

Contracting authority: The Ministry of Finance of Montenegro – the Directorate for Finance and Contracting of the EU Assistance Funds

Supporting employment, social inclusion and social entrepreneurship

Guidelines
for grant applicants

Budget line: IPA II Annual Action Programme for Montenegro for the year 2020

Reference: EuropeAid/175333/ID/ACT/ME

Deadline for submission of concept note: 5th December 2022

NOTICE

This is a restricted call for proposals. In the first instance, only concept notes (Part A of the grant application form) must be submitted for evaluation. Thereafter, lead applicants who have been pre-selected will be invited to submit a full application. After the evaluation of the full applications, an eligibility check will be performed for those which have been provisionally selected. Eligibility will be checked on the basis of the supporting documents requested by the contracting authority and the signed ‘declaration by the lead applicant’ sent together with the full application.

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List of Abbreviations

CfP – Call for Proposals

CRPD – UN Convention on the Rights of Persons with Disabilities

EC -European Commission

ENIL – European Network on Independent Living

EPSR – European Pillar of Social Rights

PIU – Project Implementation Unit

PwDs – People with disabilities

SCO – Simplified cost option

TG – Target Group

1. SUPPORTING EMPLOYMENT, SOCIAL INCLUSION AND SOCIAL ENTREPRENEURSHIP
	1. Background

The European Union combats social exclusion and discrimination, promotes social justice and protection, equality between women and men, solidarity between generations and protection of the rights of the child, inter alia through the recent proclamation of the European Pillar of Social Rights ((2017/C 428/09). EPSR expresses principles and rights essential for fair and well-functioning labour markets and welfare systems in 21st century Europe[[1]](#footnote-2).

The last EC Progress report for Montenegro[[2]](#footnote-3), concludes, inter alia, that *‘the effectiveness and coverage of active labour market policies, which should be in place to assist job seekers finding employment, remains insufficient’.’*, and that *‘focus on strengthening family and community-based services is limited’.* The same report states also that *'on de-institutionalisation of children in care, insufficient progress has been made to continue the transition to community and family-based services.’*. Also, according to a recent study[[3]](#footnote-4), social enterprises are not yet recognised as a possible *‘innovative institutional vehicle’* for bringing about the change in the welfare system in the country.

This Call for Proposal (CfP) is a part of the IPA II Annual Action Programme for Montenegro for the year 2020, further detailed under Action 5[[4]](#footnote-5), Result 1. The activities are in line, inter alia, with the Montenegro’s Strategy for the Development of the Social and Child Protection System for the period from 2018 to 2022[[5]](#footnote-6) and the Economic Reform Programme for Montenegro 2021 - 2023[[6]](#footnote-7).

Through this Call for Proposals, support will be provided to:

1. Enhance availability and performance of **community based social services[[7]](#footnote-8)**, including via innovation and cross-sectoral work and with a particular focus on **deinstitutionalisation**.
2. Support **employment,** particularly of ‘hard to employ’ groups, such as social welfare beneficiaries, women, low-skilled unemployed, people with disabilities and youth through **local partnerships for employment**[[8]](#footnote-9)
3. Support activation and launch of ‘social businesses’ via **social enterprises**[[9]](#footnote-10)**.**
	1. Objectives of the programme and priority issues

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

* Enhanced employability and inclusion of the long-term unemployed in the labour market and local community, with the focus on social welfare beneficiaries, women, low-skilled unemployed, people with disabilities and youth, by supporting community based social services, local partnership employment initiatives and business initiatives. .

The **specific objective(s)** of this call for proposals are:

* **Specific objective 1:** Increased inclusion of hard-to employ groups at the labour market though innovative employment measures, with the focus on social welfare beneficiaries, women, low-skilled unemployed, people with disabilities and youth[[10]](#footnote-11).
* **Specific objective 2:** Increased social inclusion in local community of vulnerable groups such as children, youth, PwDs and others, through development of innovative local social services-

The **priority(ies)** of this call for proposals are:

* + Priority I (to be addressed under Lot 1): Establishment, improvement and/or sustainment of **family based and/or community-based services**, which enable **social protection, inclusion and independent living** of the vulnerable and disadvantaged groups in Montenegro, where focus, is given on the **deinstitutionalisation** process, as a **special sub-priority**.
	+ Priority II (to be addressed under Lot 2): Supporting employment measures **designed and implemented at local level** by local employment partnerships;
	+ Priority III (to be addressed under Lot 3): Establishing and strengthening of **social business initiatives** that promote social entrepreneurship and improve access to work for groups excluded from the labour market.

Important notes for Priority I/Lot 1 actions:

**Priority I** actions are meant to support family based and/or community based social services as defined by the provision IV of the Montenegro’s Law on Social and Child Protection[[11]](#footnote-12), that are currently non-existent at the localities concerned and/or are under-capacitated/require improvements. For those services that are currently standardised (for example, personal assistance, drop-in centre, day care, supported living, shelter etc.[[12]](#footnote-13)) in applicable rulebooks[[13]](#footnote-14), set standards will need to be followed and a service provider licenced[[14]](#footnote-15) prior or during the implementation of the action. Service provision of such services without prior obtainment of an applicable licence will not be allowed under the actions. Note however that proposals here may be submitted also for the piloting of the services for which the standards had not yet been set (for example ‘sighted companions’, ‘family outreach service’[[15]](#footnote-16)), i.e. where licencing may not yet be applicable or no applicable regulation is in place (for example cross-sectoral, integrated services).

Projects addressing the sub-priority deinstitutionalisation under Priority I/Lot 1 **are meant** to establish and/or improve services that enhance the process of **scaling down of the current residential care institutions in Montenegro** that accommodate children, youth, adults and elderly[[16]](#footnote-17) and **transfer of current residents to newly designed services** (improved or extended alike) **operating at the community/family level.** Applicants here are advised to consult the ENIL’s *‘Checklist to ensure EU-funded measures contribute to independent living by developing and ensuring access to family-based and community-based services’*[[17]](#footnote-18) while designing their actions. Actions must be in line with the residential institutions’ approved transformation plans.

The project proposals under Lot 1/Priority 1 must set clear target values in their Concept notes for the following indicator: number of social and/or child protection services launched and/or sustained as the result of the grant action.

Important notes for Priority II/Lot 2 actions:

Explicit, however not exclusive focus among the **employment measures** under Lot 2 is expected towards the following groups: social welfare beneficiaries, women, low-skilled unemployed, people with disabilities and youth and they should be prioritised among the target groups. The project proposals under Lot 2 must set clear target values in their Concept notes for the following indicator: number of persons to be employed as the result of the Project. The lower ratio between the budget requested and number of persons expected to be employed as the result of the action will be considered as added value of project proposal (see further under Evaluation Grid for Concept notes, question 1.4) The ratio will be calculated for all Lot 2 received projects proposals using the scale of convenience (developed once all projects are received) and scored accordingly (total accepted costs/number of persons expected to be employed), with top 20 percentile scoring 5, those in next 20 percentile range 4 and further. This shall constitute the sole criteria for assessing added values in Lot 2 projects i.e. question 1.4 of the Concept note Evaluation grid.

All projects shall be in line with the priorities set and agreed by the **local employment partnerships.**

Important notes for Priority III/Lot 3 actions.

Explicit, however not exclusive focus among the **social business initiatives** under Lot 3 is expected towards the **employment** of the following groups: social welfare beneficiaries, women, low-skilled unemployed, people with disabilities and youth and they should be prioritised among the target groups. The project proposals under Lot 3 must also set clear target values in their Concept notes for the following indicator: number of persons to be employed as the result of the Project. The lower ratio between the budget requested and number of persons expected to be employed as the result of the action will be considered as added value of project proposal (see further under Evaluation Grid for Concept notes, question 1.4) The ratio will be calculated for all Lot 3 received projects using the scale of convenience (developed once all projects are received) and scored accordingly (total accepted costs/number of persons expected to be employed), with top 20 percentile scoring 5, those in next 20 percentile range 4 and further. This shall constitute the sole criteria for assessing added values in Lot 3 projects i.e. question 1.4 of the Concept note Evaluation grid.

* 1. Financial allocation provided by the contracting authority

The overall indicative amount made available under this call for proposals is EUR 2.705.882,35. The contracting authority reserves the right not to award all available funds.

**Indicative allocation of funds by lot:**

| **LOT** | **ALLOCATION** |
| --- | --- |
| LOT 1: Community based social services | **1,352,941.35 EUR** |
| LOT 2: Local employment partnerships | **1,052,941.00 EUR** |
| LOT 3: Local Social business initiatives | **300,000.00 EUR** |

If the allocation indicated for a specific lot cannot be used due to insufficient quality or number of proposals received, the contracting authority reserves the right to reallocate the remaining funds to (an)other lot(s).]

**Size of grants**

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

| **LOT** | **Minimum amount**  | **Maximum amount** |
| --- | --- | --- |
| LOT 1: Community based social services | For all lots: **60,000.00 EUR** | For Lot 1 projects addressing sub-priority ‘Deinstitutionalisation’**: 150,000.00 EUR** |
| For all other Lot 1 projects: **120,000.00 EUR** |
| LOT 2: Local employment partnerships | For all Lot 2 projects: **120,000.00 EUR** |
| LOT 3: Local Social business initiatives | For all Lot 3 projects:**100,000.00 EUR** |

Any grant requested under this call for proposals must fall between the following minimum and maximum percentages of total eligible costs of the action:

* Minimum percentage: 80 % of the total eligible costs of the action.
* Maximum percentage: 95% of the total eligible costs of the action (see also Section 2.1.4).

The balance (i.e. the difference between the total cost of the action and the amount requested from the contracting authority) must be financed from sources other than the general budget of the Union or the European Development Fund[[18]](#footnote-19).

1. Rules FOR thIS call for proposalS

These guidelines set out the rules for the submission, selection and implementation of the actions financed under this call, in conformity with the practical guide, which is applicable to the present call (available on the internet at this address <https://wikis.ec.europa.eu/display/ExactExternalWiki/ePRAG> ).[[19]](#footnote-20)

* 1. Eligibility criteria

There are three sets of eligibility criteria, relating to:

1. the actors (2.1.1.):
* the ‘**lead applicant’**, i.e. the entity submitting the application form;
* if any, its **co-applicant(s)** (**where it is not specified otherwise the lead applicant and its co-applicant(s) are hereinafter jointly referred as ‘applicant(s)’**);
* and, if any, **affiliated entity(ies)** to the lead applicant and/or to a co-applicant(s);
1. the actions (2.1.3.):
* actions for which a grant may be awarded;
1. the costs (2.1.4.):
* types of cost that may be taken into account in setting the amount of the grant.
	+ 1. Eligibility of applicants (i.e. lead applicant and co-applicant(s))

**Lead applicant**

(1) In order to be eligible for a grant, the lead applicant must:

* be a legal person **and**
* be non-profit or profit making[[20]](#footnote-21) **and**
* be established in[[21]](#footnote-22) Montenegro, in a Member State of the European Union, or in any other country as specified within Annex I of the IPA II Regulation[[22]](#footnote-23),[[23]](#footnote-24). This obligation does not apply to international organisations. **and**
* be directly responsible for the preparation and management of the action with the co-applicant(s) and affiliated entity(ies), not acting as an intermediary **and**
* be a specific type of organisation such as:

**Under Lot 1 (project not addressing ‘Deinstitutionalisation’ sub-priority):**

* non-governmental organisation[[24]](#footnote-25); active in providing social and child protection services in Montenegro.
* public sector operator, established as Social and Child Protection Public Institution in Montenegro (Public Institution for Children and Youth, Public Institution for Adults and Elderly etc.).[[25]](#footnote-26)
* international (inter-governmental) organisation as defined by Article 156 of the EU Financial Regulation. [[26]](#footnote-27)

**Under Lot 1 – (project addressing ‘Deinstitutionalisation’ sub-priority)**

* Residential Social and Child Protection Institutions[[27]](#footnote-28) in Montenegro undergoing the process[[28]](#footnote-29) of transformation.[[29]](#footnote-30)

Note that in Lot 1 as a whole, both licenced and non-licenced providers of social and child protection services are eligible to apply, however, for services requiring licencing they will need to obtain licences prior to start of the delivery of services for social and child protection beneficiaries and at the latest until the end of the implementation period.

**Under Lot 2**

* Local authority in Montenegro (local self-government, i.e. municipality[[30]](#footnote-31)), that has either already established local employment partnership or intends to do so through the proposed action.

**Under Lot 3**

* **Non-governmental organisations**, established to pursue an explicit and primary social aim, engaged in social economy by providing services or goods to vulnerable, marginalised, disadvantaged or excluded persons, and/or by providing goods or services through a method of production/delivery, which embodies their social objective;
* **Cooperatives,** established to pursue an explicit and primary social aim, that are engaged in social economy by providing services or goods to vulnerable, marginalised, disadvantaged or excluded persons, and/or by providing goods or services through a method of production, which embodies its social objective; who prioritise the social aim over profit making;
* **Private sector operators**, including economic operators whose main aim is the social and professional integration of disabled or disadvantaged persons, that pursue an explicit and primary social aim and have limits on distribution of profits and/or assets in which they prioritise social aim over profit making.

Please note that, under all lots, pre-selected grant beneficiaries will be asked to provide statements and evidence proving that they fully fulfil the above listed criteria, cumulatively and in particular those related to specific types of organisations (see section 2.4).

(2) Potential applicants may not participate in calls for proposals or be awarded grants if they are in any of the situations listed in Section 2.6.10.1 of the practical guide;

Lead applicants, co-applicants, affiliated entities and, in case of legal entities, persons who have powers of representation, decision-making or control over the lead applicant, the co-applicants and the affiliated entities are informed that, should they be in one of the situations of early detection or exclusion according to Section 2.6.10.1 of the practical guide, personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the early detection and exclusion system, and communicated to the persons and entities concerned in relation to the award or the execution of a grant contract. In this respect, provisionally selected lead applicants, co-applicants and affiliated entities or those placed in the reserve list are obliged to declare that they are not in one of the exclusion situations through a signed declaration on honour (PRAG Annex A14). For grants of EUR 15 000 or less, no declaration on honour is required. See Section 2.4.

In Part A, Section 3 and Part B Section 8 of the grant application form (‘declaration(s) by the lead applicant’), the lead applicant must declare that the lead applicant himself, the co-applicant(s) and affiliated entity(ies) are not in any of these situations.

The lead applicant may act individually or with co-applicant(s).

If awarded the grant contract, the lead applicant will become the beneficiary identified as the coordinator in Annex G (special conditions). The coordinator is the sole interlocutor of the contracting authority. It represents and acts on behalf of any other co-beneficiary (if any) and coordinate the design and implementation of the action.

Profit-making applicants should note that, in case of grant award, they will be obliged to report funds received as de minimis aid[[31]](#footnote-32).

**Co-applicant(s)**

Co-applicants participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the lead applicant.

Co-applicants must satisfy the eligibility criteria as applicable to the lead applicant himself.

In addition to the categories referred to in Section 2.1.1, the following are however also eligible:

Under Lot 1:

* Local authorities in Montenegro
* Public health institutions, such as primary health care facilities, hospitals, etc.
* Public education institutions, such as adult education facilities, resource centres for children and youth etc.
* Public sector operators tasked with child and social protection, other than public child and social institutions, excluding Centres for Social Work.

Under Lot 2:

* Public and private sector operators, including civil society organisations with a role in employment and labour market. This extends to public utility companies, development agencies established at municipal level etc.

Under Lot 3:

* Public and private sector operators, including civil society organisationstasked with a role in social entrepreneurship policy setting or delivering support to social enterprises, or providing employment, rehabilitation or work to people excluded from the labour market.

Co-applicants must sign the mandate in Part B Section 4 of the grant application form.

If awarded the grant contract, the co-applicant(s) (if any) will become beneficiary(ies) in the action (together with the coordinator).

1. In addition, please note that contracts cannot be awarded to or signed with applicants included in the lists of EU restrictive measures (see Section 2.4. of the PRAG).

Grants provided to profit-making grant beneficiaries third parties shall be considered de minimis aid[[32]](#footnote-33).

* + 1. Affiliated entities

The lead applicant and its co-applicant(s) may act with affiliated entity(ies). **Only the following entities may be considered as affiliated entities to the lead applicant and/or to co-applicant(s):**

Only entities having a structural link with the applicants (i.e. the lead applicant or a co-applicant), in particular a legal or capital link.

This structural link encompasses mainly two notions:

(i) Control, as defined in Directive 2013/34/EU on the annual financial statements, consolidated financial statements and related reports of certain types of undertakings:

Entities affiliated to an applicant may hence be:

* Entities directly or indirectly controlled by the applicant (daughter companies or first-tier subsidiaries). They may also be entities controlled by an entity controlled by the applicant (granddaughter companies or second-tier subsidiaries) and the same applies to further tiers of control;
* Entities directly or indirectly controlling the applicant (parent companies). Likewise, they may be entities controlling an entity controlling the applicant;
* Entities under the same direct or indirect control as the applicant (sister companies).

(ii) Membership, i.e. the applicant is legally defined as a e.g. network, federation, association in which the proposed affiliated entities also participate or the applicant participates in the same entity (e.g. network, federation, association,) as the proposed affiliated entities.

The structural link shall, as a general rule, be neither limited to the action nor established for the sole purpose of its implementation. This means that the link would exist independently of the award of the grant; it should exist before the call for proposals and remain valid after the end of the action.

By way of exception, an entity may be considered as affiliated to an applicant even if it has a structural link specifically established for the sole purpose of the implementation of the action in the case of so-called ‘sole applicants’ or ‘sole beneficiaries’. A sole applicant or a sole beneficiary is a legal entity formed by several entities (a group of entities) which together comply with the criteria for being awarded the grant. For example, an association is formed by its members.

##### What is not an affiliated entity?

The following are not considered entities affiliated to an applicant:

* Entities that have entered into a (procurement) contract or subcontract with an applicant, act as concessionaires or delegatees for public services for an applicant,
* Entities that receive financial support from the applicant,
* Entities that cooperate on a regular basis with an applicant on the basis of a memorandum of understanding or share some assets,
* Entities that have signed a consortium agreement under the grant contract (unless this consortium agreement leads to the creation of a ‘sole applicant’ as described above).

How to verify the existence of the required link with an applicant?

The affiliation resulting from control may in particular be proved on the basis of the consolidated accounts of the group of entities the applicant and its proposed affiliates belong to.

The affiliation resulting from membership may in particular be proved on the basis of the statutes or equivalent act establishing the entity (network, federation, association) which the applicant constitutes or in which the applicant participates.

If the applicants are awarded a grant contract, their affiliated entity(ies) will not become beneficiary(ies) of the action and signatory(ies) of the grant contract. However, they will participate in the design and in the implementation of the action and the costs they incur (including those incurred for implementation contracts and financial support to third parties and subcontractors) may be accepted as eligible costs, provided they comply with all the relevant rules already applicable to the beneficiary(ies) under the grant contract.

Affiliated entity(ies) must satisfy the same eligibility criteria as the lead applicant and the co-applicant(s). They must sign the affiliated entity(ies) statement in Part B Section 5 of the grant application form.

* + 1. Associates and contractors

The following entities are not applicants nor affiliated entities and do not have to sign the ‘mandate for co-applicant(s)’ or ‘affiliated entities' statement:

* Associates

Other organisations or individuals may be involved in the action. Such associates play a real role in the action but may not receive funding from the grant, with the exception of per diem or travel costs. Associates do not have to meet the eligibility criteria referred to in Section 2.1.1. Associates must be mentioned in Part B Section 6 — ‘Associates participating in the action’ — of the grant application form.

* Contractors

The beneficiaries and their affiliated entities are permitted to award contracts. Associates or affiliated entity(ies) cannot be also contractors in the project. Contractors are subject to the procurement rules set out in Annex IV to the standard grant contract.

* + 1. Eligible actions: actions for which an application may be made

Definition:

An action is composed of a set of activities.

Duration

* In Lot 1 the initial planned duration of an action may not be lower than 12 months nor exceed 24 months.
* In Lot 2 the initial planned duration of an action may not be lower than 8 months nor exceed 12 months.
* In Lot 3 the initial planned duration of an action may not be lower than 8 months nor exceed 24 months. Sectors or themes

Sectors or themes

* In Lot 1, the proposed actions must relate to social and child protection services operation.
* In Lot 2, the proposed actions must relate to employment and to local partnerships for employment.
* In Lot 3, the proposed actions must relate to establishing/maintaining of social business initiatives and to employment.

All actions must propose and plan to implement solutions that aim **at alleviating social exclusion**, i.e the situation, experienced by individuals, social units, groups and/or social layers, of being unable to enjoy levels of participation that most of society takes for granted, which encompasses income poverty, unemployment, hampered access to education, information, childcare and/or health facilities, inadequate living conditions, as well as lack of social and cultural participation, and which takes place in labour market, social networks, information society, housing, health and/or education, etc.

Location

Actions must take place in Montenegro. Side activities such as study visits may take part in other countries, however only if directly related to the priorities of the Call and only, if necessary, for the successful implementation of the project.

Types of action

Types of action – Lot 1

The **purpose** of this Lot is to support development of family based and/or community based social services, in Montenegro, including services to support community living (mne *‘usluge podrške za život u zajednici’*), counselling and therapeutic and socio-educational services (mne ‘*savjetodavno-terapijske i socijalno-edukativne usluge*’), placement services (mne *‘smjestaj’*) such as foster care services (mne ‘*porodični smještaj – hraniteljstvo’)* and shelter services (mne ‘*smještaj u prihvatilištu – skloništu’*).

Specifically, proposed actions may, inter alia, propose to launch day care facilities **at locations these currently do not operate**; and/or to develop social and child protection services that are currently **underdeveloped in Montenegro**; such as drop in centres, urgent placement services for people in need, supported living services for care leavers, group homes (mne *‘male grupne zajednice’),* personal assistance services, specialised shelters (for example for victims of sexual abuse), specialised counselling services (for example trauma counselling, victims counselling and support, offender counselling), or are **non-existing,** such as are respite care services (mne *‘predah’ zaštita*), family outreach services (mne *‘usluga porodičnog saradnika’*), sighted companionship (mne *‘usluge asistenta/videćeg pratitelja za osobe sa ostecenjima vida’*). This extends to other specific services such as Alzheimer's day care treatment programmes, senior centres, attendants’ service for people with mental health problems, safe houses etc. Currently operating social and child protection service providers may also propose introduction of innovative technologies in their service delivery (for example fall detection watches for seniors in home care or similar), extension of their current programmes and/or capacities and other forms of innovation/improvement.

The **target group** of this Lot are the people, social units, and groups facing social exclusion in Montenegro[[33]](#footnote-34). This includes groups such as children at risk, children in care, juvenile offenders, people with disabilities, elderly people, people facing income poverty, children at risk of family separation, homeless people or other vulnerable groups.

Eligible actions **may**:

* Include delivery of family based and/or community based social and child protection **services for which national minimum standards are already set**.
	+ - In this case, the service proposed to funding will need to be **in line with the required standards**, as defined in the applicable rulebooks and a service provider licenced before or during the implementation of the action. Actual service delivery shall not start prior to obtainment of an appropriate licence. The grant beneficiaries will be obliged to submit reports through which will prove that they obtained license during the implementation of the project. In case of failure, the grant beneficiary bears the risk that the contract may be terminated in accordance with Article 12.2 (a) General Conditions, taking into account that obtaining a licence is substantial obligation of the grant beneficiary.
* Include delivery of **innovative and cross-sectorial social and child protection services** for which standards/regulations still have not been developed (hence no licencing is possible).
	+ - In the case of “**innovation**” services, service innovation will need to be clearly explained (what it is, how it distinguishes itself from current practices, what tangible benefits it provides, etc.) and a proposal for standard setting developed, as a part of the action.
		- In case of “**cross sectoral**” services, such service will need to be based on the establishment of protocols of cooperation involving the applicable sectors (health care, social care, education, employment, justice etc.), and the project will be asked to either present such (signed) protocols prior to the start of the action and/or demonstrate viable plans for developing them, during the implementation.

Studies, needs assessments, research, training of staff and administration, training of care providers may also be a segment of the proposed action, as well as advocacy and promotion of best practices, but not a central one.

Applicants may decide to plan implementation of **several above-mentioned services**, or choose to implement less (**only one**, for example), depending on the needs. Social and child protection services proposed may cover one or more municipalities and/or have national coverage.

 **“Deinstitutionalisation” sub-priority**

The actions proposed under this sub-priority **are meant** to establish and/or improve services that enhance the process of **scaling down of the current residential care institutions in Montenegro** and **transfer of current residents to newly designed services** (improved or extended alike) **operating at the community and/or family level and are in line with the transformation plans.**

The target group of this sub-priority are exclusively children, young people, adults and elderly who are placed in residential care. Priority is given to individuals with mental disorders and/or with intellectual disabilities.

The actions within this sub-priority shall:

* Include in their proposals, delivery of **services** that provide **home-based** or **community-based** assistance, on **longer, medium or short term basis,** that enable people to leave residential institutions and live in the community and/or family setting, with the appropriate support.
* All community based services supported shall include direct provision of assistance to beneficiaries primarily, however **the action must be extended** to working with people, social units, communities or public bodies affected legally, administratively, socially, at community level or personally with the admission, placement and residential care leaving of the primary beneficiaries (i.e. family members, guardians of the beneficiaries, custodians, local authorities, CSWs, courts in cases of legal deprivation, neighbours in case of transfer to community living, etc.).
* If the applicant has not yet developed a transformation plan, then one of the activities (alongside service provision) has to include development and preparation of all steps necessary for the official endorsement of a transformation plan by the relevant institution. Shall applicants who have already developed transformation plans, but wish to use the funding support to redefine already existing plans, such activities may also constitute a part of the action (however shall not be a core one).

Actions proposed under this LOT shall contribute to the fulfillment of the priority I of this Call,

measured by the following indicators:

* Number of social and child protection services established/sustained/improved.
* Number of beneficiaries of social and child protection services supported, as the result of the actions.

Targets for these indicators will need to be presented in Concept notes/Full application forms and any deviation from such set targets **will not be accepted** during the implementation of the action, as it would call into question the grant award decision.

**Types of Action – Lot 2**

The purpose of this Lot is to support and sustain operation of the **local employment partnerships** in Montenegro. This shall be done by **active involvement of local employment partnerships members** and via implementation of employment measures foreseen by such partnerships. If the local employment partnership is established, a Memorandum of cooperation or other relevant document shall be attached to the application, and all members of the partnership shall be actively involved in the action (regardless of whether they are/are not formal co/applicants and/or affiliated entities to the action). If the application originates from a locality that has not yet established such partnership, activities leading to the formation of such partnership have to be included in the design of the action, preceding employment related activities.

Note that the focus of this lot is employment, hence tangible results are expected in that regard. **Proposed actions must lead to employment.**

The **target group** of this Lot are primarily the unemployed, including but not limited to social welfare beneficiaries, women, low-skilled unemployed, people with disabilities and youth; who are to benefit from employment within the auspice of the local employment partnerships’ actions.

The actions proposed under this Lot may propose:

* Innovative solutions that lead to higher employment at local level, including (but not limited to) actions that focus on: on the job trainings; self-employment programmes, trainings in areas covering ‘hard to find’ skills[[34]](#footnote-35) etc.

Partnership members should jointly analyse the current supply and demand situation of labour market, identify key problems faced by the unemployed (with a particular focus on ‘hard to employ’ groups) and by the employers, and identify most optimal programs that shall lead to the activation of the unemployed, their integration into the labour market, and ultimately, employment. In this process each partner should rely on their own competencies and opportunities, in order to increase employability and ensure the employment. Projects may look into general unemployment population and propose measures for their employment, but a focus on ‘hard to employ’ groups must exist in the projects, including the focus on social welfare recipients (mne ‘*korisnici materijalnog obezbedjenja’*). Elaboration on the consultation processes and deliberation activities of the local employment partnerships should be provided in the proposals and/or planned.

Actions may involve implementation of only one or more active employment measures. Applications may also include inter-municipal cooperation between two or more local employment partnerships.

Actions proposed under this LOT shall contribute to the fulfillment of the priority II of this Call,

measured by the following indicators:

* Number of people (including those from ‘hard to employ’ groups) taking part in active employment measures.
* Number of people (including those from ‘hard to employ’ groups) employed as the result of the action.

Targets for these indicators will need to be presented in Concept notes/Full application forms and any deviation from such set targets **will not be accepted** during the implementation of the action, as it would call into question the grant award decision.

**Types of Action – Lot 3**

The **purpose** of this Lot is to support development of **social business initiatives and social entrepreneurship** in Montenegro. This shall be done by boosting of **the activities of social economy**, that are carried out **by ‘de facto’ social enterprise**(s)[[35]](#footnote-36), which is either provision of services or goods to vulnerable, marginalised, disadvantaged or excluded persons, and/or providing of goods or services through a method of production/delivery, which embodies wider social objectives.

The **target group** of this Lot are primarily unemployed, including but not limited to social welfare beneficiaries, women, low-skilled unemployed, people with disabilities and youth; who are to benefit from employment within the social enterprises.

Policy analysis of social entrepreneurship in Montenegro, promotion of the concept of social entrepreneurship, business planning and other similar activities may be a part of the action, but not a core one, as the funds are made available **to support actual social businesses** and via them, employment of ‘hard to employ’ groups.

The actions proposed under this Lot may propose:

* Support to functioning of ‘de facto’ social enterprises already operating and/or to be established in Montenegro to start/extend their operation and create new opportunities and jobs.

Actions involving support in setting up of the business processes, design of the new relevant programs/products may be planned, as well as actions aiming at achieving business productivity, increasing sales and improving corporate marketing of social businesses, better workplace accessibility, all in order to increase overall production and profits of the ‘de facto’ social enterprises and to enable new jobs or stabilize present. Implementation of **innovative ways** of meeting collective needs in areas such as social protection (i.e. breeding and training of assistance dogs, new IT technology to be used in social care), agriculture, services (co-working, for example), energy (biomass use, for example) may also be proposed, provided it leads to new employment. New jobs created through the actions may be directed to general unemployed population, but a focus on job creation for ‘hard to employ’ groups has to be included.

Actions proposed under this LOT shall contribute to the fulfillment of the Priority III of this Call, measured by the following indicators:

* Number of social business initiatives supported as the result of the actions.
* Number of people (including those from ‘hard to employ’ groups) employed as the result of the action.

Targets for these indicators will need to be presented in Concept notes/Full application forms and any deviation from such set targets **will not be accepted** during the implementation of the action, as it would call into question the grant award decision.

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The following types of action are ineligible:

* 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;
* Actions aimed at supporting political activities or political parties;
* Actions concerned only or mainly with academic research and/or feasibility studies;
* Actions dealing with emergency relief or charitable donations;
* Actions already funded by other programmes, including EU and/or other donor or state funding.
* Lot 1 projects that aim at investments in residential institutions, regardless of the size, which perpetrate institutional treatment (investments for the refurbishing, building, renovating, extending of residential institutions’ facility, improving energy efficiency of the residential care settings, day-care centres or living units built within or on the grounds of existing institutions) shall not be supported.
* Lot 1 projects including investments in facilities that segregate persons with disabilities in violation of Article 19 CRPD[[36]](#footnote-37) shall not be supported.
* Lot 1 project proposing housing built in segregation/isolation from the community (for example, on the outskirts of towns or in sparsely populated areas) shall not be supported.
* Lot 1 projects investing in services which are not accessible (such as building day care centres not accessible to people /children with disabilities) shall not be supported.
* Lot 1 projects involving training and capacity building of staff working in institutions without a plan for transition from institutional to family and community-based services (specifically related to ‘Deinstitutionalisation’ sub-priority) shall not be supported.
* Lot 1 projects proposing to work bellow the set standards of social and child services and/or proposing a delivery of a service by a non-licenced service provider shall not be supported.
* Lot 2/3 actions proposing employments lasting less to 6 months after the end of the implementation shall not be supported;
* Lot 2 actions not involving the active involvement of all local employment partnership members shall not be supported;
* Lot 2/3 actions proposing not to award training certificates to trained TG members, following the successful completion of any training shall not be supported;
* Lot 2/3 actions not ensuring safety and health at work/training shall not be supported;
* Lot 3 actions prioritising profit making over social aims in the operation of the social enterprises shall not be supported.

Types of activity

Types of activity – Lot 1

The actions proposed under LOT 1 shall include as a minimum the following activity(ies):

* Delivery of **family based and/or community-based care** for vulnerable and disadvantaged groups through social and child protection services, as they are defined in the Law on Social and Child protection of Montenegro. In ‘Deinstitutionalisation’ sub priority this must be a service that leads to community or home living of the current residents of residential, institutional care (mne ‘*domski smjestaj’).*

Applicants are advised to make statements and clearly detail in their applications the following targets:

1. Number and titles of social and child protection services to be developed through the action.
2. Number of beneficiaries of social and child protection services to be supported, as the result of the actions.
3. Targets related to licencing (if applicable) of the service providers.
4. Targets related to setting of the standards for ‘innovative’ services (social and child protection services not yet standardised, if applicable)
5. Targets for endorsement of protocols or similar documents regulating the provision of cross-sectoral services (if applicable).

During the implementation of grant contract services based on which the outcomes related to the above activities will be certified/verified include: monitoring of the activities on behalf of Contracting Authority/PIU against records on service clients, records of licencing request processes, records of newly proposed sets of standards, records on cross-sectoral protocols.

In line with the above, proposals, in their description of the action (Concept notes – section 1.2, ‘Description of the Action’; Full Application Forms, section 2.1.2 ‘Implementation Approach’), **must** (please note that in the event of failure to fulfil this requirement, the application will not be considered eligible):

* + Include activities (where relevant) that lead to the obtainment of a licence, if services are standardised; propose new sets of standards for services not yet standardised, lead to cross sectoral protocols for ‘integrative’ services.
	+ Explain how the beneficiaries of services shall be **selected**; (i.e. including activities such as definition of selection procedures and criteria and selection activities etc.);
* Attendees of trainings **must** receive certificates, following the successful completion of any training and trainings must be accredited, using applicable national procedure.
* All actions **must** ensure human rights and dignity of service users.

The applicants may propose additional relevant activities, provided that they are proven to be conducive to the main objective set for the Call/Lot and for the proposed action in particular. These may include (list is not exhaustive):

* Implementation of communication strategies, awareness raising and campaigning,
* Needs analysis, carrying out research and empirical studies,
* Creating and promoting products of arts and culture,
* Education, training and capacity building,
* Exchanging know-how and applying best practices,
* Introducing of innovative models and approaches,
* Organisation of public events, performances and competitions, other community related work,
* Refurbishment, reconstruction or other enhancement of “social infrastructure”
* Creative use of media and social media channels (e.g. Facebook, twitter, G+, ask.com, Instagram, etc.), public meetings, exhibitions, interactive workshops, discussion forums etc.;
* Promoting citizens’ participation, civic dialogue and civil society involvement with particular regard to exercising public oversight over the quality of delivered services;
* Activities needed to meet the national standards in service providers, and to obtain a licence such as investing in new capacities to deliver services to new/not covered beneficiaries, development of service delivery programmes and protocols

**Purchase of buildings and houses** (when justified by the nature of the operation and exclusively for the implementation of deinstitutionalisation process ), equipment and vehicles, space rehabilitation, infrastructural work and development of technical documentation for these purposes may be supported only if aimed at family or community-based service development.

Preparation/redefinition of plans for the transformation of residential institutions may be proposed by all applicants responding to sub-priority ‘Deinstitutionalisation’ but must be proposed by those applicants who did not yet develop/formalise such plans.

Types of activity – Lot 2

The actions proposed under LOT 2 shall include as a minimum the following activity(ies):

* **Job creation and employment of the target groups members** (unemployed persons). The employment of the TG members must take place during the implementation of the action. The employment of the TG members, also, must continue, for the minimum duration of 6 months, after the implementation of the project.
* **Participation of ‘hard to employ’** target group members in active employment measures.
* **Activities supporting** operation and functioning of local employment partnerships**.**

Applicants are advised to make statements and clearly detail in their applications the following targets:

1. Number of people expected to take part in active employment measures, as the result of the action, including specifically the targets for ‘hard to employ’ groups among these
2. Number of persons to be employed as the result of the action; including specifically the targets for ‘hard to employ’ groups among these
3. duration of employments for target groups members (noting that every employment is expected to last at least 6 months after the implementation of the project and that the employment must start during the implementation of the action).

During the implementation of grant contract measures based on which the outcomes related to the above activities will be certified/verified include: monitoring of the activities on behalf of Contracting Authority/PIU against employment contracts signed by employers and TGs, including their duration and records of participation in active employment measures.

In addition to the above, proposals, in their description of the action (Concept notes – section 1.2, ‘Description of the Action’; Full Application Forms, section 2.1.2 ‘Implementation Approach’), **must** (please note that in the event of failure to fulfil this requirement, the application will not be considered eligible):

* + Include a methodology for the **involvement** of all the members of the local partnerships for employment in the action, explaining how this involvement shall be facilitated and
	+ Explain how the employers and the unemployed benefiting from the action shall be **selected**; (i.e. including activities such as definition of selection procedures and criteria and selection activities etc.);
* Attendees of active employment measures including training **must** receive certificates, following the successful completion of any training[[37]](#footnote-38).
* All actions **must** ensure **safety and health at work/training requirements**, in line with relevant national legislation.

The applicants **may** propose additional relevant activities, provided that they are proven to be conducive to the main objective set for the Call/Lot and for the proposed action in particular. These may include (list is not exhaustive):

* Development and delivery of services, measures and programmes that support identification and meeting of local labour market needs, job creation and job keeping; such as **public gatherings, analytical and research activities, public awareness and outreach, short-term placements/visits to employers, matching services; guidance**; peer to peer support, mentorship, personal strengthening programmes etc.
* **Procurement of supplies/equipment** specifically dedicated to the purposes of the action and required for the job creation, provided that ownership is transferred at the end of the action when required in Article 7.5.
* **Empowerment activities** for hard to employ persons including activities offering additional support to obtain skills and/or confidence to enable persons to move towards employment.
* Development of **vocational training programmes** (for example pre-qualification) or other training programmes that support employability/employment, including via strengthening of the training providers.
* Development of formally set local policy frameworks that encourage, and support employment may also be proposed.

Redefinition/membership extension of local employment partnerships and local employment plans may be proposed by all applicants responding to this Lot, but a formation of a local employment partnership must be proposed by those applicants who did not yet develop/formalise such mechanisms.

Types of activity – Lot 3

The actions proposed under LOT 3 must include as a minimum the following activity(ies):

* Implementation of **social business initiative**, that leads to job creation and employment of the TG members (unemployed persons). The **employment of the TG members** must take place during the implementation of the action and should include employment of ‘hard to employ’ groups.
* **Job creation and employment of the target groups members** (unemployed persons). The employment of the TG members must take place during the implementation of the action. The employment of the TG members, also, must continue, for the minimum duration of 6 months, after the implementation of the project.

Applicants are advised to make statements and clearly detail in their applications the following targets:

1. number of persons to be employed as the result of the action; including specifically the targets for ‘hard to employ’ groups.

During the implementation of grant contract measures based on which the outcomes related to the above activities will be certified/verified include monitoring of the activities on behalf of Contracting Authority/PIU against employment contracts signed by employers (grant beneficiaries) and TGs.

In addition to the above, proposals, in their description of the action (Concept notes – section 1.2, ‘Description of the Action’; Full Application Forms, section 2.1.2 ‘Implementation Approach’), **must** (please note that in the event of failure to fulfil this requirement, the application will not be considered eligible):

* + Explain how the unemployed benefiting from the action shall be **selected**; (i.e. including activities such as definition of selection procedures and criteria and selection activities etc.);
* Attendees of activities including training **must** receive certificates, following the successful completion of any training[[38]](#footnote-39).
* All actions **must** ensure **safety and health at work/training requirements**, in line with relevant national legislation.

The applicants **may** propose additional relevant activities, provided that they are proven to be conducive to the main objective set for the Call/Lot and for the proposed action in particular. These may include (list is not exhaustive):

* Implementation of communication strategies, awareness raising and campaigning,
* Networking with entrepreneurs' or business associations with a view to explain and promote corporate social responsibility, and to enhance business of social enterprises;
* **Introduction of new work integration or vocational rehabilitation programs** or implementation of innovative uses of assistive technologies.
* Support to associations, foundations, cooperatives or private sector actors who act as ‘de facto’ social **enterprises to strengthen their commercial activities**; by defining products or services that are market-relevant and sellable, through continuous building of management, business or other entrepreneurial capacities, support in business process managements, IT governance, risk management, marketing and finance, business planning, growth and scaling, facilitation of the access to funding for start-up, development and expansion, alongside actual realization of the social businesses, all in order to make social businesses reliable, competitive and sustainable.
* Analysis of market demand, communication with the retailers, service commissioners or buyers, product or service designs and redesigns, definition of target markets, analysis of the customer bases, competition analyses, pricing support, support in legal issues or accounting, product development, prototyping, service development, support in sales management and acquisition, launch of online sales, support in export of goods or services, enrichment of the current service offers, etc.
* Development of **formally set local policy frameworks** that encourage and support the development of social enterprises and/or social entrepreneurship may also be proposed.

Financial support to third parties[[39]](#footnote-40)

Applicants may not propose financial support to third parties.

Visibility

The applicants must take all necessary steps to publicise the fact that the European Union has financed or co-financed the action. As far as possible, actions that are wholly or partially funded by the European Union must incorporate information and communication activities designed to raise the awareness of specific or general audiences of the reasons for the action and the EU support for the action in the country or region concerned, as well as the results and the impact of this support.

All measures and activities relating to visibility and, if applicable, communication, must comply with the latest Communication and Visibility Requirements for EU-funded external action, laid down and published by the European Commission ([Communication and Visibility Requirements for EU External Actions | International Partnerships (europa.eu)](https://ec.europa.eu/international-partnerships/comm-visibility-requirements_en)).

Number of applications and grants per applicants / affiliated entities

The lead applicant may not submit more than 1 application per lot under this call for proposals.

The lead applicant may not be awarded more than 1 grant per lot under this call for proposals.

The lead applicant may be a co-applicant or an affiliated entity in another application of the same lot at the same time, but not in more than one application.

A co-applicant/affiliated entity may not be the co-applicant or affiliated entity in more than 1 application(s) per lot under this call for proposals.

A co-applicant/affiliated entity may not be awarded more than 1 grant per lot under this call for proposals.

Please note that in the event of failure to fulfil these requirements, the applications of all concerned entities will be rejected.

* + 1. Eligibility of costs: costs that can be included

Union contributions under this call for proposals take the following form(s):

* Reimbursement of eligible costs that may be based on any or a combination of the following forms:

(i) actual costs incurred by the beneficiary(ies) and affiliated entity(ies);

(ii) one or more simplified cost options (see below).

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

Simplified cost options (SCOs) may take the form of:

* **unit costs:** covering all or certain specific categories of eligible costs which are clearly identified in advance by reference to an amount per unit.
* **lump sums:** covering in global terms all or certain specific categories of eligible costs which are clearly identified in advance.
* **flat-rate financing:** covering specific categories of eligible costs which are clearly identified in advance by applying a percentage fixed ex ante. This form is not applicable to output or result based SCOs.

Simplified costs options are divided in two categories:

1/ "output or result based SCOs": this category includes costs linked to outputs, results, activities, deliverables in the framework of a specific project (for example the determination of a lump sum for the organization of a conference, or for the realisation of a determined output/activity). Where possible and appropriate, lump sums and unit costs shall be determined in such a way to allow their payment upon achievement of concrete outputs and/or results. This type of SCO can be proposed by the beneficiary (no threshold is applicable) at proposal's stage (Grant application form – Full application). In case the evaluation committee and the contracting authority are not satisfied with the quality of the justification provided, reimbursement on the basis of actually incurred costs is always possible.

2/ "other SCOs": This second category entails simplified cost options embedded in the cost accounting practices of the beneficiary, if they are accepted by national authorities under comparable funding schemes. In this case, the grant beneficiary shall demonstrate that the national authority accepted the cost accounting practices and will have to specify in which context this acceptance was given. The evaluation committee will assess if the funding scheme is comparable. To obtain reimbursement of this category of SCOs, the beneficiary shall make reference to the comparable funding schemes of national authorities in the budget justification sheet (annex B). In case the evaluation committee and the contracting authority are not satisfied with the quality of the justification provided reimbursement on the basis of actually incurred costs is always possible.

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 or the affiliated entity(ies). Determining SCO is possible also through ‘expert judgement’ provided by internally available experts or procured in accordance with the applicable rules. Experts must be either commissioned auditors or chartered accountants, or staff of the contracting authority but cannot be staff of the beneficiary. The methods used to determine the amounts or rates of unit costs, lump sums or flat-rates must comply with the criteria established in Annex K, and especially ensure that the costs correspond fairly to the actual costs incurred by the beneficiary(ies) and affiliated entity(ies), are in line with their cost accounting practices, no profit is made and the costs are not already covered by other sources of funding (no double funding). Please refer to Annex K for the details of the procedure to be followed depending on the type and amount of the costs to be declared as SCO.

Applicants proposing this form of reimbursement, must clearly indicate in worksheet no.1 of Annex B, each heading/item of eligible costs concerned by this type of financing, i.e. add the reference in capital letters to ‘UNIT COST’, ‘LUMPSUM’, ‘FLAT RATE’ in the Unit column (see example in Annex K).

Additionally in Annex B, in the second column of worksheet no.2, ‘Justification of the estimated costs’ per each of the corresponding budget item or heading applicants must:

* describe the information and methods used to establish the amounts of unit costs, lump sums and/or flat-rates, to which costs they refer, etc for output or result based SCO;
* clearly explain the formulas for calculation of the final eligible amount for output or result based SCO;
* make reference to the national authorities comparable funding schemes for other SCOs.

Where SCOs are proposed the evaluation committee and the contracting authority decide 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. In case the evaluation committee and the contracting authority are not satisfied with the quality of the justification provided reimbursement on the basis of actually incurred costs is always possible.

No threshold is set ex-ante for the total amount of financing that can be authorised by the contracting authority on the basis of simplified cost options. Other SCOs can be proposed only if previously accepted by national authorities in comparable funding schemes.

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 the contracting authority to impose modifications or reductions to address such mistakes or inaccuracies. It is not possible to increase the grant or the percentage of EU co-financing as a result of these corrections.

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

|  |
| --- |
| The grant may take the form of a single lump-sum covering the entire eligible costs of an action or a work programme.Single lump sums may be determined on the basis of the estimated budget, which should comply with the principles of economy, efficiency and effectiveness. Compliance with these principles shall be verified ex ante at the time of evaluation of the grant application.When authorising single lump sums the authorising officer responsible shall comply with the conditions applicable to output or result based SCOs. When using this form of financing, the description of the action shall include detailed information on the essential conditions triggering the payment, including, where applicable, the achievement of outputs and/or results.  |

Eligible direct costs

To be eligible under this call for proposals, costs must comply with the provisions of Article 14 of the general conditions to the standard grant contract (see Annex G of the guidelines).

Salary costs of the personnel of national administrations may be eligible to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the action were not undertaken.

According to the Article 15.8 of the General Conditions, **if the grant exceeds EUR 60 000 and for the profit making entities** specified under the Section 2.1.1, point d) of the Guidelines for grant applicants, the **contracting authority will request a financial guarantee for the amount of the initial pre-financing payment.** Financial guarantee costs will be considered as eligible direct costs and should therefore be included in the budget by the applicants concerned.

Contingency reserve

The budget may include a contingency reserve not exceeding 5 % of the estimated direct eligible costs. It can only be used with the **prior written** **authorisation** of the contracting authority.

Eligible indirect costs

The indirect costs incurred in carrying out the action may be eligible for flat rate funding, but the total must not exceed 7 % of the estimated total eligible direct costs. Indirect costs are eligible provided that they do not include costs assigned to another budget heading in the standard grant contract. The lead applicant may be asked to justify the percentage requested before the grant contract is signed. However, once the flat rate has been fixed in the special conditions of the grant contract, no supporting documents need to be provided.

If any of the applicants or affiliated entity(ies) is in receipt of an operating grant financed by the EU, it may not claim indirect costs on its incurred costs within the proposed budget for the action.

Contributions in kind

Contributions in kind mean the provision of goods or services to beneficiaries or affiliated entities free of charge by a third party. As contributions in kind do not involve any expenditure for beneficiaries or affiliated entities, they are not eligible costs (except for personnel costs for the work carried out by volunteers under an action or an operating grant if so authorised).

Contributions in kind may not be treated as co-financing

However, if the description of the action as proposed includes contributions in kind, the contributions have to be made.

Other co-financing shall be based on estimates provided by the applicant.

Ineligible costs

The following costs are not eligible:

* debts and debt service charges (interest);
* provisions for losses or potential future liabilities;
* costs declared by the beneficiary(ies) and financed by another action or work programme receiving a European Union (including through EDF) grant;
* purchases of land or buildings, except where necessary for the direct implementation of the action, in which case ownership must be transferred in accordance with Article 7.5 of the general conditions of the standard grant contract, at the latest at the end of the action;
* currency exchange losses;
* in kind contributions (except for volunteers' work);
* bonuses included in costs of staff;
* negative interest charged by banks or other financial institutions;
* credit to third parties;
	+ 1. Ethics clauses and Code of Conduct

a) Absence of conflict of interest

The applicant must not be affected by any conflict of interest and must have no equivalent relation in that respect with other applicants or parties involved in the actions. Any attempt by an applicant to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or the contracting authority during the process of examining, clarifying, evaluating and comparing applications will lead to the rejection of its application and may result in administrative penalties according to the Financial Regulation in force.

b) Respect for human rights as well as environmental legislation and core labour standards

The applicant and its staff must comply with human rights. In particular, and in accordance with the applicable act, applicants who have been awarded contracts must comply with the environmental legislation including multilateral environmental agreements, and with the core labour standards as applicable and as defined in the relevant International Labour Organisation conventions (such as the conventions on freedom of association and collective bargaining; elimination of forced and compulsory labour; abolition of child labour).

**Zero tolerance for sexual exploitation, abuse and harassment**

The European Commission applies a policy of 'zero tolerance' in relation to all wrongful conduct which has an impact on the professional credibility of the applicant.

Physical abuse or punishment, or threats of physical abuse, sexual abuse or exploitation, harassment and verbal abuse, as well as other forms of intimidation shall be prohibited.

Applicants (and affiliated entities) other than (i) natural persons, (ii) pillar-assessed entities and (iii) governments and other public bodies, whose application has been provisionally selected or placed in a reserve list shall assess their internal policy against sexual exploitation, abuse and harassment (SEA-H) through a self-evaluation questionnaire (Annex L). For grants of EUR 60 000 or less no self-evaluation is required. Such self-evaluation questionnaire is not part of the evaluation of the full application by the contracting authority, but is an administrative requirement. See Section 2.5.6 of the PRAG.

c) Anti-corruption and anti-bribery

The applicant shall comply with all applicable laws, regulations and codes relating to anti-bribery and anti-corruption. The contracting authority reserves the right to suspend or cancel project financing if corrupt practices of any kind are discovered at any stage of the award process or during the execution of a contract and if the contracting authority fails to take all appropriate measures to remedy the situation. For the purposes of this provision, ‘corrupt practices’ are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or execution of a contract already concluded with the contracting authority.

 d) Unusual commercial expenses

Applications will be rejected or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a payee who is not clearly identified or commissions paid to a company which has every appearance of being a front company.

Grant beneficiaries found to have paid unusual commercial expenses on projects funded by the European Union are liable, depending on the seriousness of the facts observed, to have their contracts terminated or to be permanently excluded from receiving EU/EDF funds.

e) Breach of obligations, irregularities or fraud

The contracting authority reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to breach of obligations, irregularities or fraud. If breach of obligations, irregularities or fraud are discovered after the award of the contract, the contracting authority may refrain from concluding the contract.

* 1. How to apply and the procedures to follow
		1. Concept note content

Applications must be submitted in accordance with the concept note instructions in the grant application form annexed to these guidelines (Annex A).

Applicants must apply in English.

Please note that:

1. In the concept note, lead applicants must only provide an estimate of the requested EU contribution as well as an indicative percentage of that contribution in relation to the eligible costs of the action. A detailed budget is to be submitted only by the lead applicants invited to submit a full application in the second phase.
2. The elements outlined in the concept note may not be modified in the full application, except for the changes described below:
* The EU contribution may not vary from the initial estimate by more than 20 %. Lead applicants are free to adapt the percentage of co-financing required within the minimum and maximum amount and percentages of co-financing, as laid down in these guidelines in Section 1.3.
* The lead applicant may add, remove or replace one or more co-applicant(s) or affiliated entity(ies) only in duly justified cases.

The lead applicant may adjust the duration of the action if unforeseen circumstances outside the scope of the applicants have taken place following the submission of the concept note and require such adaptation (risk of action not being carried out). In such cases, the duration must remain within the limits imposed by the guidelines for applicants. Own contributions by the applicants can be replaced by other donors' contributions at any time.

**An explanation/justification of the relevant replacements/adjustments shall be included in section 2.1.1. of the full application form. Should the explanation/justification not be accepted by the evaluation committee, the proposal may be rejected on that sole basis.**

1. Only the concept note form will be evaluated. It is therefore of utmost importance that this document contains ALL relevant information concerning the action. No additional annexes should be sent.

Please complete the concept note form carefully and as clearly as possible so that it can be assessed properly.

Any error or major discrepancy related to the concept note instructions may lead to the rejection of the concept note.

Clarifications will only be requested when information provided is not sufficient to conduct an objective assessment.

* + 1. Where and how to send concept notes

The concept note and declaration by the lead applicant (to be found in **Part A** **Section 3** of the grant application form) must be submitted in one original and 3 copies in A4 size, each bound. Hand-written concept notes will not be accepted.

An electronic version of the concept note must also be submitted. A CD-Rom or USB with the concept note in electronic format will be included, along with the paper version, in a sealed envelope as described below. The electronic file must contain **exactly the same** application as the paper version enclosed.

Where lead applicants send several different concept notes (if allowed to do so by the guidelines of the call), each one must be sent separately.

The envelope must bear the **reference number and the title of the call for proposals**, together with the lot number and title the full name and address of the lead applicant, and the words ‘Not to be opened before the opening session’ and ‘Ne otvarati prije zvaničnog sastanka za otvaranje aplikacija’.

To reduce expense and waste, we strongly recommend that you do not use plastic folders or dividers. Please also use double-sided printing if possible.

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

Postal address

The Ministry of Finance

The Directorate for Finance and Contracting of the EU Assistance Funds

Stanka Dragojevića 2, 81000 Podgorica, Montenegro

Address for hand delivery:

The Ministry of Finance

The Directorate for Finance and Contracting of the EU Assistance Funds

Stanka Dragojevića 2, 81000 Podgorica, Montenegro

Opening hours of the Contracting Authority: 07:00 – 15:00h

Concept notes sent by any other means (e.g. by fax or by e-mail) or delivered to other addresses will be rejected.

**Please note that incomplete concept notes may be rejected. Lead applicants are advised to verify that their concept note is complete using the checklist for concept note (Part A Section 2 of the grant application form).**

* + 1. Deadline for submission of concept notes

The applicants' attention is drawn to the fact that there are two different systems for sending concept notes: one is by post or private courier service, the other is by hand delivery.

In the first case, the concept note must be sent before the date for submission, as evidenced by the postmark or deposit slip[[40]](#footnote-41), but in the second case it is the acknowledgment of receipt given at the time of the delivery of the concept note which will serve as proof.

The deadline for the submission of concept notes is 5th December 2022 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 5th December 2022, before 14:30 hours local time, as evidenced by the signed and dated receipt. Any concept note submitted after the deadline will be rejected.

The contracting authority may, for reasons of administrative efficiency, reject any concept note submitted on time to the postal service but received, for any reason beyond the contracting authority's control, after the effective date of approval of the concept note evaluation, if accepting concept notes that were submitted on time but arrived late would considerably delay the evaluation procedure) or jeopardise decisions already taken and notified (see indicative calendar under Section 2.5.2).

* + 1. Further information about concept notes

Date and time for an information session on this call for proposals will be announced within 15 days of the launch of this Call for Proposals. It is likely that the information session will be held online, given the COVID-19 related risks.

Questions may be sent by e-mail no later than 21 days before the deadline for the submission of concept notes to the address(es) below, indicating clearly the reference of the call for proposals:

E-mail address: delegation-montenegro-cfcu-grant-social@eeas.europa.eu

**Please note that, due to communication breakdown the Ministry of Finance - Directorate for Finance and Contracting of the EU Assistance Funds (CFCU) is facing following the recent cyber-attacks, the EU Delegation to Montenegro is temporarily providing the above e-mail address solely for the purpose of this call for proposals and only for receiving questions from the potential applicants. The CFCU, as the contracting authority, remains fully in charge for this call for proposals.**

The contracting authority has no obligation to provide clarifications to questions received after this date.

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

To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities.

No individual replies will be given to questions. All questions and answers as well as other important notices to applicants during the course of the evaluation procedure will be published on the website where the call was published: website of DG International Partnerships <https://ec.europa.eu/international-partnerships/funding/looking-for-funding_en> or Funding & Tender opportunities (F&T Portal) [https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home%20) and <http://www.cfcu.gov.me/en/tenders/grants/open_calls> as the need arises. It is therefore advisable to consult the abovementioned website regularly in order to be informed of the questions and answers published.

Please note that the contracting authority may decide to cancel the call for proposals procedure at any stage according to the conditions set out in Section 6.5.9 of the PRAG.

* + 1. Full applications

Lead applicants invited to submit a full application following pre-selection of their concept note must do so using Part B of the grant application form annexed to these guidelines (Annex A). Lead applicants should then keep strictly to the format of the grant application form and fill in the paragraphs and pages in order.

Please note that the elements outlined in the concept note may not be modified in the full application except for the changes described below:

* The EU contribution may not vary from the initial estimate by more than 20 %. Lead applicants are free to adapt the percentage of co-financing required within the minimum and maximum amount and percentages of co-financing, as laid down in these guidelines in Section 1.3.
* The lead applicant may add, remove or replace one or more co-applicant(s) or affiliated entity(ies) only in duly justified cases.
* The lead applicant may adjust the duration of the action if unforeseen circumstances outside the scope of the applicants have taken place following the submission of the concept note and require such adaptation (risk of action not being carried out). In such cases, the duration must remain within the limits imposed by the guidelines for applicants.

**An explanation/justification of the relevant replacements/adjustments shall be included in section 2.1.1. of the full application form Should the explanation/justification not be accepted by the evaluation committee, the proposal may be rejected on that sole basis.**

Lead applicants must submit their full applications in the same language as their concept notes.

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

Any error related to the points listed in the checklist (Part B, Section 7 of the grant application form) or any major inconsistency in the full application (e.g. if the amounts in the budget worksheets are inconsistent) may lead to the rejection of the application.

Clarifications will only be requested when information provided is unclear and thus prevents the contracting authority from conducting an objective assessment.

Please note that only the full application form and the published annexes which have to be filled in (budget, logical framework) will be transmitted to the evaluators (and assessors, if used). It is therefore of utmost importance that these documents contain ALL the relevant information concerning the action. **With the full application the lead applicant also has to submit completed PADOR registration form (Annex F) for the lead applicant, each co-applicants (if any) and each affiliated entities[[41]](#footnote-42) (if any).**

Please note that the following documents should be submitted together with PADOR registration form and the full application:

1. The statutes or articles of association of the lead applicant, of each co-applicant (if any) and of each affiliated entity (if any). Where the contracting authority has recognised the lead applicant’s, or the co-applicant(s)’s, or their affiliated entity(ies)’s eligibility for another call for proposals under the same budget line within 2 years before the deadline for receipt of applications, what should be submitted, instead of the statutes or articles of association, is a copy of the document proving their eligibility in a former call (e.g. a copy of the special conditions of a grant contract received during the reference period), unless a change in legal status has occurred in the meantime. This obligation does not apply to international organisations that have signed a framework agreement with the European Commission.
2. Legal entity form (see Annex D of these guidelines) duly completed and signed by each of the applicants (i.e. by the lead applicant and by each co-applicant, if any), accompanied by the justifying documents requested there. If the applicants have already signed a contract with the contracting authority, instead of the legal entity form and supporting documents, the legal entity number may be provided, unless a change in legal status occurred in the meantime.
3. A financial identification form of the lead applicant (not from co-applicant(s)) conforming to the model attached as Annex E of these guidelines, certified by the bank to which the payments will be made. This bank should be located in the country where the lead applicant is established. If the lead applicant has already submitted a financial identification form in the past for a contract where the European Commission was in charge of the payments and intends to use the same bank account, a copy of the previous financial identification form may be provided instead.

In addition, for the purpose of the evaluation of the financial capacity, the following documents should be submitted[[42]](#footnote-43):

1. For action grants exceeding EUR 750 000 and for operating grants above EUR 100 000, the lead applicant must provide an audit report produced by an approved external auditor where it is available, and always in cases where a statutory audit is required by EU or national law. That report shall certify the accounts for up to the last three available financial years.

In all other cases, the applicant shall provide a self-declaration signed by its authorised representative certifying the validity of its accounts for up to the last three available financial years. Such self-declaration shall be dated and signed, either by hand or by applying a qualified electronic signature (QES)[[43]](#footnote-44) by an authorised representative of the signatory.

This requirement shall apply only to the first application made by a beneficiary the same contracting authority in any one financial year.

The external audit report is not required from the co-applicant(s)) or affiliated entities (if any).

This obligation does not apply to pillar assessed entities.

This obligation does not apply to secondary and higher education establishments.

2. For action grants not exceeding EUR 750 000 and for operating grants below EUR 100 000, a copy of the lead applicant’s profit and loss account and the balance sheet for up to the last three financial years for which the accounts were closed[[44]](#footnote-45). A copy of the latest account is neither required from the co-applicant(s) (if any) nor from affiliated entity(ies)(if any).

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.

Where such documents are not in one of the official languages of the European Union or in the language of the country where the action is implemented, a translation into English of the relevant parts of these documents proving the lead applicant's and, where applicable, co-applicants' and affiliated entity(ies)' eligibility, must be attached for the purpose of analysing the application.

Where these documents are in an official language of the European Union other than English, it is strongly recommended, in order to facilitate the evaluation, to provide a translation of the relevant parts of the documents, proving the lead applicant's and, where applicable, co-applicants' and affiliated entity(ies)' eligibility, into English.

If the abovementioned supporting documents are not provided by the deadline for the submission of the full application, the application may be rejected.

**No additional annexes should be sent.**

* + 1. Where and how to send full applications

Full applications (i.e. the full application form, PADOR registration form the budget, the logical framework and the declaration by the lead applicant) must be submitted in a sealed envelope by registered mail, private courier service or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) to the address below:

The Ministry of Finance

The Directorate for Finance and Contracting of the EU Assistance Funds

Stanka Dragojevića 2, 81000 Podgorica, Montenegro

Address for hand delivery:

The Ministry of Finance

The Directorate for Finance and Contracting of the EU Assistance Funds

Stanka Dragojevića 2, 81000 Podgorica, Montenegro

Opening hours of the Contracting Authority: 07:00 – 15:00h

Applications sent by any other means (e.g. by fax or by e-mail) or delivered to other addresses will be rejected.

Applications must be submitted in one original and 3 copies in A4 size, each bound. The full application form, budget and logical framework and PADOR registration form must also be supplied in electronic format (CD-Rom or USB[[45]](#footnote-46)]) in a separate and single file (i.e. the full application must not be split into several different files). The electronic file must contain **exactly the same** application as the paper version. Hand-written applications will not be accepted.

The declaration by the lead applicant (Section 8 of Part B of the grant application form) must be stapled separately and enclosed in the envelope.

Where lead applicants send several different applications (if allowed to do so by the guidelines of the call), each one must be sent separately.

The envelope must bear the **reference number and the title of the call for proposals**, together with the number and title of the lot, the full name and address of the lead applicant, and the words ‘Not to be opened before the opening session’ and ‘Ne otvarati prije zvaničnog sastanka za otvaranje aplikacija’.

**Applicants are advised to verify that their application is complete using the checklist (Section 7 of Part B of the grant application form). Incomplete applications may be rejected.**

* + 1. Deadline for submission of full applications

The applicants' attention is drawn to the fact that there are two different systems for sending full applications: one is by post or private courier service, the other is by hand delivery.

In the first case, the full application must be sent before the date for submission, as evidenced by the postmark or deposit slip, but in the second case it is the acknowledgment of receipt given at the time of the delivery of the full application that will serve as proof.

The deadline for the submission of full applications will be indicated in the letter sent to the lead applicants whose application has been pre-selected.

The contracting authority may, for reasons of administrative efficiency, reject any application submitted on time to the postal service but received, for any reason beyond the contracting authority's control, after the effective date of approval of the full application evaluation, if accepting applications that were submitted on time but arrived late would considerably delay the award procedure or jeopardise decisions already taken and notified (see indicative calendar under Section 2.5.2).

Any application submitted after the deadline will be rejected.

* + 1. Further information about full applications

Questions may be sent by e-mail no later than 21 days before the deadline for the submission of full applications to the addresses listed below, indicating clearly the reference of the call for proposals:

E-mail address: **delegation-montenegro-cfcu-grant-social@eeas.europa.eu**

**Please note that, due to communication breakdown the Ministry of Finance - Directorate for Finance and Contracting of the EU Assistance Funds (CFCU) is facing following the recent cyber-attacks, the EU Delegation to Montenegro is temporarily providing the above e-mail address solely for the purpose of this call for proposals and only for receiving questions from the potential applicants. The CFCU, as the contracting authority, remains fully in charge for this call for proposals.**

The contracting authority has no obligation to provide clarifications to questions received after this date.

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

To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), or an action.

No individual replies will be given to questions. All questions and answers as well as other important notices to applicants during the course of the evaluation procedure, will be published on the website where the call was published: website of DG International Partnerships: <https://ec.europa.eu/international-partnerships/funding/looking-for-funding_en> or Funding & Tender opportunities (F&T Portal) [https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home%20) and <http://www.cfcu.gov.me/en/tenders/grants/open_calls> as the need arises. It is therefore advisable to consult the abovementioned website regularly in order to be informed of the questions and answers published.

Please note that the contracting authority may decide to cancel the call for proposals procedure at any stage according to the conditions set out in Section 6.5.9 of the PRAG.

* 1. Evaluation and selection of applications

Applications will be examined and evaluated by the contracting authority with the possible assistance of external assessors. All applications will be assessed according to the following steps and criteria.

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

1. **STEP 1: OPENING & ADMINISTRATIVE CHECKS AND CONCEPT NOTE EVALUATION**

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

* + - If the deadline has been met. Otherwise, the application will be automatically rejected.
* If the concept note satisfies all the criteria specified in the checklist in Section 2 of Part A of the grant application form. This includes also an assessment of the eligibility of the action. If any of the requested information is missing or is incorrect, the application may be rejected on that **sole** basis and the application will not be evaluated further.

The concept notes that pass this check will be evaluated on the relevance and design of the proposed action.

The concept notes will receive an overall score out of 50 using the breakdown in the evaluation grid below. The evaluation will also check on compliance with the instructions on how to complete the concept note, which can be found in Part A of the grant application form.

The evaluation criteria are divided into headings and subheadings. Each subheading will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

|  |  |
| --- | --- |
|  | **Scores\*** |
| **1. Relevance of the action** | Sub-score | **20** |
| 1.1 How relevant is the proposal to the objectives and priorities of the call for proposals and to the specific themes/sectors/areas or any other specific requirement stated in the guidelines for applicants? Are the expected results of the action aligned with the priorities defined in the guidelines for applicants (Section 1.2)? | 5 |  |
| 1.2 How relevant is the proposal to the particular needs and constraintsof the target country(ies), region(s) and/or relevant sectors (including synergy with other development initiatives and avoidance of duplication)? | 5 |  |
| 1.3 How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs (as rights holders and/or duty bearers) and constraints been clearly defined and does the proposal address them appropriately? | 5 |  |
| 1.4 Does the proposal contain particular added-value elements (e.g. innovation, best practices)? *(see section 1.2 for added values definition in Lot 2 and Lot 3)* | 5 |  |
| **2. Design of the action** | Sub-score | **30** |
| 2.1 How coherent is the overall design of the action? Does the proposal indicate the expected results to be achieved by the action? Does the intervention logic explain the rationale to achieve the expected results? | 5x2\*\* |  |
| 2.2 Does the design reflect a robust analysis of the problems involved, and the capacities of the relevant stakeholders? | 5 |
| 2.3 Does the design take into account external factors (risks and assumptions)? | 5 |  |
| 2.4 Are the activities feasible and consistent in relation to the expected results (including timeframe)? Are results (output, outcome and impact) realistic? | 5 |  |
| 2.5 To which extent does the proposal integrate relevant cross-cutting elements such as environmental/climate change issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, youth, combating HIV/AIDS (if there is a strong prevalence in the target country/region)?  | 5 |  |
| **TOTAL SCORE** | **50** |

\*\*this score is multiplied by 2 because of its importance

Once all concept notes have been assessed, a list will be drawn up with the proposed actions ranked according to their total score.

Firstly, only the concept notes with a score of at least 30 will be considered for pre-selection.

Secondly, the number of concept notes will be reduced, taking account of the ranking, to the number of concept notes whose total aggregate amount of requested contributions is equal to at least 200% of the available budget for this call for proposals. The amount of requested contributions of each concept note will be based on the indicative financial envelopes for each lot, where relevant.

After the evaluation of concept notes, the contracting authority will send letters to all lead applicants, indicating whether their application was submitted by the deadline, informing them of the reference number they have been allocated, whether the concept note was evaluated and the results of that evaluation. The pre-selected lead applicants will subsequently be invited to submit full applications.

1. **STEP 2: OPENING & ADMINISTRATIVE CHECKS AND EVALUATION OF THE FULL APPLICATION**

Firstly, the following will be assessed:

* If the submission deadline has been met. Otherwise, the application will automatically be rejected.]
* If the full application satisfies all the criteria specified in the checklist (Section 7 of Part B of the grant application form). This includes also an assessment of the eligibility of the action. If any of the requested information is missing or is incorrect, the application may be rejected on that **sole** basis and the application will not be evaluated further.

The full applications that pass this check: they will be further evaluated on their quality, including the proposed budget and capacity of the applicants and affiliated entity(ies). They will be evaluated using the evaluation criteria in the evaluation grid below. There are two types of evaluation criteria: selection and award criteria.

**The selection criteria** help to evaluate the applicant(s)'s and affiliated entity(ies)'s operational capacity and the lead applicant's financial capacity and are used to verify that they:

* have stable and sufficient sources of finance to maintain their activity throughout the proposed action and, where appropriate, to participate in its funding (this only applies to lead applicants);
* have the management capacity, professional competencies and qualifications required to successfully complete the proposed action. This applies to applicants and any affiliated entity(ies).

**The award criteria** help to evaluate the quality of the applications in relation to the objectives and priorities set forth in the guidelines, and to award grants to projects which maximise the overall effectiveness of the call for proposals. They help to select applications which the contracting authority can be confident will comply with its objectives and priorities. They cover the relevance of the action, its consistency with the objectives of the call for proposals, quality, expected impact, sustainability and cost-effectiveness.

*Scoring:*

The evaluation grid is divided into Sections and subsections. Each subsection will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

**Evaluation grid**

|  |  |
| --- | --- |
| **Section** | **Maximum Score** |
| **1. Financial and operational capacity** | **20** |
| 1.1 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient in-house experience of projectmanagement?  | 5 |
| 1.2 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient in-house technical expertise? (especially knowledge of the issues to be addressed) | 5 |
| 1.3 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient in-house management capacity? (Including staff, equipment and ability to handle the budget for the action)? | 5 |
| 1.4 Does the lead applicant have stable and sufficient sources of finance? | 5 |
| **2. Relevance** | **20** |
| *Score transferred from the Concept Note evaluation* |  |
| **3. Design of the action** | **15** |
| 3.1 How coherent is the design of the action? Does the proposal indicate the expected results to be achieved by the action? Does the intervention logic explain the rationale to achieve the expected results? Are the activities proposed appropriate, practical, and consistent with the envisaged outputs and outcome(s)? | 5 |
| 3.2 Does the proposal/Logical Framework include credible baseline, targets and sources of verification? If not, is a baseline study foreseen (and is the study budgeted appropriately in the proposal)? | 5 |
| 3.3 Does the design reflect a robust analysis of the problems involved, and the capacities of the relevant stakeholders? | 5 |
| **4. Implementation approach** | **15** |
| 4.1 Is the action plan for implementing the action clear and feasible? Is the timeline realistic? | 5 |
| 4.2 Does the proposal include an effective and efficient monitoring system? Is there an evaluation planned (previous, during or/and at the end of the implementation)? | 5 |
| 4.3 Is the co-applicant(s)'s and affiliated entity(ies)'s level of involvement and participation in the action satisfactory? | 5 |
| **5. Sustainability of the action**  | **15** |
| 5.1 Is the action likely to have a tangible impact on its target groups? | 5 |
| 5.2 Is the action likely to have multiplier effects, including scope for replication, extension, capitalisation on experience and knowledge sharing? | 5 |
| 5.3 Are the expected results of the proposed action sustainable?- Financially *(e.g. financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs)*- Institutionally *(will structures allow the results of the action to be sustained at the end of the action? Will there be local ‘ownership’ of the results of the action?)*- At policy level (where applicable) *(what will be the structural impact of the action — e.g. improved legislation, codes of conduct, methods)*- Environmentally (if applicable) *(will the action have a negative/positive environmental impact?)* | 5 |
| **6. Budget and cost-effectiveness of the action** | **15** |
| 6.1 Are the activities appropriately reflected in the budget? | / 5 |
| 6.2 Is the ratio between the estimated costs and the results satisfactory? | / 10 |
| **Maximum total score** | **100** |

If the total score for Section 1 (financial and operational capacity) is less than 12 points, the application will be rejected. If the score for at least one of the subsections under Section 1 is 1, the application will also be rejected.

If the lead applicant applies without co-applicants or affiliated entities the score for point 4.3 shall be 5 unless the involvement of co-applicants or affiliated entities is mandatory according to these guidelines for applicants.

*Provisional selection*

After the evaluation, a table will be drawn up listing the applications ranked according to their score. The highest scoring applications will be provisionally selected until the available budget for this call for proposals is reached. In addition, a reserve list will be drawn up following the same criteria. This list will be used if more funds become available during the validity period of the reserve list.

1. **STEP 3: VERIFICATION OF ELIGIBILITY OF THE APPLICANTS AND AFFILIATED ENTITY(IES)**

The eligibility verification will be performed on the basis of the supporting documents requested by the contracting authority see Sections 2.2.5. It will by default only be performed for the applications that have been provisionally selected according to their score and within the available budget for this call for proposals.

* The declaration by the lead applicant (Section 8 of Part B of the grant application form) will be cross-checked with the supporting documents provided by the lead applicant. Any missing supporting document or any incoherence between the declaration by the lead applicant and the supporting documents may lead to the rejection of the application on that sole basis.
* The eligibility of applicants and the affiliated entity(ies) will be verified according to the criteria set out in Section 2.1.1.

Any rejected application will be replaced by the next best placed application on the reserve list that falls within the available budget for this call for proposals.

* 1. Submission of supporting documents

The lead applicant should submit the documents listed in Section 2.2.5

In addition, a lead applicant whose application has been provisionally selected or placed on the reserve list will be informed in writing by the contracting authority. It will be requested to supply the following documents[[46]](#footnote-47):

1. Declaration on honour: the lead applicant as well as all co-applicants and affiliated entities shall fill in and sign the declaration on honour certifying that they are not in one of the exclusion situations (see Section 2.6.10.1 of the PRAG) where the amount of the grant exceeds EUR 15 000. The declaration on honour shall be dated and signed, either by hand or by applying a qualified electronic signature (QES)[[47]](#footnote-48) by an authorised representative of the signatory.
2. Self-evaluation questionnaire on SEA-H: the lead applicant as well as all co-applicants and affiliated entities shall fill in the self-evaluation questionnaire assessing the organisation’s internal policy and procedure against sexual exploitation, abuse and harassment (SEA-H) (Annex L) where the amount of grant exceeds EUR 60 000 (see Section 2.5.6 of the PRAG)[[48]](#footnote-49).
3. In addition, the applicants will be required to send a statement confirming that they fulfil eligibility criteria as specified in section 2.1.1, and in particular those related to specific types of the organisation.

After verifying the supporting documents, the evaluation committee will make a final recommendation to the contracting authority, which will decide on the award of grants.

NB: In the eventuality that the contracting authority is not satisfied with the strength, solidity, and guarantee offered by the structural link between one of the applicants and its affiliated entity, it can require the submission of the missing documents allowing for its conversion into co-applicant. If all the missing documents for co-applicants are submitted, and provided all necessary eligibility criteria are fulfilled, the above mentioned entity becomes a co-applicant for all purposes. The lead applicant has to submit the application form revised accordingly.

* 1. Notification of the Contracting Authority’s decision
		1. Content of the decision

The lead applicants will be informed in writing of the contracting authority’s decision concerning their application and, if rejected, the reasons for the negative decision. Please note that the lead applicant is the intermediary for all communications between applicants and the contracting authority during the procedure.

An applicant believing that it has been harmed by an error or irregularity during the award process may lodge a complaint. See Section 2.12 of the practical guide.

Applicants and, if they are legal entities, persons who have powers of representation, decision-making or control over them, are informed that, should they be in one of the situations of early detection or exclusion, their personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the early detection and exclusion system, and communicated to the persons and entities concerned in relation to the award or the execution of a grant contract.

For more information, you may consult the privacy statement available on <http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm>

* + 1. Indicative timetable

|  |  |  |
| --- | --- | --- |
|  | **DATE** | **TIME** |
| **1. Information meeting (if any)** | Date and time to be announced within 15 days of the launch of this Call for Proposals (see 2.2.4 above)  |
| **2. Deadline for requesting any clarifications from the contracting authority** | 14th November 2002 | 15:00 |
| **3. Last date on which clarifications are issued by the contracting authority** | 24th November 2022 | - |
| **4. Deadline for submission of concept notes** | 5th December 2022 | 14:30 |
| **5. Information to lead applicants on opening, administrative checks and concept note evaluation (Step 1)** | 20th January 2023 | - |
| **6. Invitations to submit full applications** | 20th January 2023 | - |
| **7. Deadline for submission of full applications** | 6th March 2022 | - |
| **8. Information to lead applicants on the evaluation of the full applications (Step 2)** | 18th April 2023 | - |
| **9. Notification of award (after the eligibility check) (Step 3)** | 25th May 2023 | - |
| **10. Contract signature** | 28th July 2023 | - |

All times are in the time zone of the country of the contracting authority.

This indicative timetable refers to provisional dates (except for dates 2, 3, and 4) and may be updated by the contracting authority during the procedure. In such cases, the updated timetable will be published on the web site where the call was published: website of DG International Partnerships: <https://ec.europa.eu/international-partnerships/home_fr> or Funding & Tender opportunities (F&T Portal) [https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home%20) and <http://www.cfcu.gov.me/en/tenders/grants/open_calls>.

* 1. Conditions for implementation after the contracting authority’s decision to award a grant

Following the decision to award a grant, the beneficiary(ies) will be offered a contract based on the standard grant contract (see Annex G of these guidelines). By signing the application form (Annex A of these guidelines), the applicants agree, if awarded a grant, to accept the contractual conditions of the standard grant contract. Where the coordinator is an organisation whose pillars have been positively assessed, it will sign a contribution agreement based on the contribution agreement template. In this case, references to provisions of the standard grant contract and its annexes shall not apply. References in these guidelines to the grant contract shall be understood as references to the relevant provisions of the contribution agreement.

Implementation contracts

Where implementation of the action requires the beneficiary(ies) and its affiliated entity(ies) (if any) to award procurement contracts, those contracts must be awarded in accordance with Annex IV to the standard grant contract.

In this context, a distinction should be made between awarding implementation contracts and subcontracting parts of the action described in the proposal, i.e. the description of the action annexed to the grant contract, such subcontracting being subject to additional restrictions (see the general terms and conditions in the model grant contract).

Awarding implementation contracts: implementation contracts relate to the acquisition by beneficiaries of routine services and/or necessary goods and equipment as part of their project management; they do not cover any outsourcing of tasks forming part of the action that are described in the proposal, i.e. in the description of the action annexed to the grant contract.

Subcontracting: subcontracting is the implementation, by a third party with which one or more beneficiaries have concluded a procurement contract, of specific tasks forming part of the action as described in annex to the grant contract (see also the general terms and conditions in the model grant contract).

1. LIST OF annexes

**Documents to be completed**

Annex A: Grant application form (Word format)

Annex B: Budget (Excel format)

Annex C: Logical framework (Excel format)

Annex D: Legal entity form

Annex E: Financial identification form

Annex F: PADOR registration form

**DOCUMENTS FOR INFORMATION[[49]](#footnote-50)**

Annex G: Standard grant contract

- Annex II: general conditions

- Annex IV: contract award rules

- Annex V: standard request for payment

- Annex VI: model narrative and financial report

- Annex VII: model report of factual findings and terms of reference for an expenditure verification of an EU financed grant contract for external action

-Annex VIII: model financial guarantee

-Annex IX: standard template for transfer of ownership of assets

- Appendix – Derogations International organisations

Annex H: Declaration on Honour

Annex I: Daily allowance rates (per diem), available at the following address: <https://international-partnerships.ec.europa.eu/funding/guidelines/managing-project/diem-rates_en>

Annex J: Information on the tax regime applicable to grant contracts signed under the call.

Annex K: Guidelines for assessing simplified cost options.

Annex L: Self-evaluation questionnaire on SEA-H

**Useful links:**

**Project Cycle Management Guidelines**

<https://ec.europa.eu/international-partnerships/funding/managing-project_en>

**The implementation of grant contracts**

**A Users' Guide**

<https://wikis.ec.europa.eu/pages/viewpage.action?pageId=48169235>

**Financial Toolkit**

<https://ec.europa.eu/international-partnerships/financial-management-toolkit_en>

Please note: the toolkit is not part of the grant contract and has no legal value. It merely provides general guidance and may in some details differ from the signed grant contract. In order to ensure compliance with their contractual obligations beneficiaries should not exclusively rely on the toolkit but always consult their individual contract documents.

\* \* \*

1. More information on the EPSR is available at https://ec.europa.eu/info/strategy/priorities-2019-2024/economy-works-people/jobs-growth-and-investment/european-pillar-social-rights\_en [↑](#footnote-ref-2)
2. Available at <https://ec.europa.eu/neighbourhood-enlargement/montenegro-report-2021_en> [↑](#footnote-ref-3)
3. See <https://op.europa.eu/en/publication-detail/-/publication/ba13b018-67fd-11e9-9f05-01aa75ed71a1> [↑](#footnote-ref-4)
4. See <https://ec.europa.eu/neighbourhood-enlargement/system/files/2020-03/c_2020_447_f1_annex_en_v2_p1_10497101.pdf> [↑](#footnote-ref-5)
5. Available at <https://wapi.gov.me/download/5a3953b9-2d5f-43ab-b79e-c97454441c49?version=1.0> [↑](#footnote-ref-6)
6. Available at <https://www.gov.me/en/article/montenegro-economic-reform-programme> [↑](#footnote-ref-7)
7. According to the ‘Guidelines on transition from Institution to Community based Care’ , the term ‘community-based services’, or ‘community-based care’, refers to the spectrum of services that enable individuals to live in the community. It encompasses mainstream services, such as housing, healthcare, education, employment, culture and leisure, which should be accessible to everyone regardless of the nature of their impairment or the required level of support. It also refers to specialized services, such as personal assistance for persons with disabilities, respite care and others as well as the use of assistive technologies. [↑](#footnote-ref-8)
8. See for example, <https://www.gov.me/clanak/222370--lokalna-partnerstva-za-zaposljavanje-osnovana-u-21-opstini-u-crnoj-gori>, such local employment partnerships had recently been established in 21 local municipality across Montenegro [↑](#footnote-ref-9)
9. The EU operational definition of a social enterprise implies that is an “operator in the social economy whose main objective is to have a social impact rather than make a profit for their owners or shareholders. It operates by providing goods and services for the market in an entrepreneurial and innovative fashion and uses its profits primarily to achieve social objectives. It is managed in an open and responsible manner and, in particular, involves employees, consumers

and stakeholders affected by its commercial activities.”. The Commission uses the term 'social enterprise' to cover the following types of business a) Those for who the social or societal objective of the common good is the reason for the commercial activity, often in the form of a high level of social innovation, b) Those whose profits are mainly reinvested to achieve this social objective and c) Those where the method of organisation or the ownership system reflects the enterprise's mission, using democratic or participatory principles or focusing on social justice. See <https://ec.europa.eu/growth/sectors/social-economy/enterprises_en> for more details. The definition ‘de facto’ extends to entities such as a) Associations and foundations with commercial activities; b) Cooperatives serving general or collective interests; c) Mainstream enterprises pursuing an explicit and primary social aim. [↑](#footnote-ref-10)
10. The term ‘innovative’ is to be understood as the broader policy meaning, used to refer to policies that are being developed and implemented to support access to employment, education and training for all those distant from the labour market and who are receiving social welfare payment. [↑](#footnote-ref-11)
11. Published in *"Sluzbeni. list CG"*, no. 27/2013, 1/2015, 42/2015, 47/2015, 56/2016, 66/2016, 1/2017, 31/2017 – CS decision, 42/2017 and 50/2017) [↑](#footnote-ref-12)
12. Mne ‘Usluga personalne asistencije’, Usluga svratista’,‘Usluga dnevnog boravka’, ‘Usluga stanovanje uz podršku’, ‘Usluge smještaja u prihvatilištu-skloništu’. [↑](#footnote-ref-13)
13. Mne ‘Pravilnik o bližim uslovima za pružanje i korišćenje, normativima i minimalnim standardima’ ­ rulebooks are available at <https://www.csrcg.me/index.php/propisi/pravilnici1/usluge-socijalne-i-djecje-zastite> [↑](#footnote-ref-14)
14. In line with the rulebook on licensing, ‘Pravilnik o bližim uslovima za izdavanje, obnavljanje, suspenziju i oduzimanje licence za obavljanje djelatnosti socijalne i dječje zaštite’ – rulebook and amendments are available at <https://www.csrcg.me/index.php/propisi/pravilnici1/usluge-socijalne-i-djecje-zastite> [↑](#footnote-ref-15)
15. Mne ‘videći pratilac’, ’usluga porodičnog saradnika’ [↑](#footnote-ref-16)
16. Mne ‘javna ustanova za djecu i mlade’; ‘javna ustanova za odrasla i stara lica’ [↑](#footnote-ref-17)
17. <https://deinstitutionalisationdotcom.files.wordpress.com/2019/11/eeg_checklist_onlineoffice.pdf> [↑](#footnote-ref-18)
18. Where a grant is financed by the European Development Fund, any mention of European Union financing must be understood as referring to European Development Fund financing. [↑](#footnote-ref-19)
19. Note that a lead applicant (i.e. a coordinator) whose pillars have been positively assessed by the European Commission and who is awarded a grant will not sign the standard grant contract published with these guidelines but a contribution agreement based on the contribution agreement template. All references in these guidelines and other documents related to this call to the standard grant contract shall in this case be understood as referring to the relevant provisions of the contribution agreement template. [↑](#footnote-ref-20)
20. Note that in the case of profit-making entities a financial guarantee (see Annex VIII) will be requested, if a grant contract is awarded for a value of more than EUR 60.000. [↑](#footnote-ref-21)
21. To be determined on the basis of the organisation’s statutes, which should demonstrate that it has been established by an instrument governed by the national law of the country concerned and that its head office is located in an eligible country. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if the statutes are registered locally or a ‘Memorandum of Understanding’ has been concluded. [↑](#footnote-ref-22)
22. Regulation (EU) No 231/2014 of the European Parliament and of the Council of 11 March 2014 establishing an Instrument for Pre-accession Assistance (IPA II). Document downloadable from: <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=celex%3A32014R0231>. [↑](#footnote-ref-23)
23. For UK applicants: Please be aware that following the entry into force of the EU-UK Withdrawal Agreement\* on 1 February 2020 and in particular Articles 127(6), 137 and 138, the references to natural or legal persons residing or established in a Member State of the European Union and to goods originating from an eligible country, as defined under Regulation (EU) No 236/2014\*\* and Annex IV of the ACP-EU Partnership Agreement\*\*\*, are to be understood as including natural or legal persons residing or established in, and to goods originating from, the United Kingdom \*\*\*\*. Those persons and goods are therefore eligible under this call.

\* Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community.

\*\* Regulation (EU) No 236/2014 of the European Parliament and of the Council of 11 March 2014 laying down common rules and procedures for the implementation of the Union's instruments for financing external action.

\*\*\* Annex IV to the ACP-EU Partnership Agreement, as revised by Decision 1/2014 of the ACP-EU Council of Ministers (OJ L196/40, 3.7.2014)

\*\*\*\* including the Overseas Countries and Territories having special relations with the United Kingdom, as laid down in Part Four and Annex II of the TFEU] [↑](#footnote-ref-24)
24. Mne ‘nevladino udruzenje’, ‘nevladina fondacija’, ‘strana nevladina fondacija’ [↑](#footnote-ref-25)
25. Excluding Centres for Social Work. [↑](#footnote-ref-26)
26. International organisations are international public-sector organisations set up by intergovernmental agreements as well as specialised agencies set up by them; the International Committee of the Red Cross (ICRC) and the International Federation of National Red Cross and Red Crescent Societies are also recognised as international organisations. [↑](#footnote-ref-27)
27. Mne ‘Javne ustanove koje obavljaju poslove smještaja djece, mladih, odraslih i starijih lica’ [↑](#footnote-ref-28)
28. In line with Article 117 of the Montenegro’s Law on Social and Child Protection Services. [↑](#footnote-ref-29)
29. These include: Children’s Home “Mladost“ in Bijela, Institution “Komanski most”, Homes for elderly in Bijelo Polje, Risan, Pljevlja and Niksic and Centre for Children and Youth „Ljubović“. [↑](#footnote-ref-30)
30. In line with the Law on local self-government of Montenegro, these include ‘opstina’, ‘Glavni grad’, ‘Prijestonica’, collectively referred as ‘opstine’ (municipalities). [↑](#footnote-ref-31)
31. For more information, please refer to the Decree on detailed criteria, conditions and manner of granting state aid (Official Gazette of Montenegro, No. 27/2010 and No. 16/2014) [↑](#footnote-ref-32)
32. For more information, please refer to the Decree on detailed criteria, conditions and manner of granting state aid (Official Gazette of Montenegro, No. 27/2010 and No. 16/2014) [↑](#footnote-ref-33)
33. As defined in Article 4, Law on Social and Child Protection of Montenegro. [↑](#footnote-ref-34)
34. Hard to find’ skills, competences, knowledge and attitudes are those found in shortage by employers, where employers are unable to recruit staff with the required skills in the accessible labour market. [↑](#footnote-ref-35)
35. As explained already in footnote no 8: The EU operational definition of a social enterprise implies that this is an “operator in the social economy whose main objective is to have a social impact rather than make a profit for their owners or shareholders’. It operates by providing goods and services for the market in an entrepreneurial and innovative fashion and uses its profits primarily to achieve social objectives. It is managed in an open and responsible manner and, in particular, involves employees, consumers and stakeholders affected by its commercial activities.”. The Commission uses the term 'social enterprise' to cover the following types of business a) Those for who the social or societal objective of the common good is the reason for the commercial activity, often in the form of a high level of social innovation, b) Those whose profits are mainly reinvested to achieve this social objective and c) Those where the method of organisation or the ownership system reflects the enterprise's mission, using democratic or participatory principles or focusing on social justice. See <https://ec.europa.eu/growth/sectors/social-economy/enterprises_en> for more details. The definition ‘de facto’ extends to entities such as a) Associations and foundations with commercial activities; b) Cooperatives serving general or collective interests; c) Mainstream enterprises pursuing an explicit and primary social aim, d) work integration social enterprises with commercial activities. [↑](#footnote-ref-36)
36. UN Convention on the Rights of Persons with Disabilities [↑](#footnote-ref-37)
37. Note that the training providers may be employers, training organisations and individual trainers who should be entitled to issue certificates in line with local regulations and/or international certification requirements, depending of the training programme in question. [↑](#footnote-ref-38)
38. The training providers may be employers, training organisations and individual trainers who should be entitled to issue certificates in line with local regulations and/or international certification requirements, depending of the training programme in question. [↑](#footnote-ref-39)
39. These third parties are neither affiliated entity(ies) nor associates nor contractors. [↑](#footnote-ref-40)
40. It is recommended to use registered mail in case the postmark would not be readable. [↑](#footnote-ref-41)
41. Natural persons who apply for a grant (if so allowed in the guidelines for applicants) do not have to provide an organisation data form. In this case, the information included in the grant application form is sufficient. [↑](#footnote-ref-42)
42. No supporting documents will be requested for applications for a grant not exceeding EUR 60 000. [↑](#footnote-ref-43)
43. Please note that only the QES within the meaning of Regulation (EU) No 910/2014 (eIDAS Regulation) will be accepted. Regulation (EU) No 910/2014 of the European Parliament and of the Council of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC. [↑](#footnote-ref-44)
44. This obligation does not apply to natural persons who have received education support or who are in most need or in receipt of direct support, nor to public bodies and to international organisations. It does not apply either when the accounts are in practice the same documents as the external audit report already provided pursuant to Section 2.2.5, point 1. [↑](#footnote-ref-45)
45. If you want to allow for other devices (e.g. USB sticks) make sure that appropriate IT security measures are in place. [↑](#footnote-ref-46)
46. No supporting documents will be requested for applications for a grant not exceeding EUR 60 000. [↑](#footnote-ref-47)
47. Please note that only the QES within the meaning of Regulation (EU) No 910/2014 (eIDAS Regulation) will be accepted. Regulation (EU) No 910/2014 of the European Parliament and of the Council of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC. [↑](#footnote-ref-48)
48. Applicants, co-applicants and affiliated entities who are (i) natural persons (ii) pillar-assessed entities and (iii) governments and other public bodies do not have to submit the self-evaluation questionnaire. [↑](#footnote-ref-49)
49. These documents should also be published by the contracting authority. [↑](#footnote-ref-50)