

**CALL FOR PROPOSALS**

**The Sub-Grants Scheme - SGS**

EuropeAid/174080/DD/ACT/

**In the framework of the project**

**“Civil Society against corruption – from a local challenge  
to a European Response”**

**Sub Granting Authority:** Albanian Helsinki Committee (AHC)

**In partnership with:** Albanian Legal and Territorial Research Institute (ALTRI Centre)  
& Friends of Europe (FoE)

**Guideline for sub-grant applicants**

**Deadline for submission of full application: 1 October 2024, at 16:30 (Tirana Time)**

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## Preface

This is an open call for proposals, whereby all documents will be submitted together (Full application together with the annexes and supporting documents). 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: [Subgrants.Application@ahc.org.al](mailto:Subgrants.Application@ahc.org.al)  
Web: [www.ahc.org.al](http://www.ahc.org.al)

# 1. Introduction

## 1.1 Background

“**Civil society against corruption - from a local challenge to a European response**” is a project funded by the European Commission under the Lot 1: “Support to CSOs in the fields of Good Governance and Rule of Law” and implemented by the Albanian Helsinki Committee (AHC) in partnership with Albanian Legal and Territorial Research Institute (ALTRI) and Friends of Europe (FoE), for a period of 36 months.

The action aims to enhance the role of civil society in participating, monitoring, advocating and raising awareness for better policy-making processes in the framework of Albania’s EU accession. 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. To enhance transparency, openness and accountability as well as institutional capacities and commitment in tackling corruption.*
- 2. To empower civil society organisations in Albania to contribute in policymaking processes that address corruption, good governance and justice issues enabling a better environment for Civil Society.*
- 3. To increase exposure of Albania’s commitment and achievements in the fight against corruption and justice in the regional and European level.*

This sub granting’ guideline has been prepared to provide uniform procedures and guidance for the administration of the sub grants’ application that will be selected and awarded by the Consortium composed of three of the above-mentioned organizations: AHC, ALTRI and FoE.

**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 to strengthen the rule of law in the country. Since 34 years, 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 judiciary, anti-corruption, free and fair elections, human rights of vulnerable groups, etc.

**Albanian Legal and Territorial Research Institute (ALTRI)** is an organization with a scientific, research, professional and cultural nature, independent, non-governmental and non-political. Based on A.L.T.R.I. Statute and its Foundation Act, the Center, through its activity, aims to achieve the following objectives: Research, study, awareness raising, advocacy, lobbying and legal drafting as regards issues related to good governance, e-Government, decentralization, transparency, integration, fight against corruption, public authorities and judiciary accountability and responsiveness, etc.

**Friends of Europe (FoE)** is a Brussels-based, not-for-profit think-tank for European Union policy analysis and debate. The organisation, established in 1999, has no political or national allegiance and is independent of the EU institutions. Its declared goal is to foster open discussion and to stimulate new thinking on the issues facing Europe and its citizens. Friends of Europe is registered in the European Commission's Transparency Register.

Based on the second specific objective under this project, the Consortium composed from three above-mentioned organisations aims to support small or medium scale CSOs through sub-granting scheme, in order to promote their ownership of genuine and impactful initiatives related to anti-corruption and justice.

## 1.2 Objective of the call for proposal

**The goal of this call is** *“To empower civil society organisations in Albania to contribute in policymaking processes that address corruption, good governance and justice issues enabling a better environment for Civil Society”.*

**The overall objective of this call is** *“To strengthen the cooperation and cohesion among Albanian civil society and state institutions in tackling corruption and increasing justice quality for citizens in Albania”.*

**The specific objectives of this call are:**

- i. Preventing and fighting corruption through monitoring, advocacy and lobbying' initiatives that are impactful at the local level
- ii. Promoting good governance and justice quality through innovative initiatives that aims to strengthen the accountability, professionalism and transparency of responsible institutions at the local level.

**The expected results to be obtained under this call** are empowered CSOs engaged in important policy and decision-making processes that impact the fight against corruption and its prevention, improvement of good governance and justice.

**The target groups of this action are:** citizens who are victim of corruption, injustice or bad governance with special focus on the beneficiaries of public services, local' Civil Society Organisations with small or medium' scale, State Institutions in charge of tackling anti-corruption and Institutions at local level that have perceptions or risks for corruptive practices such as municipalities, courts, police, controlling or inspection authorities in the field of cadastre, taxes, health, environment, education, police, prison, etc.

**The final beneficiaries** of this project are: citizens in general, the Civil Society Sector and State Institutions.

**Geographic scope of action:** All over Albania, encouraging implementation of local actions focused in one or several municipalities of the country.

### 1.3 Financial allocation provided by the sub granting authority

The overall indicative amount made available under this Call for Proposals is **170,000.00 EUR**.

**Any grant requested under this Call for Proposals must fall between the minimum amount which may be given is EUR 20,000 and the maximum amount EUR 34,000.**

**The awarded sub-grants will be funded for the implementation of the proposed action at the scale 100% from this scheme.**

The anticipated breakdown of sub-grants for this Call will be up to 6 project proposals selected and supported, being conditioned by the ranking of the winning organisations (nature of the action and the respective budgets).

The initial planned duration of an action may last at least **8 months (minimum) up to 12 months (maximum)**.

## 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 sub-grant, the lead applicant must fulfil in cumulative way these criteria:

- i. be legal persons;
- ii. be non-profit-making and organised in one of the forms provided in the Albanian legislation in force for non-profit organisations;
- iii. be legally established and registered in Albania;
- iv. be directly responsible for the preparation and management of the action;

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

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.

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

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

The lead applicant may not be a co-applicant or an affiliated entity in another application at the same time under this Call for Proposals.

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. Disqualifying grounds**

Any applicant, co-applicant or affiliated entity will be excluded from participation in this sub-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) when their legal representatives or members of their decision-making bodies are declared guilty by a final judgement of a court for committing one or more criminal offences that seriously violate the reputation and integrity of these subjects.
- c) it has been established by a final judgement or a final administrative decision that the applicant, co-applicant or affiliated entity is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the Albanian Legislation;
- d) it has been established by a final judgement or a final administrative decision that the applicant, co-applicant or affiliated entity is guilty of any wrongful conduct 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 applicants, co-applicants or affiliated entities with the aim of distorting competition;
  - attempting to influence the decision-making process of the Sub Granting Authority during the procurement or tender procedures;
  - 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 by the relevant authorities, the relevant entity will be rejected from the procedure.**

## 2.2 List of required documents

The project proposals must be accompanied and sent with the list of the following documents by the lead applicant:

- Founding Act of the organization;
- Court Registration Act of the organization in Albania;
- Original Copy of the Court Extract (with the Court seal issued within the last three months from the day of application);
- Updated Statute 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;
- Certification of the legal status (Deshmi Penale) of the organization, its legal representative (executive director) and the members of the decision-making body of the organization issued within the period this call is open;
- CV of the organization in English, signed by its legal representative, including all the past and present projects, up to the last 3 years<sup>1</sup> (funding source and contacts, timeframe, region of coverage and partnerships);
- Signed financial statement of the organization of the last year (2023);
- Audit report of the latest year (if available, otherwise it's not an exclusion criteria);
- The application forms under the Annexes 1, II, III, IV, V, VI and VII (the late if it's applicable), that are accessible in this guide-line and google-drive space, under this Call for Proposals;

**Important: The above-mentioned documents (with the exception of the court' extract can be submitted electronically as a copy, a notarized copy or as an original version.**

Please take note that:

- The proposal should be presented in typed writing and in the right format as per Annex II: Application Form for the Project Proposal.

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

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

### **Definition:**

An action is composed of a set of activities.

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<sup>1</sup> In case the organization has more than three years activity. If less, for the period related to its time-frame of activity.



## **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**, encouraging the local actions focused in one or several municipalities of the country.

## **Types of Action**

Up to **6 projects** will be selected and supported by this call for proposals.

Priorities will be given to organizations which present innovative approaches and methodologies that respond to the goal and overall objective and specific objectives of this call.

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

1. Monitoring the implementation of the National Strategy for Anti-Corruption and its Action Plan at local level;
2. Advocacy for designing and improving anti-corruption policies at local level;
3. Monitoring of the efficiency in practice of integrity plans of institutions at local level such as municipalities or other public entities;
4. Raising awareness and promotion incentives for the effective implementation of the legislation on whistleblowing at local level;
5. Monitoring of corruption cases before the Courts of General Jurisdiction **that are not under the competence** of Special Court against Corruption and Organized Crime;
6. Monitoring the quality of justice in one or more Courts of General Jurisdiction of first instances or Administrative Courts;
7. Measuring public perception on corruption, good governance and/or quality of justice at local level and the effectiveness of accountable mechanisms and/or respective policies and advocating for positive changes with institutions.
8. Awareness raising and advocacy activities in support of the fight against corruption, promotion of good governance and quality of justice;
9. Organisation of public events with institutions and stakeholders including seminars, workshops, forums, etc;
10. Production and promotion of research, policy papers, position paper, studies, press articles and various media products in specified areas.

**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**

Internal monitoring and evaluation of each of the approved projects will be carried out by the respective Sub-Grantee, during the implementation.

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

### **Visibility**

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](https://ec.europa.eu/international-partnerships/comm-visibility-requirements_en) or with any other guidelines agreed between the European Commission and the Sub-Grantee.

In particular, the Sub-Grantee shall mention the Project “*Civil Society against corruption – from a local challenge to a European Response*”, implemented by Albanian Helsinki Committee, ALTRI Center and Friends of Europe with the European Union’s financial contribution, respectively in information given to the final recipients of the sub-grants, in its internal and annual reports, and in any publications or dealings with the media. All the needed elements will be detailed in the sub-grant contract. 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 areas or regions 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 sub-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 and rules, 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 sub-grant are always subject to the condition that the checks preceding the signing of the sub-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 ask the applicants for modifications or reductions to address such mistakes or inaccuracies. In any case, it will not be 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 for services and works shall relate to activities performed during the implementation period.
- Costs for goods and supplies shall relate to delivery and usage of the items in the framework of 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.

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

- **Contributions in kind** (Contributions in kind mean the provision of goods or services to a beneficiary(ies) free of charge by a third party)
- Staff salaries must not exceed 25% of the total proposed budget;
- Administrative Costs must not exceed 7% 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;
- 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 administrative checklist (**Annex I**).

**Incomplete applications will automatically be rejected.**

**Applications must be submitted only in electronic version taking into consideration these technicalities:**

Applications shall be submitted by email (with attachments) to the email address [Subgrants.Application@ahc.org.al](mailto:Subgrants.Application@ahc.org.al), with the following reference in subject: “**Application for the Call for Proposal - Full Name of Applicant**”. Documents must be sent in attach in electronic format. We encourage the original e-format but we accept also the e-format of the copies or notarized i.e. showing eligible stamps, signatures and dates of the said originals.

The AHC’ staff will reply within 1 working day from the date of application, confirming the receipt of the email and forwarding to the applicants the serial number of their application numbered by the AHC (such as R-01, R-02...).

The electronic file must be enclosed in an email where the applicant should clarify in the body of the email:

- Submission of the application under the call for proposal “**Civil society against corruption - from a local challenge to a European response**”
- the reference number of the Call for Proposal - EuropeAid/174080/DD/ACT/
- full name of the applicant and/or co-applicants
- the title of the project’ application
- address of the applicant

### **3.2 Deadline for submission of full applications**

The announcement of this Call for Proposals is published on the websites and social media of Albanian Helsinki Committee (AHC), Albanian Legal and Territorial Research Institute (ALTRI) and Friends of Europe( FoE) and in three national newspapers. The call for sub-grantees will remain open **for four weeks**.

The deadline for the submission of the applications is **October 1<sup>st</sup>, 2024, 16:30 (Tirana Time)**.

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

Questions regarding the application process may be sent by e-mail **no later than two weeks after the publication of the call, September 17, 2024** to the same address below, with the following reference in subject: “**Questions\_Civil society against corruption - from a local challenge to a European response**”.

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

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

**Replies will be given within five working days from the receipt of the email. They will be also published and updated in the rubric of Frequent Asked Questions in the link of this call.**

All other important notices to applicants during the course of the application and evaluation procedure will be published on the AHC website, in the respective link of this call. It is therefore advisable to consult the official AHC website: [www.ahc.org.al](http://www.ahc.org.al) regularly.

Information sessions will be held during the two weeks from the announcement of the call in:

- a. Tirana, September 10, 2024** (*hybrid format, altering physical presence and online participation*);
- b. Shkodra, September 11, 2024** (*with physical presence*);
- c. Vlora, September 12, 2024** (*with physical presence*).

The exact time and details about the place of the info sessions will be published on the websites and social media of AHC and its partners and shared electronically through other organisations of civil society.

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 might be automatically rejected and will not be evaluated further. Please take a note that if there are documents that belong to this phase, for which it is estimated that in the spirit of a comprehensive competition might be completed, the Technical Secretariat in charge with this step applies a unified policy, asking the applicants to send them within a period of 5 working days from this notification. If the applicant does not comply with the request for the complete of documentation within the deadline, its application is rejected.

#### **Annex I: Check List Form**

No.	Applicant's eligibility Criteria:	YES	NO	COMMENTS
1.	Founding Act of the organization			
2.	Court Registration Act of the organization in Albania			
3.	Original Copy of the Court Extract (with the Court seal issued within the last three months from the date of the application under this call)			
4.	Updated Statute of the organization			
5.	Active NIPT			

6.	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;			
7.	Certification of the legal status (Deshmi Penale) of the organization, its legal representative (executive director) and the members of the decision-making body of the organization issued within the period this call is open;			
8.	CV of the organization in English, signed by its legal representative, including all the past and present projects up to the last 3 years (funding source and contacts, timeframe, region of coverage and partnerships);			
9.	Signed financial statements of the organization of the last year (2023)			
10.	Audit report of the latest year (if available, otherwise it's not an exclusion criteria);			
11.	All the annexes, signed if it's required, with the exception of Annex VII that is mandatory in cases of partnership.			
12.	The application forms published in the guidelines for this Call for Proposals have been used by the applicant ( <b>Annex II: Application Form for the Project Proposal</b> )			
13.	The proposal is presented in typed writing (using Times New Roman font; size 12)			
14.	The proposal is in English language			
15.	The requested budget does not exceed 34,000 EUR			
16.	The duration of the project/action between 8-12 months.			
17.	The applicant and co-applicant are established, registered according the Albanian Law and carry out their activity in Albania.			



<b>18.</b>	The applicant, co-applicant and affiliated entity have applied <b>one</b> time only in the framework of this Call.			
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After the administrative check, the Technical Secretariat will send notifications to all applicants, within 15<sup>th</sup> of October 2024, informing the result of this phase.

Only the applications that successfully pass this administrative check will be further evaluated through the next step, on their quality, including the proposed budget and capacity of the applicants (Step 2).

### **STEP 2: Evaluation of the full application**

**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**

<b>Section</b>	<b>Max Score</b>	<b>Comments</b>
<b>1. Financial and operational capacity</b>	<b>20</b>	
1.1 Do the applicants have sufficient experience and capacity for project management of the action?	5*2	
1.2 Do the applicants have sufficient technical expertise in the field of proposed action?	5	
1.3 Does the applicant have stable and sufficient sources of finance?	5	
<b>2. Relevance of the action and coherence with respect to the project focus</b>	<b>25</b>	
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)? *	<b>5*2</b>	
2.2 How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their	<b>5*2</b>	

needs been clearly defined and does the proposal address them appropriately?		
2.3 Does the proposal contain specific added-value elements, promotion of gender equality and equal opportunities, or innovation and best practices?	5	
<b>3. Effectiveness and feasibility of the action</b>	<b>30</b>	
3.1 Are the proposed activities appropriate, practical, and consistent with the objectives and expected results?	5	
3.2 Is the action plan clear and feasible?	5	
3.3 Does the proposal contain objectively verifiable indicators for the outcome of the action?	5	
3.4 Presentation of the situation analysis and concrete impact of the intervention of the proposed action	5	
3.5 Satisfactory cooperation with other actors involved	5*2	
<b>4. Sustainability of the action</b>	<b>15</b>	
4.1 Is the action likely to have a tangible impact on its target groups?	5	
4.2 Have the risks been realistically identified as well realistic solutions to overcome them??	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 the structures allowing the activities to continue be in place at the end of the action? Will there be local 'ownership' of the results of the action?</i> )	5	
<b>5. Budget and cost-effectiveness of the action</b>	<b>10</b>	
5.1 Are the activities appropriately reflected in the budget?	5	
5.2 Ensure realistic prices for goods and services	5	
<b>Maximum total score</b>	<b>100</b>	

### **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 ranked in order, 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 Sub-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 Technical Secretariat, 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 sub-grantee 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 through the address of email [Subgrants.Application@ahc.org.al](mailto:Subgrants.Application@ahc.org.al) from Sub Granting Authority with regard to the decision concerning their application.

### 5.2 Indicative timetable

	DATE	TIME
1. Official Public Launch of the Call	September 3 <sup>d</sup> , 2024	-
2. Information sessions	Tirana, 10 <sup>th</sup> of September, 2024 Shkodra, 11 <sup>th</sup> of September 2024 Vlora, 12 of September, 2024.	-
3. Deadline for requesting any clarifications from the Sub Granting Authority	17 <sup>th</sup> of September, 2024	-
4. Last date on which clarifications are issued by the Sub Granting Authority	20 of September, 2024	-
5. Deadline for submission of applications	<b>October 1<sup>st</sup>, 2024</b>	16:30
6. Request for completing of administrative documents	8 October 2024	
7. Information to applicants on the evaluation of administrative eligibility check (Step 1)	15 October 2024	-
8. Information to applicants on the technical evaluation of the applications (Step 2)	31 October 2024	-
9. Notification of award (after the final evaluation) (Step 3)	20 November 2024	-
10. Contract signature	01 December 2024	-

## 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 [Subgrants.Application@ahc.org.al](mailto:Subgrants.Application@ahc.org.al) respectively for each of this phases:

- a. **Within 3 working days regarding the notifications of the Administrative check (Step 1).**
- b. **Within 5 working days regarding the notification of the Evaluation of the full application (Step 2).**

Complaints must be made directly by the applicant.

The Complaints Evaluation Committee (CEC) will examine the merit of each of the complaints submitted (if any).

The Complaints Evaluation Committee (CEC) shall answer to the submitted complaint **no later than 7 working days** from the date that the complaint has been submitted.

In case if the complaint is not evaluated as merit-based, the decision of the Project Evaluation Committee is irreversible.

This process will be properly documented and prescribed in the Final Evaluation Report

## 7. Conditions for Implementation after the Sub-Granting Authority's Decision to Award a Grant

Following the decision to award a sub grant, the beneficiary (ies) will be offered a contract based on the standard sub 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 "Guideline for Applicants"**
- ii) Relevant annexes for the Applicants**

List of Annexes:

- Annex I: Administrative Check List Form

EuropeAid/174080/DD/ACT/ "Civil society against corruption - from a local challenge to a European response"

- 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/drive/folders/1OawwX7AvbAx\\_QmY2ZYZN44sBZVafwa3U?usp=sharing](https://drive.google.com/drive/folders/1OawwX7AvbAx_QmY2ZYZN44sBZVafwa3U?usp=sharing)**

## Annex I: ADMINISTRATIVE CHECK LIST FORM

No.	Applicant's eligibility Criteria:	YES	NO	COMMENTS
1.	Founding Act of the organization			
2.	Court Registration Act of the organization in Albania			
3.	Original Copy of the Court Extract (with the Court seal issued within the last three months)			
4.	Updated Statute of the organization			
5.	Active NIPT			
6.	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;			
7.	Certification of the legal status (Deshmi Penale) of the organization, its legal representative (executive director) and the members of the decision-making body of the organization issued within the period this call is open;			
8.	CV of the organization (organizational CV, in English), signed by its legal representative, including all the past and present projects up to the last 3 years (funding source and contacts, timeframe, region of coverage and partnerships);			
9	Signed financial statements of the organization of the last year (2023)			
10.	Audit report of the latest year (if available, otherwise it's not an exclusion criteria);			

11.	The Declaration by the Applicant, Annex VI;			
12.	The application forms published in the guidelines for this Call for Proposals have been used by the applicant ( <b>Annex II: Application Form for the Project Proposal</b> )			
13.	The proposal is presented in typed writing (using Times New Roman font; size 12)			
14.	The proposal is in English language			
15.	The requested budget does not exceed 34,000 EUR			
16.	The duration of the project/action between 8-12 months.			
17.	The applicant and co-applicant are established and carry out their activity in Albania			
18.	The applicant and co-applicant have applied <b>one</b> 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.**

<b>Applicant Name:</b>	<b>Official name of your organization in Albanian and English</b>
<b>Full address of the Applicant (s):</b> - Postal address: - Tel/fax: - E-mail: - Web page:	
<b>Contact person:</b> - Position: - E-mail: - Telephone:	
<b>Title of the Project Proposal</b>	The title of The Project should be short, concise and refer to the main objectives or activities of project
<b>Budget</b>	Specify the value of the budget' amount requested from Sub-Grant Scheme. Please fill in the budget form in the Annexes Chapter
<b>Project Location</b>	<b>Determine</b> which is the municipality / region where the action will be implemented.
<b>Duration of the project</b>	Specify the period of implementation in month and year (for ex November 2024 - June 2025. Take a note that the project implementation will take place for a minimum of 8 months and max. 12 months.
<b>Project description</b>	Briefly, clearly and accurately describe your project proposal and request. Summarise the information about the focus area, overall and specific objectives, results, key activities, and the name / description of the location where the activities will take place. <b>(Max. 1 page)</b>

<b>Project justification/ relevance</b>	Describe the current situation by emphasizing the needs and problems that should be solved by the proposed action. Provide statistical data and reliable sources of information if possible. Refer to any important legislation, strategy or 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. <b>(Max 1 page)</b>
<b>Beneficiaries (target groups)</b>	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 Describe their needs and limitations and describe how your project will address these needs. <b>(Max. half page)</b>
<b>Objectives</b>	Overall Objective - What do you expect to achieve through this project? Specific objectives- Must be specific, measurable, achievable, relevant, and time-bound. Should not include more than two specific objectives and must correspond with the call objectives and priorities). <b>(Max. quarter page)</b>
<b>Expected results</b>	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? <b>(Max. half page)</b>
<b>Planned activities</b>	Identify and describe in detail every activity that will be undertaken. Explain and justify the choice of activities. Specify the role of each partner in project activities. List each proposed publication in the project. <b>(Max. 1 page and half)</b>
<b>Methodology</b>	Describe the methodology and explain why such a methodology will be used. Describe the role and participation in the methodology of the beneficiaries. Describe the procedures for Monitoring and Evaluation of the Project. <b>(Max. 1 Page)</b>

<b>Communication &amp; Visibility Plan</b>	Please explain how will be ensured the visibility of the project implementation, communication with the public and media, as well the dissemination of results. <b>(Max. half page)</b>
<b>Activity Plan</b>	Please use <b>the Activity Plan format Annex III</b> , included in this Call for proposals.
<b>Simplified Logical Framework</b>	Fill in the <b>Simplified Logical Framework Annex IV</b> , included in this Call for proposals.
<b>Project Sustainability</b>	Describe if there is any tangible impact of the proposed action to the target groups and is it sustainable? 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 (financially or institutionally) 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 or other beneficiaries, communication plan of results, etc. <b>(Max. half page)</b>
<b>Added Value' elements</b>	Describe if the proposed action contains specific added value such as promotion of gender equality, equal opportunities, innovation, shared best practices, etc.
<b>Budget</b>	Please use the Budget form - Annex V included in this Call for proposals.
<b>Information about applicant</b>	Describe briefly and clearly the internal structure of your organization and internal operating systems, including the financial management system. A summarized CV of the organization, signed by its legal representative, including most important projects it implemented (funding source and contacts, timeframe, region of coverage and partnerships). Describe and provide CV related to the profile of each staff member or expert proposed in the project. <b>(Max. 1 page/each)</b>

**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.

	M o n t h 1	M o n t h 2	M o n t h 3	M o n t h 4	M o n t h 5	M o n t h 6	M o n t h 7	M o n t h 8	M o n t h 9	M o n t h 10	M o n t h 11	M o n t h 12
<b>Objective 1</b>												
<b>Activity 1.1</b>												
<b>Activity 1.2</b>												
<b>Activity 1.3</b>												
<b>Objective 2</b>												
<b>Activity 2.1</b>												
<b>Activity 2.2</b>												
<b>Activity 2.3</b>												

## Annex IV: LOGICAL FRAMEWORK

	Logic of Intervention	Objectively verifiable indicators	Means of verification	Assumptions
Overall Objective:				
Specific Objective(s):Outcome(s)				
<b>Expected results</b>	<p><i>Results are direct consequences of 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 level of your project. Use plain numbers or percentages. Max 2 indicators for each Expected result.</i></p> <ul style="list-style-type: none"> <li>• Indicator 1 (R1)</li> <li>• Indicator 2 (R1)</li> <li>• Indicator 1 (R2)</li> <li>• Indicator 2 (R2)</li> </ul>	<p><i>What are the sources of information for these indicators ?</i></p>	<p>What external conditions must be met to obtain the expected results on schedule</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;"><b>INPUTS</b></p> <p><i>(In this cell you will list the material inputs and resources you will need to realize your activities)</i></p>		

**Annex V: BUDGET APPLICATION FORM**

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

<b>5. Activities and other costs<sup>5</sup></b>				
5.1				
				<b>€0.0</b>
5.2				
				<b>€0.0</b>
5.3				
				<b>€0.0</b>
5.4				
				<b>€0.0</b>
5.5				
				<b>€0.0</b>
<b>5.6. Visibility actions<sup>6</sup></b>				
				<b>€0.0</b>
<b>5.7. Indirect Costs such as Office' rent, electricity, telephone, etc. (not more than 7% of the total budget)</b>				
<b>Subtotal Activities and other costs, services</b>				<b>€0.0</b>
<b>6. Total eligible costs of the Action</b>				<b>€0.0</b>

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

2. The budget shall be established in euro.

3. The costs for Human Resources shall not exceed more than 25% of the total budget. 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. Specify the typology of costs or services. Global amounts will not be accepted.

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

6. Allowed administrative costs known as Indirect Costs must not exceed 7% of the total budget.

**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, professional competence and organizational capacity to carry out the proposed action or work programme;
- The applicant certifies the legal statuses of the applicant as reported in this Application;
- The applicant is not under any of the disqualifying grounds as specified in the Guideline for grant applicants, under this call, section 2, sub-section 2.1, point 2.
- 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 Grant 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

<b>Name and Signature</b>	
<b>Position</b>	
<b>Date</b>	

## 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 (insert the name of the applicant)** > 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 declare with full responsibility that the co-applicant is not under any of the disqualifying grounds as specified in the Guideline for grant applicants, under this call, section 2, sub-section 2.1, point 2.

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.

<b>Name:</b>	
<b>Position:</b>	
<b>Signature:</b>	
<b>Date and place:</b>	