract and that they can be considered as eligible in accordance with the Contract.***

Yours faithfully,

< Signature >

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### ANNEX E - DECLARATION BY THE APPLICANT

The applicant, represented by the undersigned, being the authorised signatory of the applicant, in the context of the present call for proposals, representing any co-applicant(s), affiliated entity(ies) in the proposed action, hereby declares that

- The applicant has sufficient financial and organizational capacity to carry out the proposed action or work programme;
- The applicant certifies the legal statues of the applicant, of the co-applicant(s) and of the affiliated entity(ies) as reported in this Application;
- The applicant, the co-applicant(s) and the affiliated entity(ies) have the professional competences and qualifications specified in this Application;
- The applicant is directly responsible for the preparation, management and implementation of the action with the co-applicant(s) and affiliated entity(ies), if any, and is not acting as an intermediary;
- The applicant and the co-applicant(s) and the affiliated entity(ies) are not in any of the situations excluding them from participating in contracts. Furthermore, it is recognised and accepted that if the applicant, co-applicant(s) and affiliated entity(ies) (if any) participate in spite of being in any of these situations, they may be excluded from other procedures;
- The applicant and each co-applicant and affiliated entity (if any) is in a position to deliver immediately, upon request, the supporting documents stipulated in this Application.
- The applicant and each co-applicant and affiliated entity (if any) are eligible in accordance with the criteria set out in the Application;
- If recommended to be awarded a grant, the applicant, the co-applicant(s) and the affiliated entity(ies) accept the contractual conditions;
- The applicant, the co-applicant(s) and the affiliated entity(ies) are aware that, for the purposes of safeguarding the financial interests of the EU, their personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.
- The applicant is fully aware of the obligation to inform without delay the Contracting Authority to which this application is submitted if the same application for funding made to other European Commission projects, European Union institutions or any other institutions (local, national or international) has been implemented/approved by them after the submission of this grant application.

The applicant acknowledges that if found guilty of misrepresentation of any of the above, it may be subject to immediate cancellation of the application.

Signed on behalf of the applicant

Name	
Signature	
Position	
Date	

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### ANNEX F - DECLARATION BY THE CO-APPLICANT

This section must be completed for each co-applicant, if any. You must make as many copies of this table as necessary to create entries for each additional co-applicant.

	Co-applicant no.1
Name of the organisation	
The co-applicant's contact details for the purpose of this action	
Abbreviation	
Registration number in the court (or equivalent)	
Date of registration	
Place of registration	
Official address of registration	
Website and E-mail address of the organisation if applicable	
Telephone number: Country code + city code + number	
Fax number: Country code + city code + number	

The co-applicant(s) authorise the Applicant < XXX > to submit on their behalf the present application form for applicant, as well as, to be represented by the Applicant in all matters concerning this grant application.

I have read and approved the contents of the proposal submitted to the Contracting Authority. I undertake to comply with the principles of good partnership practice.

Name:	
Organisation:	
Position:	
Signature:	
Date and place:	