



CALL FOR PROPOSALS

The Granting Scheme

In the framework of the project

“NO to Corruption, YES to Democracy”

financially supported by the Government of Sweden

Granting Authority: Albanian Helsinki Committee (AHC)

Guideline for grant applicants

Deadline for submission of full application: July 25th 2022, 17.00

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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 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

“**NO to Corruption, YES to Democracy**” is a project funded by the Government of Sweden and implemented by the Albanian Helsinki Committee (AHC) for a period of 24 months.

One of the most important outcomes of the project is to create a Human Rights Lab (HR Lab) for the first time in Albania. HR Lab will empower the beneficiary organizations of the granting scheme, in fighting corruption and contributing in the development of the democracy and state of rule of law, contributing to a better respect for human rights. In order to achieve this aim, Human Rights Lab will serve as a tool to strengthen the capacities of the beneficiary organizations of this call based on the Minnesota University’ Human Rights Model. It will be a space, in which the organizations will be assisted by professionals in order to build better partnership among them, state institutions, stakeholders and citizens, by being actively engaged in addressing human rights issues, corruption, public participation in policymaking and enhancement of rule of law.

AHC has identified the main outcome that corresponds to the needs addressed by this call as:

Outcome of the project: Enhancing CSOs capacities and engagement in promoting creative solutions regarding issues related to Human Rights, democracy; anti-corruption; rule of law; and public participation.

This guideline has been prepared to provide uniform procedures and guidance for the administration of the sub grants that will be awarded by Albanian Helsinki Committee.

1.1.2 Granting Authority

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 organizations 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.

Under this granting process, AHC will support CSOs/NGOs, at the local and central level, to increase their role and contribution in the policymaking related to human rights, democracy, anti-corruption, rule of law and public participation. On one hand, the granting scheme will support and guide the possible applicants to build up their organisational and professional internal capacities, while on the other hand it will strengthen their role and impact in their local and central community addressing important issues related to human rights, anti-corruption, rule of law and democracy.

1.2 Objective of the call for proposal

The main aim of this call is strengthening Civil Society contribution in promoting respect for human rights, democracy and anti-corruption in Albania during the period December 2021-December 2023, with a contribution of **9,715,200 Lekë** given to CSOs in the form of grants.

The overall objective of this call is: To empower Civil Society Organisations to promote local and central initiatives ensuring a better respect for human rights, a developing democracy, anti-corruption and good governance.

The first specific objective of the call is: To strengthen capacities of civil society organizations to offer and promote local and central interventions/solutions to address issues related to protection of human rights, rule of law and democracy, fight against corruption, public participation.

The second objective of the call is: To ensure engagement of CSOs in fighting against corruption and active participation in policy-making processes regarding human rights, democracy and rule of law issues, resulting in an increased collaboration with institutional stakeholders.

The expected overall impact to be obtained under this call is an enhanced role and contribution of civil society in the protection and promotion of human rights, democracy and anti-corruption policies.

The beneficiaries of the sub-granting initiatives proposed by the organizations are expected to be: Civil Society/Non-profit Organisations,¹ human rights defenders, activists, youths, academia, media, state institutions/independent public institutions involved in human rights, democracy and anti-corruption, judiciary, etc.

1.3 Financial allocation provided by the granting authority

The overall indicative amount made available under this Call for Proposals is **9,715,200 Lekë**.

Any grant requested under this Call for Proposals must be up to a maximum of 2,428,800 Lekë.

The anticipated breakdown of sub-grants for this Call will be up to **4 projects** selected and supported.

The intended duration of a project may not be lower than 8 months nor exceed 12 months.

The project must take place in one or more locations in the territory of the Republic of Albania.

2. Rules for this Call for Proposal

¹ In accordance with the Law no. 8788, dt. 07.05.2001 “For non-profit organizations”, will be included: the organizations/associations, centers and foundations.

The guideline sets out the rules for the submission, selection and implementation of the activities financed under the grants scheme.

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

In order to be eligible for a grant, the applicant must be a **Civil Society Non-Profit Organization** established and operational **in the territory of Albania**, that complies with all the criteria listed below.

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 and registered in Albania, and
- be directly responsible for the preparation and management of the activities as lead applicant or with the co-applicant/s, and
- have at least 7 years of experience, after the establishment, being active with initiatives focusing on democracy, human rights, rule of law, public participation, transparency and accountability of public institutions, or anti-corruption.

***To ensure a fair dissemination of funds among the civil society organizations, organizations that have been either partners in project' consortiums with AHC or subgrantees in previous sub-granting schemes by AHC, during the last 5 years, are prohibited to apply under this call for proposal. Otherwise, their application will be unsuccessful.**

Co-applicants

Co-applicants must satisfy the eligibility criteria as applicable to the lead applicant. Co-applicants should participate in designing and implementing of the project activities, and the costs they incur are eligible in the same way as those incurred by the lead applicant.

Number of applications and grants per applicants/affiliated entities

Each organization shall not apply more than twice in the framework of this call, by taking into consideration that:

- i. The applicant may not submit more than **one application(s)** as lead applicant under this Call for Proposals.
- ii. The co-applicant may not submit more than **one application(s)** as a co-applicant in another application under this Call for Proposals.

2. Any applicant will be excluded from participation in 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 or those of the country of the implementation of the project;
- 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 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 Secretariat² becomes aware of any situation of exclusion and this situation is confirmed, the relevant entity will be rejected from the procedure. If any of these situations happen after the selection of the CSO in question, the Evaluation Committee³ reserves the right to withdraw from the contractual engagement and immediately stop support for the CSO.

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 and Founding Act of the organization and any potential changes to the statute, composition, direction and governance of the organization as reflected in the documents submitted;

² Technical Evaluation Secretariat is the evaluation body that will make the administrative assessment of the applications.

³ Evaluation Committee is the evaluation body that will make the quality assessment of the proposal based on the below criteria.

- 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), including most important projects and activities implemented in the last 3 years;
- Signed financial statements of the organization of the last year (2021)
- Audit report of the last year 2021 or 2020 if for 2021 is under the procedure;
- Short bio of the project staff/experts to be involved (Max. 1 page)
- 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.

*The winning organizations, prior to the grant agreement with AHC will be required to submit the Court Extract (with the Court seal issued within the last six months).

**Important: The above-mentioned documents can be submitted as a simple 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.**

2.3 Qualifying projects: projects for which an application may be made

Definition:

A project is composed of a set of activities.

Duration

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

Location

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

Types of Projects

Up to 4 **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 in the local and central level, that address less represented groups, 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):

- Monitoring activities through innovative tools and pilots initiatives of scrutinizing the implementation of the legislation and increasing the transparency and accountability of Albanian Authorities
- Lobby and advocacy with authorities at central or local level, in conducting and implementation of the reforms in the fields of human rights, rule of law, anti-corruption and democracy.
- Support the development of the desk researches/analysis and investigative media in the priority areas with special focus on anti-corruption and state-capture that might lead to anti-corruption (such as case-law of prosecution, court, implementation of anti-corruption strategies, etc);
- Educative, awareness raising and campaigning in the priority areas human rights, democracy, anti-corruption, rule of law etc at central and/or local levels;
- Activities aiming a structured dialogue, among CSOs, media, state institutions and private entities to address the priority areas;
- Activities aimed at ensuring outreach towards grassroots and other types of local non-governmental organisations, citizens and volunteers for topics covered by priority areas;
- Support youth and underrepresented groups' involvement in policy-making and advocacy in the priority areas;
- Concrete activities/incentives on community-based learning, focusing on activism, litigation and investigative journalism;
- Networking, collaboration and coalition building, and experience/knowledge sharing activities in policy advocacy, mobilizing political will toward HR, democracy and rule of law principles;
- Any other project that contributes to the objective and priorities of call for proposal.

The following types of projects are considered non-eligible:

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

- Projects concerned only or mainly with individual sponsorships for participation in workshops, training sessions, seminars, conferences and congresses;
- Projects 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 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, with the exception towards their co-applicants (if any) 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

- a. Unless the Albanian Helsinki Committee agrees or requests otherwise, the Sub-Grantee shall take all necessary steps to publicize the fact that the AHC and Swedish International Development Cooperation Agency (SIDA) has financed this Sub-grant project.
- b. In particular, the Sub-Grantee shall mention the Project “**NO to Corruption, YES to Democracy**” implemented by Albanian Helsinki Committee with the **Swedish International Development Cooperation Agency (SIDA)** 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 AHC and donor’s support in the local or region concerned, as well as the results and the impact of this support.

2.4 Eligible 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 projects.

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 project;
- 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 Project;
- They are necessary for the implementation of the Project;
- They are identifiable and verifiable, in particular being recorded in the accounting records of the grantees and determined according to the accounting standards and the usual cost accounting practices applicable to the 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 10.000 ALL 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 30% 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 project 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 project 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 **1 copy** printed and/or original copies (depending on its nature).

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

The hard copy of the application should be enclosed in an envelope where the applicant should write:

- The title of the Call for Proposal - NO to Corruption, YES to Democracy
- 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, in three national newspapers, and will remain open **for four weeks**.

The deadline for the submission of the applications is **July 25th 2022, 17.00** as evidenced by the date of dispatch, the postmark or the date of the deposit slip. In the case of hand-deliveries, the deadline for receipt is at **16:00** 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 10 July 2022** to the address below, with the following reference in subject: **“Inquiry – NO to Corruption, YES to Democracy”** to the E-mail address: office@ahc.org.al.

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

Replies will be given within 5 working days after the deadline for submission of questions.

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, an open online information session will be held from AHC to help more applicants familiarise themselves with the application process before the submission. The exact date and the hour of info session will be published and CSOs will be notified in advance in the following websites: www.ahc.org.al and Komiteti Shqiptar i Helsinkit, Facebook profiles.

To ensure equal treatment of applicants, the AHC as the Granting Authority cannot give prior opinion on the eligibility of applicants, a project 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 and content, 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 and Founding Act of the Organization			
3.	Active NIPT			
4.	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>			
5.	CV of the organization (organizational CV, in English), including all the past and present projects in the last 3 years (donor, timeframe, objective and partnerships);			

6.	Signed financial statements of the organization of the last year (2021)			
7.	Audit report of the last year 2021 or 2020 if for 2021 is under the procedure;			
8.	Short bio of the project staff to be involved (Max. 1 page)			
9.	The Declaration by the Applicant			
10.	Is the proposal submitted within the deadline in electronic and hard copy versions			
11.	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)			
12.	The proposal is presented in typed writing (using Times New Roman font; size 12)			
13.	The proposal is in English language			
14.	The requested budget does not exceed 2,428,800 Lekë			
15.	The duration of the project is between 8-12 months.			
16.	The applicant and coo-applicant are established and carry out their activity in Albania			
17.	The applicant and coo-applicant have applied not more than twice in the framework of this Call			

After the administrative check, the Technical Secretariat 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 and content, 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 following criteria will be evaluated by the evaluators for all the applications received: a) technical and operational capacity, b) relevance of the action and coherence with project focus, c) creativity and feasibility of the action, d) sustainability and impact, e) budget of the action and financial capacities of the organization, as per the scoring below.

Scoring:

The evaluation grid is divided into sections and subsections. Each subsection will be given a score between 1 and 10 as follows: 1 = very poor; 10 = very good

Evaluation Grid

Section	Max Score
1. Technical and operational capacity	15
1.1 Do the applicants have sufficient technical experience (especially for issues related to the priority areas)?	10
1.2 Do the applicants have sufficient project management experience and sufficient human resources to ensure the efficiency of the project?	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?	5
2.2 How important is the proposal in addressing and offering solutions to the particular needs and current state of affairs regarding the priority areas (i.e good governance, human rights, rule of law, anti-corruption, public participation etc).	10
2.3 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?	10
3. Creativity and feasibility of the action	25
3.1 Are the proposed activities creative, innovative, appropriate, practical, and consistent with the objectives and expected results?	10
3.2 Is the activity plan clear and feasible?	5
3.3 Does the proposal contain objectively verifiable indicators for the outcome of the action?	10
4. Sustainability and impact of the action	15
4.1 Presentation of the situation analysis and concrete impact of the intervention of the proposed action	10
4.2 Is the proposal likely to have a sustainable impact beyond the project duration be a success model in addressing the priority areas issues?	5
5. Budget of the action and financial capacities	20

5.1 Are the activities appropriately reflected in the budget and ensure realistic and rational prices for goods and services?	10
5.2 Does the applicant have sufficient financial and compliance capacities to properly implement the project?	10
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 Granting Authority.

The Evaluation Committee 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 Granting Scheme.

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 Swedish International Development Cooperation Agency (SIDA) and Swedish Embassy in Albania for a “no-objection opinion”.

Once the “no-objection opinion” by the Swedish International Development Cooperation Agency (SIDA) and Swedish Embassy in Albania 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.

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	June 27 th 2022	-
2. Information sessions	Online	-
3. Deadline for requesting any clarifications from the Sub Granting Authority	July 10 st 2022	-
4. Last date on which clarifications are issued by the Sub Granting Authority	July 15 th , 2022	-
5. Deadline for submission of applications	July 25 th , 2022	17.00
6. Information to applicants on the evaluation of administrative eligibility check (Step 1)	July 30 th , 2022	-
7. Information to applicants on the evaluation of the applications (Step 2)	August 15 th , 2022	-
8. Notification of award (after the final evaluation) (Step 3)	August 19 th , 2022	-
9. Contract signature	August 31 st , 2022	-

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. 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 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/excel document) on the link below:

<https://drive.google.com/drive/folders/10m6O08E5QsYYsHR8gXRlrWFdpCwQwYM-?usp=sharing>

Annex I: ADMINISTRATIVE CHECK LIST FORM

No.	Applicant's eligibility Criteria:	YES	NO	COMMENTS
1.	Court Registration Act in Albania			
2.	Statute and Founding Act of the Organization			
3.	Active NIPT			
4.	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>			
5.	CV of the organization (organizational CV, in English), including all the past and present projects in the last 3 years (donor, timeframe, objective and partnerships);			
6.	Signed financial statements of the organization of the last year (2021)			
7.	Audit report of the last year 2021 or 2020 if for 2021 is under the procedure;			
8.	Short bio of the project staff to be involved (Max. 1 page)			
9.	The Declaration by the Applicant			
10.	Is the proposal submitted within the deadline in electronic and hard copy versions			
11.	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)			
12.	The proposal is presented in typed writing (using Times New Roman font; size 12)			
13.	The proposal is in English language			
14.	The requested budget does not exceed 2,428,800 Lekë			
15.	The duration of the project is between 8-12 months.			
16.	The applicant and coo-applicant are established and carry out their activity in Albania			
17.	The applicant and coo-applicant have applied not more than twice 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 Grant Scheme. Please fill in the budget form in the Annexes Chapter
Project Location	Determine which is the municipality / region where the project 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 project 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 project. 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 outcome. 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. Describe the procedures for internal / external evaluation of project implementation.</p> <p>(Max. half Page)</p>

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 the aspects that make the project sustainable. (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 and the proposed project implementation team. (Max. half page)

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 project plan for the implementation of the activities. 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 style="text-align: center;">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 (Please use the excel form)

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 project as a whole.
2. The budget may be established in ALL. Costs and unit values are rounded to the nearest ALL.
3. If staff are not working full time on the project, 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 30% 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 project, hereby declares that

- The applicant has sufficient financial and organizational capacity to carry out the proposed project or work programme;
- The applicant certifies the legal status 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 project 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 fully aware of the obligation to inform without delay the Grants Authority to which this application is submitted if the same application for funding made to other donors 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 (if applicable)

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 project	
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:	