



**Contracting Authority:** Italian Embassy in Cairo

**EU Joint Rural Development Programme**

***“Sustainable development of Fayoum and Minya rural communities”***

Guidelines  
for grant applicants

Budget line(s) numbers ENPI/2013/024-474

European Neighbourhood and Partnership Financial Cooperation with  
Mediterranean Countries

Reference: 10<sup>th</sup> Call for Proposals for improving on-farm irrigation in  
Fayoum and Minya

Deadline for submission of

Full application: 3<sup>rd</sup> September 2017

## **NOTICE**

This is an open call for proposals, where all documents are submitted together (concept note and full application). In the first instance, only the concept notes will be evaluated. Thereafter, for the lead applicants who have been pre-selected, the full applications will be evaluated. 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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## 1. EU JOINT RURAL DEVELOPMENT PROGRAMME (EU-JRDP)

### 1.1. BACKGROUND

In 2009, the Government of Egypt prepared the “Sustainable Agricultural Development Strategy towards 2030”, which aims to modernize agriculture and make efficient use of the available natural resources. The main strategic axes of the Governmental policy document is: i) to promote the sustainable use of natural agricultural resources, ii) to increase land and water productivity, iii) to improve the competitiveness of agricultural products. The overall goal is to improve food security of the rural inhabitants and to reduce poverty rates in rural areas. Recent Governmental policies in rural development emphasized the needs of expediting the steps that can boost the economy and improve productivity.

The European Joint Rural Development Programme (EU-JRDP), financed by the European Union in 2014, is in line with the above mentioned Governmental rural development policies.

The EU-JRDP is an “area based” initiative implemented by the Italian Development Cooperation in Matrouh, Minya and Fayoum Governorates. The Programme aims to strengthen the capacities of rural associations, both farmers and non-farmers, in terms of sustainable management of local resources and to explore new and innovative solutions for generating income. The EU-JRDP overall objective is “*to improve the quality of life of the people living in the rural areas with special focus on the sustainable management of territorial resources*”. The EU-JRDP specific objectives are:

- Specific objective 1: *To increase sustainable agricultural production by managing water resources more effectively and adopting Good Agricultural Practices (GAP);*
- Specific objective 2: *To improve rural livelihoods by promoting income-generating activities (agricultural/non-agricultural) and making best use of local resources.*

Said action is co-financed in parallel by the Italian Ministry of Foreign Affairs through the “Sustainable Agricultural Mechanization System Improvement in Minya and Fayoum Governorates” (€ 10 M, period 2016-2019).

The present Call for Proposals (CfP) is in line with the EU-JRDP’s specific objective 1: *To increase sustainable agricultural production by managing water resources more effectively and adopting Good Agricultural Practices (GAP)* and as such is aiming at disseminating Good Agricultural Practices (GAP) aiming at improving the irrigation systems at farmers’ field level.

Starting from 2016, EU-JRDP is rehabilitating the irrigation schemes in the command areas of Bahr Awlad Mohamed and Bahr Biahmu both in Fayoum and Hafez Al Sharkyia in Minya. The rehabilitation of EU-JRDP irrigation scheme (€ 6 M) is based upon i) the restoration and reconstruction of infrastructures (irrigation and drainage) of damaged main canals and meskas, ii) the adoption of policies to ensure safeguard and efficiency of irrigation services, iii) the integrated and programmed maintenance plan of the main canals and meskas. In addition, EU-JRDP is providing a grant (€ 0.9 M) for the management of the solid waste in the same areas of intervention<sup>1</sup>.

The present CfP is aiming at creating synergies and complementarities with other EU-JRDP initiatives in irrigation and intends to target the same area of intervention of Bahr Awlad Mohamed and Bahr Biahmu both in Fayoum and Hafez Al Sharkyia in Minya. Meanwhile, the present CfP should mainly target the improvement of irrigation systems at *marwas*/farmers field level. This means that the rehabilitation of infrastructure at main canal and *meskas* levels are not eligible under the present CfP.

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<sup>1</sup> The grant-proposal titled: “Promoting Income Generating Activities from Solid Waste Management in Fayoum and Minya” was launched in January 2017. The contract is expected to be awarded by July 2017.

The applicants are also invited to disseminate GAP improving irrigation systems at farmers' field level by capitalising locally available successful experiences. Some of the initiatives improving irrigation systems (and other initiatives to draw lessons from) are those listed in table 1:

**Table 1:** List of projects (not exhaustive) from where to draw lessons when promoting good irrigation practices.

Projects /programmes	Duration	Funding	Implementing institutions	Status
Sustainable Reduction of Rural Poverty through Enhancement of Agricultural Outputs in Fayoum	2013-2016	EU	Egyptian Association for Comprehensive Development	On-going (Fayoum)
Agro-Ecology Practices and Marketing for Fayoum Small Growers	2013-2015	EU	Fayoum Agro Organic Development Association	Recently completed (Fayoum)
Project for Strengthening Water Management Transfer	2012-2016	JICA	JICA	Recently completed (Fayoum)
Enhancing environmental management for integrated management of water resources in Fayoum	2015-2016	EU & UNDP	Forum of dialogue and partnership for development	Recently completed (Fayoum)
Promotion of Efficient Farming Practices Among Small Land Holders	2013-2016	EU	Development Business Associates	Recently completed (Fayoum)
Sustainable Agriculture Investments and Livelihoods Project	2014 – 2022	IFAD	IFAD	On-going (Minya)
Integrated Management for Irrigation Development Project	2005-2016	Germany	Ministry of Water Resources and Irrigation	On-going (Minya)
Incentive Based Integrated Rural Development in Minya Governorate	2013-2016	EU	Ain Shams University	Recently completed (Minya)

The technical and administrative management of this CfP is assured by the Programme Management Unit (PMU) of the EU - JRDP. Main partners are the Ministry of Agriculture and Land Reclamation (MALR), the Ministry of Water Resources and Irrigation (MWRI) and the Ministry of Local Development (MoLD).

## 1.2. OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

The global objective of this CfP is to contribute to “*To increase sustainable agricultural production by managing water resources more effectively and adopting GAPs*”.

The specific objective of this CfP is to “*To improve the efficiency of irrigation systems as well as water management at farmers' field level*”.

The main constraints (identified in a participatory fashion by local stakeholders) to be addressed by the present CfP are those listed in table 2.

**Table 2:** Main constraints to be addressed for improving on-farm irrigation in Fayoum and Minya

Constraints	Fayoum	Minya
At irrigation at production level	<ul style="list-style-type: none"> <li>Fragmentation of agricultural holdings.</li> </ul>	<ul style="list-style-type: none"> <li>Fragmentation of agricultural holdings.</li> </ul>
	<ul style="list-style-type: none"> <li>Lack of clarity between landlord and tenant about investment in irrigation.</li> </ul>	<ul style="list-style-type: none"> <li>N/A.</li> </ul>
	<ul style="list-style-type: none"> <li>Water distribution not addressing crop needs and crop cycles.</li> </ul>	<ul style="list-style-type: none"> <li>Inequitable water distribution among farmers.</li> </ul>
	<ul style="list-style-type: none"> <li>Lack of models at field level on innovative irrigation systems, practices and methods.</li> </ul>	<ul style="list-style-type: none"> <li>Weak awareness of farmers about existing innovative irrigation practices.</li> </ul>
	<ul style="list-style-type: none"> <li>Weakness of extension services in promoting innovative irrigation systems, practices and methods.</li> </ul>	<ul style="list-style-type: none"> <li>Low efficiency of currently practiced traditional irrigation systems, techniques and methods.</li> </ul>
	<ul style="list-style-type: none"> <li>Lack of mechanized farming systems, including at</li> </ul>	<ul style="list-style-type: none"> <li>Inexistency or not functionality (due also to the fact</li> </ul>

	the level of land levelling, reduces the effectiveness of water management at farmers field level.	that lands are not well levelled) of drainage networks at farmers' field level.
At irrigation at institutional/legislative level	• Absence of laws for the registration of water users' associations (WUAs).	• Absence of laws for the registration of WUAs.
	• Limited representativeness of farmers among existing WUAs	• Farmers not well represented among WUA to better regulate the distribution of water at field level.
	• Lack of training and extension programs to raise the capacities of WUAs.	• Existing water user associations not fully operational and not well trained.
	• Poor coordination between WUAs and government agencies	• The creation of new WUAs not facilitated.

The applicants are invited to submit a proposal addressing **at least three constraints per each Governorate**.

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

The overall indicative amount made available under this CFP is EUR 1,200,000.00

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

#### **Size of grants**

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

- Minimum amount: EUR 1,200,000.00
- Maximum amount: EUR 1,200,000.00

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: 50% of the total eligible costs of the action.
- Maximum percentage: 90% of the total eligible costs of the action (see also Section 2.1.5).

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 European Union Budget or the European Development Fund<sup>2</sup>.

## 2. RULES FOR THIS CALL FOR PROPOSALS

These guidelines set out the rules for the submission, selection and implementation of the actions financed under this call, in conformity with the Practical Guide, which is applicable to the present call (available on the Internet at this address <http://ec.europa.eu/europeaid/prag/document.do?locale=en>).<sup>3</sup>

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<sup>2</sup> 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.

<sup>3</sup> 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 PA Grant Agreement based on the PAGoDA 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 PAGoDA template.

## 2.1. ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

(1) the actors:

- The '**lead applicant**', i.e. the entity submitting the application form (2.1.1),
- 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)"**) (2.1.1),
- and, if any, **affiliated entity(ies)** to the lead applicant and/or to a co-applicant(s). (2.1.2);

(2) the actions:

Actions for which a grant may be awarded (2.1.4);

(3) the costs:

- types of cost that may be taken into account in setting the amount of the grant (2.1.5).

### **2.1.1. 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 legal persons **and**
- be non-profit-making **and**
- be specific types of organisations such as: non-governmental organisations, public sector operators, local authorities, international (inter-governmental) organisations as defined by Article 43 of the Implementing Rules to the EC Financial Regulation<sup>4</sup> **and**
- be established in a Member State of the European Union, or in a eligible country or territory as defined under the Regulation (EU) N° 236/2014 establishing common rules and procedures for the implementation of the Union's instruments for external action (CIR) for the applicable Instrument under which the contract is financed.<sup>5</sup> 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**
- Note: Applicants categorised as NGOs (*non-governmental organisations*) must be registered with the Ministry of Social Solidarity (MOSS) at least six (6) months prior to the Call for Proposals. Proof of registration will be requested prior to contract signing. In addition, such

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<sup>4</sup> 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.

<sup>5</sup> 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.

organisations, if awarded funding under this Call for Proposals, must obtain the needed approvals from competent Egyptian Authority to receive an external fund before the pre-financing is transferred to them by the Contracting Authority;

- Note: Applicants categorised as IGOs (*inter-governmental organisations*) shall have permission to work in Egypt;
- Note: Applicants categorised as governmental organisations must provide proof of having own legal entity as well as a proof of their legal independence.

- (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 2.3.3 of the Practical Guide;

In Part B, section 8 of the grant application form ('declaration 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 E3h1 (Special Conditions). The Coordinator is the main 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.

#### **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.

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).

### **2.1.2. 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 delegates 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) 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.

### **2.1.3. 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.

### **2.1.4. Eligible actions: actions for which an application may be made**

#### **Definition:**

- Good Agricultural Practices: Practices that address environmental, economic and social sustainability for on farm processes, and result in safe and quality food and non-food agricultural products (cf.: [http://www.fao.org/prods/gap/resources/keydocuments\\_en.htm](http://www.fao.org/prods/gap/resources/keydocuments_en.htm))<sup>7</sup>
- Target groups: groups/entities who will be directly positively affected by the project at the project purpose level.
- Final beneficiaries: those people who will benefit from the project in the long term at the level of the society or sector at large.
- Meska: tertiary canals (typical irrigation canal at farmer level).
- Marwa: quaternary canals (typical irrigation canal at farmer level).

#### **Duration**

The initial planned duration of an action may not be lower than 18 months nor exceed 24 months.

#### **Sectors or themes**

Irrigation at farmer's field level.

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<sup>7</sup> The four 'pillars' of GAP (economic viability, environmental sustainability, social acceptability and food safety and quality) are included in most private and public sector standards, however, the scope each actually covers varies widely. The concept of GAPs may serve as a reference tool for deciding, at each step of the value chain process, on practices that are environmentally sustainable and socially acceptable. When promoting/adopting GAPs, the capacities of rural associations, both farmers and non-farmers, should be reinforced.

## Location

The territorial area of intervention is the rural area of the irrigation command areas of Bahr Awlad Mohamed and Bahr Biahmu in Fayoum and the rural area of the irrigation command areas of Hafez Al Sharkyia in Minya.

**The applicants shall select the areas of intervention from the lists as per table 3, 4 and 5.**

Meskas	Main streams (Bricks)	Branches (Bricks)	Served Area (Feddans)
El-Weseia	5,730	3,890	302
El-Robee	3,750	3,260	177
El-Falaeh	8,850	11,336	436
<b>Total</b>	<b>18,330</b>	<b>18,486</b>	<b>915</b>

Meskas	Main streams (Lengths in meters)	Branches (Length in meters)	Served Area (Feddans)
Qalamsha	G Qalamsha	1,100	82
	Awqaf M.	3,200	371
	El-Ros	530	65
	Qasem	660	42
	El-Hatab	1,250	69
	Abu Thamanian	690	100
Qalamsha Extension	MehanaKhory 1	2,490	91
	Al-Rafee	850	55
	El-Mostagada	1,350	91
	Al-Awqaf	780	84
	Al-Ahaly	710	11
	Ramez	1,000	49
	MehanaKhory 2	700	37
Awlad Mohamed	Ramzy	2,503	411
	Om-Deiab	481	73
<b>Total</b>	<b>18,294</b>	<b>19,207</b>	<b>1,632</b>

Table 5: Mesqas under rehabilitation by EU-JRDP in Hafez Al Sharkyia

Type	Name	Length (m)	Served Area (Feddans)
Pipes Mesqas	Mohamed Sharwy	523	25
	Abo Abd Elnaby	950	35
	Mowazy No1	575	33
	Al sabeen	870	30
	Al Wakf	770	37
	Al Sahel	640	33
	Abo Rmadan	339	25
	Al ganayn	449	25
	Al Arab	790	27
	Al Kamar	547	35
	Kaseem	450	45
	Al sheshah	592	20
	Al Hwaslyia No1	565	16
	Al Hwaslyia No2	725	36
	Al Hwaslyia No3	450	46
Elevated Mesqas	Al Agoza	1,996	91
	Al tobgy	2,019	200
	Abo Zakry	1,089	69
	Al awaam	841	60
	Al Hager	1,579	70
	Mohamed Mousa	846	62
	Batabt	862	74
<b>Total</b>		<b>18,467</b>	<b>1,094</b>

**The total number of targeted feddans should be clearly indicated in the proposal in both Fayoum and Minya.**

### **Type of actions**

Actions should be designed in response to the specific situation of the target areas and to the specific needs of the target groups<sup>8</sup> and/or final beneficiaries<sup>9</sup>.

Actions should be self-contained operations, with a coherent set of activities including clearly defined target groups and final beneficiaries, operational objectives (outputs) as well as planned outcomes and impacts<sup>10</sup> within the given time frame.

The Contracting Authority welcomes innovative actions and will prioritize actions with a high degree of replicability in other rural areas of Fayoum and Minya Governorate.

### **Specific information on the types of action:**

All actions mentioned should:

- address the needs and promote active participation of the different community groups during project design and implementing, where appropriate;
- be gender-sensitive, with particular reference to the involvement of women in the personnel/structure of the selected grant beneficiaries during the project implementation;
- be sustainable (to guarantee lasting impact after its implementation period);
- include adequate enforcement mechanisms, where appropriate;
- be coherent with existing public and/or private services;
- establish links and networks with similar service providers to create synergies in the area of intervention, where appropriate;
- engage relevant public authorities or partner institutions

The following types of action are ineligible under this CfP:

- 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;
- one-time actions such as conferences, round tables, seminars or similar events. These actions can only be funded if they form part of a wider project. For this purpose, preparatory activities for a conference and the publication of proceedings do not in themselves constitute such a wider project;
- actions consisting solely of research, without any direct application to project activities;
- actions focusing solely on the purchase of equipment;
- actions consisting solely of the development of strategies, plans, surveys or other similar documents;
- infrastructure construction which might damage sites of special scientific and archaeological interest or other areas protected by Government legislation.

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<sup>8</sup> “Target groups” are the groups/entities who will be directly positively affected by the project at the project purpose level.

<sup>9</sup> “Final beneficiaries” are those who will benefit from the project in the long term at the level of the society or sector at large.

<sup>10</sup> Beneficiaries will be asked to carry out a survey of target groups and final beneficiaries on their degree of satisfaction with the improved infrastructure/services.

## **Types of activity**

The types of activities eligible under the present CfP are those listed below.

### **Fayoum**

- Support farmer associations by reinforcing existing organizations or creating new ones.
- Assist farmers with rehabilitation and development of *marwas* for adequate use of irrigation water.
- Facilitate the improvement of soil quality.
- Raise awareness among farmers on good water practices to improve irrigation efficiency.
- Improve land levelling and drainage networks considering also the option of renting available equipment and machines at existing hiring services stations (e.g. *Itsa* and *Senouris*)
- Promote innovative irrigation equipment systems and practices.
- Train water users' associations (WUAs) staff.
- Promote awareness (based on practical models) aiming at facilitating the adoption of good irrigation practices and changing wrong behaviors.
- Strengthen the role, including training of agricultural extension departments staff and water engineers, of agricultural and irrigation institutional services, aiming at facilitating the dissemination of good irrigation techniques and practices.
- Install in targeted villages meteorological station and assist to determine crop water requirements.
- Promote participation (e.g. through local rural leaders) when planning irrigation operations.

### **Minya**

- Support farmer associations by reinforcing existing organizations or creating new ones.
- Assist farmers with rehabilitation and development of *marwas* for adequate use of irrigation water.
- Improve land levelling and drainage networks considering also the option of renting available equipment and machines at existing hiring services stations (e.g. *Mallawi*).
- Facilitate the improvement of efficiency of irrigation.
- Raise awareness among farmers on good water practices to improve irrigation efficiency.
- Provide extension on practical models of good irrigation practices.
- Promote cleaning campaigns.
- Activate / train water users' associations.
- Promote participation when planning irrigation operations.

Applicants should outline in the concept note a methodological approach with clear indication on the number of eligible activities to be promoted during implementation.

Applications should clearly specify results to be achieved per each component. Per each result applicants should identify and describe SMART indicators for monitoring.

Lessons from other relevant experiences and ensure that best practices from completed and on-going interventions should be carefully considered.

### Financial support to third parties<sup>11</sup>

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.

Applicants must comply with the objectives and priorities and guarantee the visibility of the EU financing (see the Communication and Visibility Manual for EU external actions specified and published by the European Commission at [http://ec.europa.eu/europeaid/funding/communication-and-visibility-manual-eu-external-actions\\_en](http://ec.europa.eu/europeaid/funding/communication-and-visibility-manual-eu-external-actions_en)).

### Number of applications and grants per applicants

The lead applicant may **not** submit more than **one** (1) application under this Call for Proposals.

The lead applicant may **not** be awarded more than **one** (1) grant under this Call for Proposals.

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

A co-applicant/affiliated entity may **not** be the co-applicant or affiliated entity in more than **one** (1) application under this Call for proposals.

A co-applicant/affiliated entity may **not** be awarded more than **one** (1) grant under this Call for Proposals.

### ***2.1.5. Eligibility of costs: costs that can be included***

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

The reimbursement of eligible costs may be based on any or a combination of the following forms:

- actual costs incurred by the beneficiary(ies) and affiliated entity(ies)
- one or more simplified cost options.

Simplified cost options 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.

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). The methods used to determine the amounts or rates of unit costs, lump sums or flat-rates must

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<sup>11</sup> These third parties are neither affiliated entity(ies) nor associates nor contractors.

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 accounting practices, no profit is made and the costs are not already covered by other sources of funding (no double funding). Refer to Annex K for directions and a checklist of controls to assess the minimum necessary conditions that provide reasonable assurance for the acceptance of the proposed amounts.

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" (per month/flight etc), "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.
- clearly explain the formulas for calculation of the final eligible amount<sup>12</sup>
- identify the beneficiary who will use the simplified cost option (in case of affiliated entity, specify first the beneficiary), in order to verify the maximum amount per each beneficiary (which includes if applicable simplified cost options of its affiliated entity(ies))

At contracting phase, the Contracting Authority decides whether to accept the proposed amounts or rates on the basis of the provisional budget submitted by the applicants, by analysing factual data of grants carried out by the applicants or of similar actions and by performing checks established by Annex K.

The total amount of financing on the basis of simplified cost options that can be authorised by the Contracting Authority for any of the applicants individually (including simplified cost options proposed by their own affiliated entities) cannot exceed EUR 60,000 (the indirect costs are not taken into account).

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.

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12 Examples: for staff costs: number of hours or days of work \* hourly or daily rate pre-set according to the category of personnel concerned; for travel expenses: distance in km \* pre-set cost of transport per km; number of days \* daily allowance pre-set according to the country;- for specific costs arising from the organization of an event: number of participants at the event \* pre-set total cost per participant etc.



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

The simplified cost option may also take the form of an apportionment of Field Office's costs.

Field Office means a local infrastructure set up in one of the countries where the action is implemented or a nearby country. (Where the action is implemented in several third countries there can be more than one Field Office). That may consist of costs for local office as well as human resources.

A Field Office may be exclusively dedicated to the action financed (or co-financed) by the EU or may be used for other projects implemented in the partner country. When the Field Office is used for other projects, only the portion of capitalised and operating costs which corresponds to the duration of the action and the rate of actual use of the field office for the purpose of the action may be declared as eligible direct costs.

The portion of costs attributable to the action can be declared as actual costs or determined by the beneficiary(ies) on the basis of a simplified allocation method (apportionment).

The method of allocation has to be:

1. Compliant with the beneficiary's usual accounting and management practices and applied in a consistent manner regardless of the source of funding and
2. Based on an objective, fair and reliable allocation keys. (Please refer to Annex K to have examples of acceptable allocation keys).

A description prepared by the entity of the allocation method used to determine Field Office's costs in accordance with the entity's usual cost accounting and management practices and explaining how the method satisfy condition 1 and 2 indicated above, has to be presented in a separate sheet and annexed to the Budget.

The method will be assessed and accepted by the evaluation committee and the Contracting Authority at contracting phase. The applicant is invited to submit (where relevant) the list of contracts to which the methodology proposed had been already applied and for which proper application was confirmed by an expenditure verification.

At the time of carrying out the expenditure verifications, the auditors will check if the costs reported are compliant with the method described by the beneficiary(ies) and accepted by the Contracting Authority.

Adequate record and documentation must be kept by the beneficiary(ies) to prove the compliance of the simplified allocation method used with the conditions set out above. Upon request of the beneficiary(ies), this compliance can be assessed and approved ex-ante by an independent external auditor. In such a case, the simplified allocation method will be automatically accepted by the evaluation committee and it will not be challenged ex post.

When costs are declared on the basis of such allocation method the amount charged to the action is to be indicated in the column "TOTAL COSTS" and the mention "APPORTIONMENT" is to be indicated in the column "units" (under budget heading 1 (Human resources) and 4 (Local Office) of the Budget).

### 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).

Furthermore, costs related to budget headings 1, 2, 3, 4 and 5 shall collectively not exceed 30% of the total eligible costs of the Action, excluding reserve (please refer to budget heading 9);

- Costs of external mid-term review (to be placed under budget heading 5) shall reach a minimum of 1% but shall not exceed 2% of the total eligible costs, excluding reserve (please refer to budget heading 9)
- Costs for visibility (not related to awareness creation activities and to be placed under budget heading 5) shall reach a minimum of 1% but should not exceed 2% of the total eligible costs, excluding reserve (please refer to budget heading 9).

### 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.

Contributions in kind may not be treated as co-financing. However, if the description of the action as proposed includes contributions in kind, the contributions have to be made.

### Ineligible costs

The following costs are not eligible:

- debts and debt service charges (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;
- credit to third parties.

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

Information in PADOR will not be drawn upon in the present call.

### ***2.2.1. Application forms***

Applications must be submitted in accordance with the instructions on the concept note and the full applications in the grant application form annexed to these guidelines (Annex A). Applicants must apply in English.

Any error or major discrepancy related to the points listed in the instructions on the concept note or any major inconsistency in the 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 the information provided is unclear and thus prevents the Contracting Authority from conducting an objective assessment. Hand-written applications will not be accepted.

Please note that only the grant application form and the published annexes which have to be filled in (budget, logical framework) will be evaluated. It is therefore of utmost importance that these documents contain ALL the relevant information concerning the action. No additional annexes should be sent.

### ***2.2.2. Where and how to send full applications***

Applications must be submitted in one original and 2 copies in A4 size, each bound. The complete application form (Part A: concept note and Part B: full application form), budget and logical framework must also be supplied in electronic format (CD-ROM 1) in a separate and single file (i.e. the application must not be split into several different files). The electronic file must contain exactly the same application as the paper version enclosed.

The checklist (section 7 of Part B of the grant application form) and 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.

The outer envelope must bear the reference number as well as the title of the call for proposals, together with the full name and address of the applicant, and the words 'Not to be opened before the opening session' and لا يتم فتحه قبل موعد جلسته فتح المظاريف

Applications 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:

**EU-Joint Rural Development Programme – Programme Management Unit  
(near the Embassy of Italy in Cairo)  
1081, Corniche El Nil St., Garden City, 26<sup>th</sup> Floor (Cairo – Egypt)**

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

**Lead applicants must verify that their application is complete using the checklist (section 7 of Part B of the grant application form). Incomplete applications may be rejected.**

### ***2.2.3. Deadline for submission of applications***

The deadline for the submission of applications is 3<sup>rd</sup> September 2017 as evidenced by the date of dispatch, the postmark or the date of the deposit slip. In the case of hand-deliveries, the deadline for receipt is at 11.00 a.m. local time as evidenced by the signed and dated receipt. Any application submitted after the deadline will automatically be rejected.

However, for reasons of administrative efficiency, the Contracting Authority may reject any full application sent in due time but received after the effective date of approval of the full application evaluation (see indicative calendar under section 2.5.2).

### ***2.2.4. Further information about full applications***

An information session on this call for proposals will be held on 12 July 2017 at 11.00 am at:

**EU-Joint Rural Development Programme – Programme Management Unit  
(near the Embassy of Italy in Cairo)  
1081, Corniche El Nil St., Garden City, 26<sup>th</sup> Floor (Cairo – Egypt)**

Questions may be sent by e-mail no later than 21 days before the deadline for the submission of applications to [tender&call@eu-jrdp.org](mailto:tender&call@eu-jrdp.org), indicating clearly the reference of the 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 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), action or specific activities.

Questions that may be relevant to other applicants, together with the answers, will be published on the Programme's website at <http://www.eu-jrdp.org/>, 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.

### **2.3. 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 application satisfies all the criteria specified in the checklist in 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 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

<b>1. Relevance of the action</b>	Sub-score	<b>30</b>
1.1 How relevant is the proposal to the objectives and priorities of the call for proposals?*	5x2**	
1.2 How relevant to the particular needs and constraints of the target country(ies) or region(s) is the proposal (including synergy with other EU initiatives and avoidance of duplication)?	5x2**	
1.3 How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs been clearly defined and does the proposal address them appropriately?	5	
1.4 Does the proposal contain specific added-value elements, such as environmental issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, or innovation and best practices <i>[and the other additional elements indicated under 1.2. of the guidelines for applicants]</i> ?	5	
<b>2. Design of the action</b>	Sub-score	<b>20</b>
2.1 How coherent is the overall design of the action?  In particular, does it reflect the analysis of the problems involved, take into account external factors and relevant stakeholders?	5x2**	
2.2 Is the action feasible and consistent in relation to the objectives and expected results?	5x2**	

**TOTAL SCORE**

**50**

\* Note: A score of 5 (very good) will only be allocated if the proposal specifically addresses more than the required minimum number of priorities as indicated in Section 1.2 (objectives of the programme) of these guidelines.

**\*\*these scores are multiplied by 2 because of their 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 300% 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, 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 evaluation committee will then proceed with the lead applicants whose proposals have been pre-selected.

## **(2) STEP 2: EVALUATION OF THE FULL APPLICATION**

Firstly, the following will be assessed:

- 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 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
<b>1. Financial and operational capacity</b>	<b>20</b>
1.1 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient experience of project management?	5
1.2 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient 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 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
<b>2. Relevance of the action</b>	<b>30</b>
<i>Score transferred from the Concept Note evaluation</i>	
<b>3. Effectiveness and feasibility of the action</b>	<b>20</b>
3.1 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?	5
3.2 Is the action plan clear and feasible?	5
3.3 Does the proposal contain objectively verifiable indicators for the outcome of the action? Is any evaluation planned?	5
3.4 Is the co-applicant(s)'s and affiliated entity(ies)'s level of involvement and participation in the action satisfactory?	5
<b>4. Sustainability of the action</b>	<b>15</b>
4.1 Is the action likely to have a tangible impact on its target groups?	5
4.2 Is the proposal likely to have multiplier effects? (Including scope for replication, extension and information sharing.)	5
4.3 Are the expected results of the proposed action sustainable?:  - financially ( <i>how will the activities be financed after the funding ends?</i> )  - institutionally ( <i>will structures allowing the activities to continue be in place at the end of the action? Will there be local 'ownership' of the results of the action?</i> )  - at policy level (where applicable) ( <i>what will be the structural impact of the action —</i>	5



<i>e.g. will it lead to improved legislation, codes of conduct, methods, etc?)</i>	
<i>- environmentally (if applicable) (will the action have a negative/positive environmental impact?)</i>	
<b>5. Budget and cost-effectiveness of the action</b>	<b>15</b>
5.1 Are the activities appropriately reflected in the budget?	/ 5
5.2 Is the ratio between the estimated costs and the expected results satisfactory?	/ 10
<b>Maximum total score</b>	<b>100</b>

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 3.4 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.

**(3) 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 section 2.4). It will 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 sections 2.1.1, 2.1.2 and 2.1.3.

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.

## 2.4. SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED APPLICATIONS

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 in order to allow the Contracting Authority to verify the eligibility of the lead applicant, (if any) of the co-applicant(s) and (if any) of their affiliated entity(ies)<sup>13</sup>:

1. The statutes or articles of association of the lead applicant, (if any) of each co-applicant and (if any) of each affiliated entity<sup>14</sup>. 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, it should be submitted, instead of the statutes or articles of association, 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<sup>15</sup>. This obligation does not apply to international organisations which have signed a framework agreement with the European Commission.
2. An external audit report produced by an approved auditor, certifying the lead applicant's accounts for the last financial year available where the total amount of the requested EU contribution exceeds EUR 750 000 (EUR 100 000 for an operating grant). The external audit report is not required from (if any) the co-applicant(s) or affiliated entities.

This obligation does not apply to public bodies and international organisations provided that the international organisation in question offers the guarantees provided for in the applicable Financial Regulation, as described in chapter 6 of the Practical Guide.

3. A copy of the lead applicant's latest accounts (the profit and loss account and the balance sheet for the last financial year for which the accounts have been closed)<sup>16</sup>. A copy of the latest account is neither required from (if any) the co-applicant(s) nor from (if any) affiliated entity(ies)).
4. Legal entity sheet (see Annex D of these guidelines) duly completed and signed by each of the applicants (i.e. by the lead applicant and (if any) by each co-applicant), accompanied by the justifying documents requested there. If the applicants have already signed a contract with the Contracting Authority, instead of the legal entity sheet and supporting documents, the legal entity number may be provided, unless a change in legal status occurred in the meantime.
5. 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.

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13 No supporting document will be requested for applications for a grant not exceeding EUR 60 000.

14 Where the lead applicant and/or a co-applicant(s) and/or an affiliated entity(ies) is a public body created by a law, a copy of the said law must be provided.

15 To be inserted only where the eligibility conditions have not changed from one call for proposals to the other.

16 This obligation does not apply to natural persons who have received a scholarship or that are in most need 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 2.4.2.

6. Proof of registration in the MOSS for applicants categorised as NGOs (*non-governmental organisations*).
7. Proof of having own legal entity as well as a proof of their legal independence (*governmental organisations*).

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, 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 before the deadline indicated in the request for supporting documents sent to the lead applicant by the Contracting Authority, the application may be rejected.

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.

## **2.5. NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION**

### ***2.5.1. Content of the decision***

The lead applicants will be informed in writing of the Contracting Authority's decision concerning their application and, if rejected, the reasons for the negative decision.

An applicant believing that it has been harmed by an error or irregularity during the award process may lodge a complaint. See further section 2.4.15 of the Practical Guide.

### **2.5.2. Indicative timetable**

	<b>DATE</b>	<b>TIME</b>
<b>1. Information meeting</b>	12 July 2017	11.00 am
<b>2. Deadline for requesting any clarifications from the Contracting Authority</b>	13 August 2017	11.00 am
<b>3. Last date on which clarifications are issued by the Contracting Authority</b>	23 August 2017	-
<b>4. Deadline for submission of applications</b>	3 September 2017	11.00 am
<b>5. Information to lead applicants on opening, administrative checks and concept note evaluation (Step 1)</b>	7 September 2017	-
<b>6. Information to lead applicants on the evaluation of the full applications (Step 2)</b>	28 September 2017	-
<b>7. Notification of award (after the eligibility check) (Step 3)</b>	12 October 2017	-
<b>8. Contract signature</b>	19 October 2017	-

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 programme website at <http://www.eu-jrdp.org/>.

### **2.6. 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 PA Grant Agreement based on the PAGO DA 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 PA Grant 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.

### 3. 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 Sheet<sup>17</sup> ... *omissis* ... *N/A*
- Annex E: Financial identification form

#### DOCUMENTS FOR INFORMATION<sup>18</sup>

- Annex G: Standard Grant Contract
    - Annex II: general conditions
    - Annex IV: contract award rules
    - Annex V: standard request for payment
    - Annex VI: model narrative (interim and final) 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
  - Annex H: Daily allowance rates (Per diem), available at the following address:  
[http://ec.europa.eu/europeaid/funding/about-procurement-contracts/procedures-and-practical-guide-prag/diems\\_en](http://ec.europa.eu/europeaid/funding/about-procurement-contracts/procedures-and-practical-guide-prag/diems_en) : N/A - **applicants shall apply their own allowance rates (Per diem)**
  - Annex J: Information on the tax regime applicable to grant contracts signed under the call.
  - Annex K: Guidelines and Checklist for assessing Budget and Simplified cost options.
- Appendix I: Derogations for international organisations

#### Useful links:

##### Project Cycle Management Guidelines

[http://ec.europa.eu/europeaid/aid-delivery-methods-project-cycle-management-guidelines-vol-1\\_en](http://ec.europa.eu/europeaid/aid-delivery-methods-project-cycle-management-guidelines-vol-1_en)

##### The implementation of grant contracts

###### A Users' Guide

<http://ec.europa.eu/europeaid/companion/document.do?nodeNumber=19&locale=en>

###### Financial Toolkit

[http://ec.europa.eu/europeaid/funding/procedures-beneficiary-countries-and-partners/financial-management-toolkit\\_en](http://ec.europa.eu/europeaid/funding/procedures-beneficiary-countries-and-partners/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.

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<sup>17</sup> Only applicable where the European Commission will make the payments under the contracts to be signed.

<sup>18</sup> These documents should also be published by the Contracting Authority.