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ALBANIAN HELSINKI COMMITTEE
KOMITETI SHQIPTAR I HELSINKIT



CALL FOR PROPOSALS

The Sub-Grants Scheme - SGS

EuropeAid/163516/DD/ACT/AL-2

In the framework of the project

“I participate! My voice, my vote counts.”

Sub Granting Authority: Albanian Helsinki Committee (AHC)

In partnership with: Civil Rights Defenders and Institute for Political Studies

Guideline for grant applicants

Deadline for submission of full application: 31 August 2020, at 17:00 (Tirana Time)

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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 passed the administrative check, 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
Tel: +355 (0)4 223 3671/068 20 236 99
E-mail: office@ahc.org.al
Web: www.ahc.org.al

1. Introduction

1.1 Background

“I participate! My voice, my vote counts.” is a project funded by the European Union under the European Instrument for Democracy and Human Rights (EIDHR) and implemented by the Albanian Helsinki Committee (AHC) in partnership with Civil Rights Defenders (CRD) and Institute for Political Studies (ISP) for a period of 24 months.

The action aims to strengthen civil society capacity to promote, advocate and support democratic processes, integrity of elections and political transparency. Each of the objectives of the project corresponds to a specific need and aspect. AHC and partners have joined the efforts in order to identify the areas where the intervention is needed mostly and the result is expressed in three areas as below:

- 1. Addressing the apathy and distrust level of the Albanian citizens by demanding a closer and regular engagement by them in the political processes***
- 2. Tackling the political actors, addressing their closeness, lack of transparent procedures and overall lack of openness by addressing changes within the political bodies, such as the political parties and their composing bodies.***
- 3. Supporting and strengthening capacities of NGOs to better understand, lobby, participate, and monitor the election process.***

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, CRD and ISP

Albanian Helsinki Committee (AHC) is the first non-profit organization established in the country in December 1990. Its mission is to promote and protect human rights and freedoms and the strengthen of the rule of law in the country. AHC remains one of the most prominent organization for the protection and promotion of human rights in Albania, aiming at increasing the accountability, transparency, public participation and civic engagement in the decision-making processes of public authorities, giving priority at the areas such as education, health, housing, social services and the observation of the rights and freedoms of citizens in general, etc.

Civil Rights Defenders (CRD) is a politically and religiously independent non-governmental organization. The purpose of the organization is to work for the compliance of fundamental civil and political rights. Within the framework of its activity CRD collects facts relevant to the purpose of the organization; Promotes the adoption of, and compliance with, national and international standards that aim to strengthen human rights; Reports on grave violations of civil and political rights, and circumstances that can lead to such violations;

The Institute of Political Studies (ISP) was established in 2006, and since then has been focused on monitoring democratic processes and constitutional and independent institutions in Albania, on issues of political representation, electoral standards, integration and inter-Albanian issues. For several years the ISP has monitored the Albanian Parliament activity, political parties, electoral

processes, EU negotiations and important reforms such as territorial reform, transparency programs with the right to information and judicial reform.

Under the third component of the project is the support of the CSOs and other non-governmental bodies at the local level to be able to work and engage in the political processes especially influencing political processes and by being a professional, impartial and objective watchdog of important aspects on issues of Election, towards innovative and advanced methods of monitoring and communication. The sub-granting scheme will support and guide the possible applicants, at the same time building up their organisational and professional capacities, on the other hand will impact the local communities, through a better implementation of the measures taken by the state authorities towards the respect of the legal framework regarding elections.

1.2 Objective of the call for proposal

The main aim of this call is **“To empower citizens and civil society to engage, promote, advocate and monitor democratic processes in Albania”**.

The overall objective of this call is: To empower local civil society organisations to promote community based democratic processes and citizen’s involvement to ensure integrity of elections and political transparency.

The expected results to be obtained under this call are building communities that are empowered and engaged in important decision-making processes such as Parliamentary Elections, with a special focus on marginalized groups and youth, to respond to the needs of the most vulnerable citizens.

The target groups of this action are: Civil Society Organisations, voters in general with special focus in first-time voters and youth, as well as marginalized and vulnerable groups throughout the country, Political Parties, Electoral Subjects and Electoral Administration Bodies at all levels: Central Election Commission, (CEC), Commissions of Electoral Administration Zones (CEAZs), Voting Centre Commissions (VCCs), Ballot Counting Centres (BCCs); Albanian Parliament, Local institutions (police, prefectures, municipalities, etc), Judiciary Bodies (prosecution’ offices and courts), media and journalists.

The final beneficiaries of this project are: citizens in general, especially those with the right to vote and to be voted, the civil society and political parties.

1.3 Financial allocation provided by the sub granting authority

The overall indicative amount made available under this Call for Proposals is **90,000 EUR**.

Any grant requested under this Call for Proposals must fall between the minimum amount of 15,000 EUR and the maximum amount of 25,000 EUR.

The anticipated breakdown of sub-grants for this Call will be up to **5 projects** selected and supported.

The intended duration of an action may not be lower than 8 months nor exceed 12 months.

One action must take place in one or more municipalities located at one of the geographical areas in the northern, north-eastern, central, southern, south-eastern part of Albania. In the assessment of the applications, it will be taken into account to achieve a larger extent of implementation of all the actions in the following geographical areas: Tirana, Durrës, Kukës, Shkodër, Elbasan, Korçë, Fier, Vlorë and Gjirokastra.

2. Rules for this Call for Proposal

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

2.1 Eligibility of applicants (i.e. lead applicant)

In order to be eligible for a sub grant, the applicant must be a **Civil Society Organization** established and operational **in the territory of Albania**, that complies with all the criteria listed below. Participation in procedures awarding sub-grants is governed by specific eligibility criteria referring to rules on **nationality**, as well as **exclusion criteria**.

1. The eligibility criteria for the Applicants under this Call are:

In order to be eligible for a grant, the applicant must:

- Be a non-governmental **and** non-profit-making organisation, and
- be legally established in Albania, and
- be directly responsible for the preparation and management of the action

Co-applicants must satisfy the eligibility criteria as applicable to the lead applicant. 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. If awarded the grant contract, the co-applicant(s)(if any) will become beneficiary(ies) in the action.

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)** as a co-applicant or an affiliated entity in another application under this Call for Proposals.

2. Any applicant will be excluded from participation in procurement and grant procedures if:

- a) it is bankrupt, subject to insolvency or winding-up procedures, where its assets are being administered by a liquidator or by a court, where it is in an arrangement with creditors, where its business activities are suspended, or where it is in any analogous situation arising from a similar procedure provided for under national laws or regulations;
- b) it has been established by a final judgment or a final administrative decision that the applicant is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the law of the country in which it is established, with those of the country in which the European commission delegation are located or those of the country of the performance of the contract;
- c) it has been established by a final judgment or a final administrative decision that the economic operator is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the applicant belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes a wrongful intent or gross negligence, including, in particular, any of the following:
 - fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of selection criteria or in the performance of a contract;
 - entering into agreement with other economic operators with the aim of distorting competition;
 - attempting to influence the decision-making process of the Sub Granting Authority during the procurement procedure;
 - attempting to obtain confidential information that may confer upon it undue advantages in the procurement procedure;

If the Technical Evaluation Secretariat becomes aware of any situation of exclusion and this situation is confirmed, the relevant entity will be rejected from the procedure.

2.2 List of required documents

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

- Court Registration Act in Albania. (Please, submit the first decision and any potential changes);
- Statute of the organization and any potential changes to the statute, composition, direction and governance of the organization as reflected in the documents submitted;
- Court Extract (with the Court seal issued within the last six months);

- Founding Act of the organization;
- Active NIPT;
- A document issued by the Ministry of Finance and Economy/Regional Directorate of Taxes certifying that the organization has no pending financial obligations, such as social, health or tax obligations – issued within the Call period;
- CV of the organization (organizational CV, in English), signed by its legal representative, including all the past and present projects (funding source and contacts, timeframe, region of coverage and partnerships);
- Signed financial statements of the organization of the last year (2019)
- Audit report of the latest year (if available, please submit it; if not, it will not be considered an exclusion criteria);
- The Declaration by the Applicant, Annex VI;
- The application forms published in the guidelines for this Call for Proposals should be used by the applicant;
- The proposal should be presented in typed writing and in the right format as per Annex II: Application Form for the Project Proposal.

Important: The above-mentioned documents can be submitted as a copy, a notarized copy or as an original version.

In case the applicants do not fulfil all the requirements and fail to submit all the above listed documents, the proposal will be rejected.

Please note that the winning organizations will be required to submit an attestation from the Court and Prosecution, which verifies that the Executive Director and members of the organization's Board/Assembly aren't sentenced by a final judgment or aren't in a judiciary process for a criminal act.

2.3 Eligible actions: actions for which an application may be made

Definition:

An action is composed of a set of activities.

Duration

The planned duration of an action may not be **lower than 8 months nor exceed 12 months.**

Location

The overall actions must take place in **Albania.**

Types of Action

Up to **5 projects** will be selected and supported by this call for proposals.

Priorities will be given to organizations demonstrating that their interventions will increase cooperation between several actors within their local communities, that address less represented

groups and in particular youth, and who present innovative approaches and methodologies and demonstrate that they enjoy confidence among their target groups.

Types of activity which may be financed under this call include (this is a non- exhaustive list):

1. Community building activities for different groups, in particular youth and people belonging to less represented or marginalized groups, peer education, creating social platforms etc.
2. Network building activities on local, national and regional level, etc.
3. Organization of community based public events including seminars, workshops, training and awareness sessions and cultural events, etc.;
4. Watchdog activities related to different aspects of Parliamentary Election 2021' progress (such as candidate and voter registration, campaign activities, finance of political parties, the work of the election administration and relevant state bodies, election day, ballots counting process, the resolution of election disputes, etc.
5. Production of researches, documents, reports, studies, policy papers, press articles and various media products, etc.
6. Enhancing capacities of local CSOs for mobilization, advocacy, project development, networking and support their dialogue with local level institutions, etc.

The following types of action are considered non-eligible:

The following types of operations are considered non-eligible for this type of financial support:

- 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
- 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.

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.

Monitoring and Evaluation

Monitoring and evaluation of the approved projects will be carried out by AHC during their implementation.

Visibility

1. Unless the European Commission agrees or requests otherwise, the Sub-Grantee shall take all necessary steps to publicize the fact that the European Union has financed this Sub-grant project. Such measures shall comply with the Communication and Visibility Manual for European Union External Actions laid down and published by the European Commission, that can be found at: https://ec.europa.eu/international-partnerships/comm-visibility-requirements_en or with any other guidelines agreed between the European Commission and the Sub-Grantee.
2. In particular, the Sub-Grantee shall mention the Project **“I participate! My voice, my vote counts.”** implemented by Albanian Helsinki Committee and partners with the European Union’s financial contribution in information given to the final recipients of the Project, in its internal and annual reports, and in any dealings with the media. All the needed elements will be detailed in the contract agreement. 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.

2.4 Eligibility of costs

Only “eligible costs” can be covered by a grant.

The categories of costs that are considered eligible and non-eligible are indicated below.

The budget presented is considered both a cost estimate and an overall ceiling for “eligible costs”.

Important! 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 meet the following criteria;

- They have incurred during the implementation period of the action;
- Costs relating to services and works shall relate to activities performed during the implementation period. Costs relating to goods and supplies shall relate to delivery and usage of the items during the activities performed during the implementation period;
- 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 Sub-grantees and determined according to the accounting standards and the usual cost accounting practices applicable to the Sub-grantees;
- They comply with the requirements of applicable tax and social legislation;
- They are real costs, reasonable, justified and comply with the requirements of sound financial management, in particular regarding economy and efficiency;
- Costs incurred during implementation period may be paid either during implementation period or after, but in any case, before the end date of the contract;
- Cash payment will be allowed only up to a ceiling of maximum 100 EUR per transaction. A payment cannot be divided artificially in different transactions.

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.

Non-eligible costs

The following costs are considered non-eligible for this type of financial support:

- Allowed administrative costs (including staff salaries) must not exceed 25% of the total proposed budget
- debts and debt service charges
- provisions for losses or potential future
- liabilities; credit to third parties;
- customs and import duties, or any other charges;
- 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 program.

3. How to Apply and the Procedures to Follow

3.1 Submission of full applications

Applications must be submitted using the Application forms provided in the Annexes below. These documents shall contain **ALL relevant information** concerning the action and no additional annexes should be sent. Any error and major inconsistency related to the application instruction and the documents required may lead to the rejection of the application.

Proposals must be prepared in **English**.

Applicants must verify that their application is complete using the checklist (**Annex I**).

Incomplete applications will automatically be rejected.

Applications must be submitted:

1. **In electronic version:** Applications shall be submitted by email (with attachments) to the email address office@ahc.org.al, with the following reference in subject: **“Application for the Call for Proposal - Full Name of Applicant”**. 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.
2. **In hard copy:** in 2 (two) printed and/or original copies (depending on its nature) and all documents presented for application should be delivered also in an electronic form included in a CD/USB.

The electronic file must contain exactly the same application as the paper version enclosed.

The hard copy and the CD/USB electronic copy of the application should be enclosed in an envelope where the applicant should write:

- The title of the Call for Proposal - **“I participate! My voice, my vote counts”**
- the reference number of the Call for Proposal - **Europe Aid/163516/DD/ACT/AL-2**
- full name of the applicant
- address of the applicant

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

Postal address:

Komiteti Shqiptar i Helsinkit
Rr. Brigada VIII, Pall. Teknoprojekt, Shk.2, Ap.10, Kati.6
Tiranë, Shqipëri, P.O Box: 1752

3.2 Deadline for submission of full applications

The announcement of this Call for Proposals is published on the following websites: www.ahc.org.al, Komiteti Shqiptar i Helsinkit, Civil Rights Defenders and Instituti i Studimeve Politike Facebook profiles and in three national newspapers, and will remain open **for six weeks**.

The deadline for the submission of the applications is **August 31st, 2020, 17:00 (Tirana Time)** 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 application submitted after the deadline will be rejected.

Questions regarding the application process may be sent by e-mail **no later than 15th of August 2020** to the address below, with the following reference in subject: **“Inquiry – I participate! My voice, my vote counts.”**

E-mail address: office@ahc.org.al

The Sub-Granting Authority has no obligation to provide clarifications to questions received after this date.

Replies will be given within 20th of August 2020.

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

Moreover, information sessions will be held in **Shkodra on 22nd of July, Tirana on 27th of July and Vlora on 28th of July**. However, taking into consideration the restrictions in the framework of Covid-19 situation, AHC, to help more applicants familiarise themselves with the application process before the submission, **an online information session through web streaming will be organised**. The exact date and the hour of will be published and CSOs will be notified in advance on the modalities these sessions will be held in the following websites: www.ahc.org.al and Komiteti Shqiptar i Helsinkit, Civil Rights Defenders and Institute for Political Studies Facebook profiles.

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

4. Evaluation and Selection of Applications

Applications will be examined and evaluated by the Sub Granting Authority. All applications will be assessed according to the following steps and criteria:

STEP 1 - Opening and administrative check

STEP 2 - Evaluation of the full application

STEP 3 - Final evaluation, decision and notification

STEP 4 - Negotiation and contracting stage.

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 check 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 from the documentation check it results that one or some of the eligibility criteria foreseen in the point 2.1 are not fulfilled, the application will automatically be rejected and will not be evaluated further.

The full applications that pass this check will be further evaluated on their quality, including the proposed budget and capacity of the applicants. Applications must contain all documents listed in Annex I:

Annex I: Check List Form

| No. | Applicant's eligibility Criteria: | YES | NO | COMMENTS |
|-----|---|-----|----|----------|
| 1. | Court Registration Act in Albania | | | |
| 2. | Statute of the Organization | | | |
| 3. | Court Extract (with the Court seal issued within the last 6 months) | | | |
| 4. | Founding Act of the organization | | | |
| 5. | Active NIPT | | | |
| 6. | An original official document issued by the Ministry of Finance and Economy/Regional Directorate of Taxes certifying that the organization has no pending financial obligations, such as social, health or tax obligations – <i>issued within the Call period</i> | | | |

| | |
|-----|--|
| 7. | CV of the organization, <i>signed by its legal representative</i> , including all the past and present projects (funding source and contacts, timeframe, region of coverage and partnerships) |
| 8. | Signed financial statements of the organization of the last year (2019) |
| 9 | Audit report of the latest year (if available, please submit it; if not, it will not be considered an exclusion criteria); |
| 10. | The Declaration by the Applicant |
| 11. | Is the proposal submitted within the deadline in electronic and hard copy versions |
| 12. | A CD/USB is enclosed in the application set of documents |
| 13. | The application forms published in the guidelines for this Call for Proposals have been used by the applicant (Annex II: Application Form for the Project Proposal) |
| 14. | The proposal is presented in typed writing (using Times New Roman font; size 12) |
| 15. | The proposal is in English language |
| 16. | The requested budget does not exceed 25,000 EUR |
| 17. | The duration of the project/action between 8-12 months. |
| 18. | The applicant and coo-applicant are established and carry out their activity in Albania |
| 19. | The applicant and coo-applicant have applied one time only in the framework of this Call |

After the administrative check, the consortium will send notifications 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: Evaluation of the full application

After the administrative check, the full applications that pass in the next step will be further evaluated on their quality, including the proposed budget and capacity of the applicants.

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

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 |
|---|------------------|-----------------|
| 1. Financial and operational capacity | 20 | |
| 1.1 Do the applicants have sufficient experience and capacity of project management of the action? | 5*2 | |
| 1.2 Do the applicants have sufficient technical expertise? | 5 | |
| 1.3 Does the applicant have stable and sufficient sources of finance? | 5 | |
| 2. Relevance of the action and coherence with respect to the project focus | 25 | |
| 2.1 How relevant is the proposal to the objectives and priorities of the call for proposals, as well as to the particular needs and constraints of the target area(s)? * | 5*2 | |
| 2.2 How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs been clearly defined and does the proposal address them appropriately? | 5*2 | |
| 2.3 Does the proposal contain specific added-value elements, promotion of gender equality and equal opportunities, or innovation and best practices? | 5 | |
| 3. Effectiveness and feasibility of the action | 30 | |

| | | |
|--|------------|--|
| 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 concrete impact of the intervention of the proposed action | 5 | |
| 3.5 Satisfactory cooperation with other actors involved | 5*2 | |
| 4. Sustainability of the action | 15 | |
| 4.1 Is the action likely to have a tangible impact on its target groups? | 5 | |
| 4.2 Is the proposal likely to have multiplier effects? | 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 | |
| 5. Budget and cost-effectiveness of the action | 10 | |
| 5.1 Are the activities appropriately reflected in the budget? | 5 | |
| 5.2 Ensure realistic prices for goods and services | 5 | |
| Maximum total score | 100 | |

Provisional selection

After the evaluation of each application, 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 Proposal 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 and if there will be a need to substitute the pre-selected project proposals in case of demonstrated inability of the latter to pass Step 3 and Step 4 of the evaluation and selection of applicants, due to non-compliance of eligibility criteria as set in this Call.

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 Proposal.

STEP 3: Final evaluation

The applicants who have received the best assessment and score will be announced as winners by the Sub Granting Authority.

The Consortium gives final approval of the winning projects based on a ranking list resulting from:

- Opening and administrative check
- Evaluation of the full application
- 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 components foreseen before, 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 4: Negotiation and contracting stage

The Sub Granting Authority, 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 Sub Granting 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 sub granting authority's decision

5.1 Content of the decision

The lead applicants will be informed in writing in electronic and by postal service of the Sub Granting Authority's decision concerning their application.

5.2 Indicative timetable

| | DATE | TIME |
|---|---|-------|
| 1. Official Public Launch of the Call | July 15 th , 2020 | - |
| 2. Information sessions | Shkoder - 22 nd of July Tirana - 27 th of July Vlora - 28 th of July | - |
| 3. Deadline for requesting any clarifications from the Sub Granting Authority | August 15 th , 2020 | - |
| 4. Last date on which clarifications are issued by the Sub Granting Authority | August 20 th , 2020 | - |
| 5. Deadline for submission of applications | August 31 st , 2020 | 17:00 |
| 6. Information to applicants on the evaluation of administrative eligibility check (Step 1) | September 7 th , 2020 | - |
| 7. Information to applicants on the evaluation of the applications (Step 2) | October 1 st , 2020 | - |
| 8. Notification of award (after the final evaluation) (Step 3) | October 7 th , 2020 | - |
| 9. Contract signature | October 15 th , 2020 | - |

6. The Right to Appeal (Complaint Procedures during the project proposals' Assessment)

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, a request of further information and/or complaint must be made in written form by email to office@ahc.org.al **within 5 (five) days from the day when the rejection email/notification has been received** as a result of the Administrative/eligibility assessment (STEP 1) or the Final Evaluation (STEP 2). Complaints must be made directly by the applicant.

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 without any rights regarding decision-making but only to supervise the process. The CEC will prepare a summary report on all procedures performed.

The Complaints Evaluation Committee (CEC) shall answer to the submitted complaint **no later than 15 days** from the date that the complaint has been submitted.

The complaining party will receive through official communication all the information related to the Technical Assessment, but the decision of Project Evaluation Committee is irreversible.

7. Conditions for Implementation after the Sub-Granting 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. List of Relevant Documents and Annexes

All Applicants under this Call must refer to the following documents:

- i) Call for Proposals Guidelines**
- ii) Relevant annexes for the applicants**

List of Annexes:

- Annex I: Administrative Check List Form
- Annex II: Application Form for the Project Proposal

- Annex III: Activity Plan
- Annex IV: Simplified Logical Framework
- Annex V: Budget Application Form
- Annex VI: Declaration by the Applicant
- Annex VII: Declaration by the Co-Applicant

Important! The below Annexes can be accessed for the downloading version and simplified working version (word document) on the link below:

<https://drive.google.com/file/d/1g0xbkmYt3RejePC3nzuSlkSMnyzf70q9/view?usp=sharing>

Annex I: ADMINISTRATIVE CHECK LIST FORM

| No. | Applicant's eligibility Criteria: | YES | NO | COMMENTS |
|-----|---|-----|----|----------|
| 1. | Court Registration Act in Albania | | | |
| 2. | Statute of the Organization | | | |
| 3. | Court Extract (with the Court seal issued within the last 6 months) | | | |
| 4. | Founding Act of the organization | | | |
| 5. | Active NIPT | | | |
| 6. | An original official document issued by the Ministry of Finance and Economy/Regional Directorate of Taxes certifying that the organization has no pending financial obligations, such as social, health or tax obligations – <i>issued within the Call period</i> | | | |
| 7. | CV of the organization, <i>signed by its legal representative</i> , including all the past and present projects (funding source and contacts, timeframe, region of coverage and partnerships) | | | |
| 8. | Signed financial statements of the organization of the last year (2019) | | | |
| 9. | Audit report of the latest year (if available, please submit it; if not, it will not be considered an exclusion criteria); | | | |
| 10. | The Declaration by the Applicant | | | |
| 11. | Is the proposal submitted within the deadline in electronic and hard copy versions | | | |
| 12. | A CD/USB is enclosed in the application set of documents | | | |
| 13. | The application forms published in the guidelines for this Call for Proposals have been used by the applicant (Annex II: Application Form for the Project Proposal) | | | |
| 14. | The proposal is presented in typed writing (using Times New Roman font; size 12) | | | |
| 15. | The proposal is in English language | | | |

| | |
|------------|---|
| 16. | The requested budget does not exceed 25,000 EUR |
| 17. | The duration of the project/action between 8-12 months. |
| 18. | The applicant and coo-applicant are established and carry out their activity in Albania |
| 19. | The applicant and coo-applicant have applied one time only in the framework of this Call |

Annex II: APPLICATION FORM FOR THE PROJECT PROPOSAL

Please read and fill in this form carefully. This format and the information it must contain are required for each proposal.

Applications that do not follow this format or lack the required information run the risk of getting disqualified right away.

Important: Please fill these forms using Times New Roman Font in size 12.

| | |
|--|---|
| Applicant Name: | Official name of your organization in Albanian and English |
| Full address of the Applicant (s): - Postal address: - Tel/fax: - E-mail: - Web page: | |
| Contact person: - Position: - E-mail: - Telephone: | |
| Title of the Project Proposal | The title of The Project should be short, concise and refer to the main objectives or activities of project |
| Budget | Budget, amount requested from Sub- Grant Scheme. Please fill in the budget form in the Annexes Chapter |
| Project Location | Determine which is the municipality / region where the action will occur. The area where the Project will be implemented |
| Duration of the project | Note that the project implementation will take place for a minimum of 8 months and max. 12 months. |
| Project description | Briefly, clearly and accurately describe your project proposal and request. Include information about the focus area, overall and specific objectives, results, key activities, size of grant you are looking for, and the name / description of the location where the action will take place. (Max. 1 page) |

| | |
|---|--|
| Project justification/ relevance | <p>Describe the current situation by emphasizing the needs and problems that need to be solved by the proposed action. Provide statistical data and reliable sources of information if possible.</p> <p>Refer to any important plan undertaken at the national, regional and / or local level that is relevant to the proposed project and describe how the proposed project will be linked to these plans. Describe the compatibility of the proposed project with the objectives and priorities of the call for proposals.</p> <p>(Max 2 pages)</p> |
| Beneficiaries (target groups) | <p>Describe and define target groups and final beneficiaries. Give a description of each target group and final beneficiaries. (Enter their number whenever possible). Provide information about the beneficiaries of your project (type of groups, age) and quantify it</p> <p>Describe their needs and limitations and describe how your project will address these needs.</p> <p>(Max. half page)</p> |
| Objectives | <p>Overall Objective - What do you expect to achieve through this project?</p> <p>Specific objectives- Must be concrete, realistic, be measurable in time and indicators. Should not include more than two specific objectives and must correspond with the call objectives and priorities).</p> <p>(Max. quarter page)</p> |
| Expected results | <p>Describe the expected results for each specific objective. Describe how the project will improve the situation of target groups and final beneficiaries. What will be the impact on the implementation of this project?</p> <p>(Max. 1 Page)</p> |
| Planned activities | <p>Identify and describe in detail every activity that will be undertaken for each expected outcome.</p> <p>Explain and justify the choice of activities.</p> <p>Specify the role of each partner in project activities.</p> <p>List each proposed publication in the project.</p> <p>(Max. 2 Pages)</p> |
| Methodology | <p>Describe the methodology and explain why such a methodology was used.</p> <p>Describe the role and participation in the project of stakeholders and stakeholders, target groups, local authorities, etc.</p> <p>Describe the organizational structure and the proposed project implementation team (it is not necessary to include the names of individuals in this section).</p> |

| | |
|--|---|
| | Describe planned activities in order to ensure project visibility. Describe the procedures for internal / external evaluation of project implementation. (Max. half Page) |
| Communication & Visibility Plan | Please explain how will be ensured the visibility of the project implementation, communication and dissemination of results. (Max. half page) |
| Activity Plan | Please use the Activity Plan format Annex III , included in this Call for proposals. |
| Simplified Logical Framework | Fill in the Simplified Logical Framework Annex IV , included in this Call for proposals. |
| Project Sustainability | Provide an analysis of the project implementation risks (including physical, environmental, political, economic and social risks) and any necessary backup plan. Explain how the project will become sustainable after the completion. This may include the necessary activities after the completion of the project such as drafting strategies, passing project results owned by local institutions, communication plan of results, etc. (Max. half page) |
| Budget | Please use the Budget form - Annex V included in this Call for proposals. |
| Information about applicant | Describe briefly and clearly the internal structure of your organization and internal operating systems, including the financial management system. CV of the organization, signed by its legal representative, including all the past and present projects (funding source and contacts, timeframe, region of coverage and partnerships) Describe and provide CV related to the profile of each staff member proposed in the project. (Max. 1 page/each) |

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

Name and signature of the NGO representative: _____

Position: _____

Date: _____

Annex III: ACTIVITY PLAN

Duration and indicative action plan for the implementation of the actions. For easy reference you may use a table as follow.

| | Month 1 | Month 2 | Month 3 | Month 4 | Month 5 | Month 6 | Month 7 | Month 8 | Month 9 | Month10 | Month11 | Month12 |
|--------------|-------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| | Objective 1 | | | | | | | | | | | |
| Activity 1.1 | | | | | | | | | | | | |
| Activity 1.2 | | | | | | | | | | | | |
| Activity 1.3 | | | | | | | | | | | | |
| | Objective 2 | | | | | | | | | | | |
| Activity 2.1 | | | | | | | | | | | | |
| Activity 2.2 | | | | | | | | | | | | |
| Activity 2.3 | | | | | | | | | | | | |

Annex IV: SIMPLIFIED LOGICAL FRAMEWORK

| | Logic of Intervention | Objectively verifiable indicators | Means of verification | Assumptions |
|----------------------------------|--|---|---|---|
| Overall Objective: | | | | |
| Specific Objective(s):Outcome(s) | | | | |
| Expected results | <p><i>Results are direct consequences of a completed activities and the project MUST deliver them. The project team is directly accountable for them.</i></p> <p>R1-Title of Result 1</p> <p>R2-Title of Result 2</p> <p>...</p> | <p><i>These indicators define in measurable detail the performance level of your project. Use plain numbers or percentages. Max 2 indicators for each Expected result.</i></p> <ul style="list-style-type: none"> • Indicator 1 (R1) • Indicator 2 (R1) • Indicator 1 (R2) • Indicator 2 (R2) | <p><i>What are the sources of information for these indicators?</i></p> | |
| Activities | <p><i>These are the sequential steps necessary to achieve a result. They are the tasks to be carried out according to each result. The activities must be numbered in sequence according to the relevant result.</i></p> <p>Activity 1.1</p> <p>Activity 1.2</p> <p>...</p> <p>Activity 2.1</p> <p>Activity 2.2</p> <p>...</p> | <p>INPUTS</p> <p><i>(In this cell you will list the material inputs and resources you will need to realize your activities)</i></p> | | <p><i>What external conditions must be met to obtain the expected results on schedule</i></p> |

Annex V: BUDGET APPLICATION FORM

| Description | Unit ² | # of units | Unit value (in EUR) | Total Cost (in EUR) ² |
|--|-------------------|------------|------------------------|-------------------------------------|
| 1. Human Resources³ | | | | |
| 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 |
| Subtotal Human Resources | | | | € 0.0 |
| | | | | |
| 2. Travel | | | | |
| 2.1 | | | | € 0.0 |
| 2.2 | | | | € 0.0 |
| 2.3 | | | | € 0.0 |
| 2.4 | | | | € 0.0 |
| | | | | € 0.0 |
| Subtotal Travel | | | | € 0.0 |
| | | | | |
| 3. Per Diem | | | | |
| 3.1 | | | | € 0.0 |
| 3.2 | | | | € 0.0 |
| | | | | € 0.0 |
| Subtotal Per Diem | | | | € 0.0 |
| | | | | |
| 4. Equipment and supplies⁴ | | | | |
| 4.1 | | | | € 0.0 |
| 4.2 | | | | € 0.0 |
| 4.3 | | | | € 0.0 |
| 4.4 Other (please specify) | | | | € 0.0 |
| | | | | |
| Subtotal Equipment and supplies | | | | € 0.000 |
| | | | | |
| 5. Local office⁴ | | | | |
| 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 |

| | | | | |
|--|--|--|--|----------------|
| | | | | |
| Subtotal Local office | | | | € 0.000 |
| | | | | |
| 5. Activities and other costs, services⁵ | | | | |
| 5.1 | | | | |
| | | | | € 0.0 |
| 5.2 | | | | |
| | | | | € 0.0 |
| 5.3 | | | | |
| | | | | € 0.0 |
| 5.4 | | | | |
| | | | | € 0.0 |
| 5.5 | | | | |
| | | | | € 0.0 |
| 5.6. Visibility actions ⁶ | | | | |
| | | | | € 0.0 |
| 5.7. Other (Please specify) | | | | |
| | | | | |
| Subtotal Activities and other costs, services | | | | € 0.0 |
| 6. Total eligible costs of the Action | | | | € 0.0 |

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 25% of the total proposed budget concept

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

Annex VI: DECLARATION BY THE APPLICANT

The applicant, represented by the undersigned, being the authorized signatory of the applicant, in the context of the present call for proposals 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 as reported in this Application;
- The applicant has the professional competences and qualifications specified in this Application;
- The applicant is directly responsible for the preparation, management and implementation of the action and is not acting as an intermediary;
- The applicant is not in any of the situations excluding them from participating in contracts. Furthermore, it is recognized and accepted that if the applicant participates in spite of being in any of these situations, they may be excluded from other procedures;
- The applicant is in a position to deliver immediately, upon request, the supporting documents stipulated in this Application.
- the applicant is eligible in accordance with the criteria set out in the Application;
- If recommended to be awarded a grant, the applicant accepts the contractual conditions;
- The applicant is 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 Sub Grants 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 and Signature |
| Position |
| Date |

Annex VII–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 | |

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: | |
| Position: | |
| Signature: | |
| Date and place: | |