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The Sub-Grants Scheme - SGS

CALL FOR PROPOSALS

Round 1

Europe Aid/155863/DH/ACT/AL

PROJECT

**“Strengthening Civil Society to Prevent and Protect Children
from Abuse and Violence in Albania”**

**Sub Granting Authority:
In partnership with:**

**Terre des hommes Albania (Tdh)
Albanian National Training and Technical Assistance Resource
Centre (ANTTARC)**

Deadline for submission of full application: 5th October, 2018 at 17:00 (Albanian time)

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Preface

This is an open Call for Proposals, whereby all documents will be submitted together (Full application). The evaluation process will consist in two phases; 1) Administrative and 2) Technical evaluation. Thereafter, for the applicants who have passed the administrative check, the full applications will be evaluated. Eligibility will be checked based on the supporting documents requested by the Sub Granting Authority and sent together with the application to the below address:

Terre des hommes Albania

Rruga "Skënderbej" Nd. 8, H. 3, Ap. 37, Tiranë, Albania

T & F: +355 (4) 223 99 00

E-mail: application@tdhalbania.org

Web: www.tdh.ch, www.childhub.org

1. Introduction

1.1 Background

“Strengthening civil society to prevent and protect children from abuse and violence in Albania” is a project funded under the European instrument **Civil Society Facility – Support to Civil Society Organizations capacities, funded by the European Union**, and implemented by Terre des hommes Albania (Tdh) in partnership with the Albanian National Training and Technical Assistance Resource Centre (ANNTARC). The Project will be implemented during a 30 months period.

This project aims to; (i) strengthen child rights civil society organisations (CSOs) capacities and their role in child protection and family strengthening through structured capacity building programmes and technical assistance and (ii) empower child rights CSOs to be drivers of change through development and advocacy of child protection and family strengthening models and good practices through a sub-grants scheme, networking, establishing a network of CSO trainers, monitoring and advocacy.

The project’s target areas are 7 (seven) municipalities, respectively; Elbasan, Fier, Kukës, Lezhë, Lushnjë, Tirana and Vlora.

The primary target group are CSOs working in the target areas who can promote and defend the rights of children through local community based activities supporting the implementation of the new Law No. 18/2017 on the rights and protection of the child and the Law No. 121/2016 on social care services. The capacity building programme will enable to CSOs to build their self-sufficiency and strengthen their capacities to absorb funds and manage projects while the thematic programme will enable CSOs to develop child protection and family strengthening programmes. *The secondary target group* are the targeted Municipalities of Elbasan, Fier, Kukës, Lezhë, Lushnjë, Tirana and Vlora, specifically the municipal social services departments. The municipalities will benefit from the models and best practices developed by local civil society actors and will enable and engage with the CSO led monitoring and advocacy initiatives conducted under the Action. *The third target group* are relevant national and local institutions involved in the child protection and social care system in Albania. Line ministries as well as the State Agency for the Rights and Protection of the Child in charge of the implementation of the new child protection and social care laws.

There will be two rounds of sub-grants to be announced through public calls to ensure the widest dissemination and transparency. The sub-grants will be implemented over two overlapping 12 month periods.

The anticipated breakdown of sub-grants will be at least **14 projects** are supported for between **10,000 – 14,000 EUR** for a total of **196,000 EUR**.

1.2 Objectives of the call for proposal

The **overall objective** of this Call for Proposals is to: **“Strengthen the capacities of CSO-s to develop and manage projects on child protection and family strengthening”**

This is to be promoted through concrete actions developed and implemented by CSOs to build models and best practices of child protection and family strengthening in local communities in the target municipalities (as specified below).

The expected results to be obtained under this call for proposals are:

- Increased technical and management capacities of CSOs under the sub-grant scheme to develop and implement child protection and family strengthening programmes and activities;
- Increased organisational and project development capacities of CSOs under the sub-grant scheme through a series of training sessions and an individualised programme of technical assistance;
- Project management experience will enable the CSOs to develop further child protection and family strengthening programmes and to seek further donor support or from the social plan of the municipalities;
- CSOs under the sub-grant scheme of both rounds will create a child protection and family strengthening network of CSOs which will be active in supporting and/ or monitoring the implementation of the child protection law and advocating on child protection and family strengthening;

The **specific objective** of this Call for Proposals through the sub-granting scheme is to: **“Enable CSOs to provide qualitative child protection and family strengthening programs with focus on child victims and potential victims of abuse and violence”**.

Target group: child victims, potential victims of abuse and violence and their families.

Final beneficiaries: children, their families and communities supported through local interventions part of the sub-grant scheme, will be the ultimate beneficiaries.

1.3 Financial allocation provided by the sub granting authority

The overall indicative amount made available under this Call for Proposals (Round I) is **98,000 EUR**.

Any grant requested under this Call for Proposals must fall under the maximum amount 14,000 EUR.

The anticipated breakdown of sub-grants for this 1st Round will be at least **7 projects** selected and supported.

The minimum period of implementation will be **10 months** and the maximum will be **12 months**.

The actions must take place in the municipalities of **Elbasan, Fier, Kukes, Lezhe, Lushnja, Tirana and Vlora**.

2. Rules for this call for proposal

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

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

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

The eligibility criteria for the Applicants under this Call are:

1. The applicant must be:
 - a non-governmental and non-profit-organization;
 - be legally established in Albania, and
 - directly responsible for the preparation and management of the action, not acting as an intermediary.
2. Any applicant will be excluded from participation in procurement and grant procedures if:
 - a) it is bankrupt, subject to insolvency or winding-up procedures, where its assets are being administered by a liquidator or by a court, where it is in an arrangement with creditors, where its business activities are suspended, or where it is in any analogous situation arising from a similar procedure provided for under national laws or regulations;
 - b) it has been established by a final judgment or a final administrative decision that the applicant is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the law of the country in which it is established, with those of the country in which the European commission delegation are located or those of the country of the performance of the contract;
 - c) it has been established by a final judgment or a final administrative decision that the economic operator is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the applicant belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes a wrongful intent or gross negligence, including, in particular, any of the following:
 - fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of selection criteria or in the performance of a contract;
 - entering into agreement with other economic operators with the aim of distorting competition;
 - attempting to influence the decision-making process of the Sub Granting Authority during the procurement procedure;
 - attempting to obtain confidential information that may confer upon it undue advantages in the procurement procedure;

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

List of documents required for the Administrative Check

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

- Court Registration Act in Albania. (Please, submit the first decision and any potential changes);
- Statute of the organization and any potential changes to the statute, composition, direction and governance of the organization as reflected in the documents submitted;
- Founding Act of the organization;
- Court Extract (with the Court seal issued within the last three months);
- Tax registration at the Albanian tax office, TIN (NIPT – Entity Taxable Identification Number);
- A document issued by the Department of Taxes certifying that the organization has no pending financial obligations, such as social, health or tax obligations – issued within the Call period;
- Bank Proof (Vërtetim bankar) with the bank account, and IBAN under the name of the organization - issued within the Call period;
- CV of the organization (organizational CV, in English), signed by its legal representative, including all the past and present projects (funding source and contacts, timeframe, region of coverage and partnerships);
- Last year (2017) financial statements of the organization.

Important! In case the applicants do not fulfill all the requirements and fails to submit all the listed documents will be rejected.

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

Definition

Under this Call for Proposal an action is composed of a set of activities.

Duration

The planned duration of an action may not be lower than 10 months nor exceed 12 months.

Location

Actions must take place in Albania targeting the municipalities of **Elbasan, Fier, Kukes, Lezhe, Lushnja, Tirana and Vlora**.

Types of Action

The project will provide financial support to civil society organizations through the sub-granting with the **specific objective** to “**Enable CSOs to provide qualitative child protection and family strengthening programs with focus on child victims and potential victims of abuse and violence**”.

At least **7 (seven) CSOs** with respective project proposals will be supported in this 1st Round to carry out actions dealing with child protection and family strengthening

Suggested type of Activities (this is a non- exhaustive list);

1. Monitoring the implementation of the legal framework in Child protection and family strengthening

- Monitoring initiatives for the implementation of the Law No. 18/ 2017 on the Rights and protection of the child and its bylaws;
- Monitoring and/r advocacy for the establishment of child protection structures, according to the Law No. 18/ 2017, the conditions for their functioning to perform the tasks defined by this law, including the allocation of respective funds;
- Support and/ monitor the implementation the national strategies on social protection (2015-2020) with a focus on family strengthening measures and Albanian National agenda for children's rights (2017-2020);
- Monitoring initiatives related to the implementation of the Law No. 121/ 2016 on Social Care services in Albania;
- Initiatives supporting Local Action Plans in Child Protection and/ or Social Plans of target municipalities;

2. Child protection and family strengthening programs

- Preventative and protective community based services targeting children victims and potential victims of abuse and violence and their families;
- Initiatives which contribute to the parenting skills courses and family strengthening programmes;
- Initiatives which target municipal social services departments in target municipalities, strengthening their capacities and developing best practices on child protection system and family strengthening;
- Provision of specialised services for child victims of sexual abuse using Barnahus model¹ and potential victims of abuse
- Provision of specialised services for family strengthening ;
- Outreach work to targeted children victims and potential victims of abuse and violence and their families;

3. Capacity building

- Capacity building of professionals (public and non- public) on child protection, multidisciplinary technical teams (police, education, social, health, civil status offices, justice sector, media etc);
- Initiatives which contribute in strengthening the capacities and activism of the inter-sectorial technical group for the protection of the child at municipality level referring to the Law No. 18/ 2017;

4. Advocacy

- Advocacy initiatives with target municipalities and national institutions responsible for implementation of the Law No. 18/ 2017 on the rights and protection of the child and its bylaws including family strengthening measures;
- Local and national advocacy on child rights issues identified/raised by children and communities targeted children victims and potential victims of abuse and violence and their families;

¹ <https://childhub.org/en/promising-child-protection-practices/what-barnahus-and-how-it-works>

- Local and national advocacy initiatives/ action plans to implement models and best practices in child protection and/ or family strengthening;
- Advocacy initiatives in the local and national level with Line ministries and the State Agency for the Rights and Protection of the Child, which contribute for an integrated child protection system, in implementing national child protection policies, including the implementation of interventions and taking of measures for prevention and protection of the child from abuse, neglect, maltreatment and violence.

The following types of action are non-eligible:

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

- Actions concerned only or mainly with individual sponsorships for participation in Workshops, seminars, conferences and congresses;
- Actions concerned only or mainly with individual scholarships for studies or training courses;
- The entity does not support any kind of organization, establishments or persons that are engaged in terrorist activity;
- Co - funding of other projects;
- Deficit funding and capital endowments;
- Project supporting political parties or illegal activities;
- Purchase of land, buildings or offices;
- Retroactive financing for project that are already in implementation or completed;
- Projects taking place outside the targeted areas;
- Purchase of equipment (unless necessary for the successful execution of the Project and costing not more than 15% of the budget);
- Projects which consist entirely, or in most part of preparatory works;

Coverage of costs

The sub grant scheme will cover 100% of the total project budget within the required limits.

Financial support to third parties

Applicants may not delegate or transfer parts of the implementation/finances of the project to third parties in order to help achieving the objectives of the operation, or propose to fund other third parties through the implementation of the project.

Monitoring and Evaluation

Monitoring and evaluation of the approved projects will be implemented by Tdh.

Visibility

1. Unless the European Commission agrees or requests otherwise, the Sub-Grantee shall take all necessary steps to publicize the fact that the European Union has financed the Sub-grant project. Such measures shall comply with the Communication and Visibility Manual for European Union External Actions laid down and published by the European Commission, that can be found at:

https://ec.europa.eu/europeaid/funding/communicationand-visibility-manual-eu-external-actions_en or with any other guidelines agreed between the European Commission and the Sub-Grantee

2. In particular, the Sub-Grantee shall mention the Project “Strengthening Civil Society to Prevent and Protect Children from Abuse and Violence in Albania” implemented by Tdh and partners with the European Union’s financial contribution in information given to the final recipients of the Project, in its internal and annual reports, and in any dealings with the media. All the needed elements will be detailed in the contract agreement. As far as possible, actions that are entirely or partially funded by this call must incorporate information and communication activities designed to raise the awareness of specific or general audiences about the reasons for the action, and the EU support in the local or region concerned, as well as the results and the impact of this support.

2.3 Eligibility of costs

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

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

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

Eligible costs are actual costs incurred by the beneficiary/ (ies) which meet the following criteria:

- They are incurred during the implementation period of the action;
- Costs relating to services and works shall relate to activities performed during the implementation period. Costs relating to supplies shall relate to delivery and installation of items during the implementation period;
- They are indicated in the estimated overall budget for the Action;
- They are necessary for the implementation of the Action;
- They are identifiable and verifiable, in particular being recorded in the accounting records of the Sub-grantees and determined according to the accounting standards and the usual cost accounting practices applicable to the Sub-grantees;
- They comply with the requirements of applicable tax and social legislation;
- They are real costs, reasonable, justified and comply with the requirements of sound financial management, in particular regarding economy and efficiency.
- Costs incurred during implementation period may be paid either during implementation period or after, but in any case before the end date of the contract.
- Cash payment will be allowed only up to a ceiling of maximum 300 EUR per transaction. A payment cannot be divided artificially in different transactions.

Contributions in kind

Contributions in kind mean the provision of goods or services to a Beneficiary (ies) free of charge by a third party. As contributions in kind do not involve any expenditure for a Beneficiary (ies), they are not eligible costs for this application.

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

Important! The reimbursement of eligible costs may be based on the agreed budget specified in units and unit costs.

The amounts or rates have to be based on estimates using objective data such as statistical data or any other objective means or with reference to certified or auditable historical data of the applicants. The amounts or rates of unit costs ensure that the costs correspond fairly to the actual costs incurred by the beneficiary, are in line with their accounting practices, no profit is made and the costs are not already covered by other sources of funding (no double funding).

At the contracting phase, Tdh and partners decides whether to accept the proposed amounts or rates on the basis of the provisional budget submitted by the applicants, by analyzing factual data of grants carried out by the applicants or of similar actions.

Recommendations to award a grant are always subject to the condition that the checks preceding the signing of the grant contract do not reveal problems requiring changes to the budget (such as arithmetical errors, inaccuracies, unrealistic costs and ineligible costs). The checks may give rise to requests for clarification and may lead Tdh to impose modifications or reductions to address such mistakes or inaccuracies. It is not possible to increase the grant as a result of these corrections.

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

Non-eligible costs: The following costs are not eligible:

- a)** Taxes, except for value added taxes if the following conditions are fulfilled:
 - i. they are not recoverable by any means;
 - ii. it is established that they are borne by the final beneficiary, and
 - iii. they are clearly identified in the project proposal; Customs and import duties, or any other charges;
- b)** Purchase, rent or leasing of land and existing buildings, except for the purchase of land for an amount below 10% of the legible expenditure of the operation concerned;
- c)** Fines, financial penalties and expenses of litigation;
- d)** Operating costs, except for overheads, provided they are based on real cost attributable to the implementation of the operation concerned. Flat-rates based on average costs may not exceed 25% of those direct costs of an operation that can affect the level of overheads. The calculation shall be properly documented and periodically reviewed;
- e)** Second hand equipment;
- f)** Bank charges, costs of guarantees and similar charges, except for:
 - i. the bank charges for opening and administering the accounts, where the implementation of an operation requires a separate account or accounts to be opened;
 - ii. the costs of guarantee provided by a bank or other financial institutions, to the extent that the guarantees are required by nation or community legislation;

- g)** Conversion costs, charges and exchange losses associated with any of the component specific euro accounts, as well as other purely financial expenses;
- h)** Contribution in kind;
- i)** Depreciation costs;
- j)** Debts and debt service charges;
- k)** Provisions for losses or potential future liabilities;
- l)** Interest owed;
- m)** Costs declared by the Applicants and covered by another action or work programme;
- n)** Administrative, indirect costs.
- o)** Credit to third parties.

3. How to apply and the procedures to follow

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

Proposals must be prepared in **English**.

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

Incomplete applications may be rejected.

Applications must be submitted in **2 (two) printed copies** and all documents presented for application should be delivered also in an electronic form included in a CD/USB. The electronic file must contain exactly the same application as the paper version enclosed.

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

- the title of the Call for Proposal - **“Strengthening Civil Society to Prevent and Protect Children from Abuse and Violence in Albania”**
- the reference number of the Call for Proposal - **Europe Aid/155863/DH/ACT/AL**
- full name of the applicant
- address of the applicant

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

Postal address:

Terre des hommes Albania
Rruga “Skënderbej” Nd. 8, H. 3, Ap. 37, Tirana, Albania
T & F: +355 (4) 223 99 00

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

3.1. Deadline for submission of full applications

The present announcement of the Call for Proposals is published on the following websites: www.childhub.org, www.anttarc.org, Terre des hommes Albania, Terre des hommes Europe Facebook profiles and in two national newspapers, will remain open for **four weeks**.

The deadline for the submission of the applications is **October 5th, 2018** as evidenced by the date of dispatch, the postmark or the date of the deposit slip.

In the case of hand-deliveries, the deadline for receipt is at **17:00** as evidenced by the signed and dated receipt.

Any application submitted after the deadline will be rejected.

Questions may be sent by e-mail no later than 5 (five) days before the deadline for the submission of project proposals to the address below, indicating clearly the title of the Call for Proposal:

“Europe Aid/155863/DH/ACT/AL “Strengthening Civil Society to Prevent and Protect Children from Abuse and Violence in Albania”

E-mail address: application@tdhalbania.org

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

Replies will be given no later than 3 days before the deadline for submission of applications.

Moreover, information sessions will be held in Tirana for CSOs from Tirana, Kukes, Elbasan and Lezha and in Vlora for CSOs from Vlora, Fier and Lushnje.

CSOs will be notified in advance on the date, time and place where these sessions will be held in each city and town through the following websites: www.childhub.org; www.anttarc.org; Terre des hommes Albania and Terre des hommes Europe Facebook profiles.

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

4. Evaluation and selection of applications

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

- STEP 1 - Opening and administrative check
- STEP 2 - The technical evaluation
- STEP 3 - Final evaluation, decision and notification
- STEP 4 - Complaints and response mechanism (CRM)
- STEP 5 - Negotiation and contracting stage.

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

STEP 1: Opening & administrative checks evaluation

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

- Whether the deadline has been met. Otherwise, the application will be automatically rejected.
- Whether any of the documents required for the application 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. Applications must contain all documents listed in **Annex I**:

STEP 2: Evaluation of the full application

Firstly, the following will be assessed:

Whether the full application satisfies all the criteria specified in the Section 2.1 and 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 quality of the applications, including the proposed budget and capacity of the applicants, will be evaluated using the intensive evaluation criteria in the evaluation grid below.

Scoring:

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

Evaluation Grid

Criteria/Total scores	Explanation of the criteria	Max. Score	100
Proposal Relevance and coherency with respect to the project focus	1. How relevant to the particular needs and constraints of the target region is the proposal? (score 1-5)	5*2	10
	2. How coherent is the project with the objectives and priorities of the call for proposal (score 1-5)	5	5
Applicants' capacity and experience	1. Has the applicant organization relevant work experience in implementation of similar projects? Has the applicant properly described staff experience and competences related to the project field (score 1-5)	5	5
	2. Has the applicant proper management and administrative resources for the successful management of this project; (score 1-5)	5	5
Quality and Project proposal design	1. Does the project consider the involvement and contribution of different stakeholders and clearly define each other role? (score 1-5)	5*2	10
	2. Does the proposal contain specific added-value elements, such as the promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, or innovation and best Practices (score 1-5)	5*2	10
Proposal Impact to the betterment of the thematic area	1. What improvements/change could the proposal bring in the sector of focus in term of policy making at local, regional and national level (score 1-5)	5*2	10
	2. How is the project promoting improvement for community in targeting area? (score 1-5)	5*2	10
Community participation and awareness	1. Does the project promote community mobilization and participation? (score 1-5)	5*2	10
Visibility action and cooperation	2. Has the applicant presented how to ensure the project Visibility? (score 1-5)	5*2	10
Budget and cost-effectiveness of the action	1. Are the activities appropriately reflected in the budget? (score 1-5)	5*2	10
	2. Is the ratio between the estimated costs and the expected results satisfactory? (score 1-5)	5	5

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 Proposal is reached. In addition, a reserve list will be drawn up following the same criteria. This list will be used if more funds become available during the validity period of the reserve list.

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

STEP 3: Final evaluation

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

The Program Management Team gives final approval of the winning projects based on a ranking list coming as a result of:

- The administrative/eligibility assessment of the proposal
- The evaluation of the proposed action

The final Evaluation Report, including the results of the above, will be prepared and signed by each evaluation committee member, and will be sent to the European Union Delegation (EUD) for a “no-objection opinion”.

Once the “no-objection opinion” by the EUD is received, the applicants will be notified about the final results of the process.

STEP 4: Negotiation and contracting stage

The Sub Granting Authority, prior to signing the contract, reserves the right to negotiate with the applicant in order to:

- Ensure cost efficiency of the action
- Ensure a fair balance between operational and non-operational costs
- Reflect real market costs
- Reflect costs in accordance with proposed activities

The points of negotiation should in no way change the substantial part of the proposed action, but rather be in line with the administrative/financial/HR/programmatic rules of the EU and of the Sub Granting Authority.

After reaching an agreement, the sub grant contract will be signed between the relevant applicant and the Terre des hommes Albania.

5. Notification of the sub granting authority's decision

5.1 Content of the decision

The lead applicants will be informed via email of the Sub Granting Authority's decision concerning their application.

5.2 Indicative timetable

	DATE	TIME
1. Official Public Launch of the Call	3 September, 2018	N/A
2. Information meeting/sessions	7 & 11 September, 2018	
3. Deadline for requesting any clarifications from the Sub Granting Authority	28 September, 2018	
4. Last date on which clarifications are issued by the Sub Granting Authority	2 October, 2018	-
5. Deadline for submission of applications	5 October, 2018	17:00
6. Information to applicants on the evaluation of the full applications (Step 1)	16 October, 2018	-
7. Information to applicants on the technical evaluation of the applications (Step 2)	5 November, 2018	
8. Notification of award (after the eligibility check) (Step 3)	19 November, 2018	-
9. Contract signature	26 November, 2018	-

6. The right to appeal (complaint procedures during the assessment of proposed actions)

The applicant will be informed in writing (regular mail and e-mail) if rejected, and the reasons for the rejection. Without prejudice, where an applicant believes he has been adversely affected by an error or irregularity allegedly committed as part of the selection procedure, or that the procedure was vitiated by any maladministration, a request of further information and/or complaint must be made in written form by email to info@tdhalbania.org within **5 (five) days from the day when the rejection email/notification has been received** as a result of the Administrative/eligibility assessment (STEP 1) or the Final Evaluation (STEP 2). Complaints must be made directly by the applicant and not by legal representatives or his intermediary.

The Complaints Evaluation Committee (CEC) will consider the complaints. A representative from the EUD in Tirana will be invited to sit in on the Complaints Evaluation Committee as a member or to supervise the process. The CEC will prepare a summary report on all procedures performed.

The complaints coming from either the administrative/eligibility and/or the technical assessment will be answered within 5 (five) working days from the complaint application.

The complaining party will receive the Technical Assessment Form, but the decision of Project Evaluation Committee is irreversible.

7. Conditions for implementation after the sub granting authority's decision to award a grant

Following the decision to award a grant, the beneficiary (ies) will be offered a contract based on the standard grant contract. By signing the application form, the applicants agree, if awarded a grant, to accept the contractual conditions of the standard grant contract.

8. List of relevant documents and annexes

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

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

List of annexes:

- Annex I: Administrative Check List Form
- Annex II: Application Form for the Project Proposal
- Annex III: Activity Plan
- Annex IV: Simplified Logical Framework
- Annex V: Budget Application Form
- Annex VI: Declaration by the Applicant

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

<https://drive.google.com/file/d/1tMICs0wjGuQy6rw314MDwXPiPB-fZJ2/view?usp=sharing>

Annex I: CHECK LIST FORM

	Applicant's eligibility Criteria:	YES	NO	COMMENTS
1	Court Registration Act in Albania			
2	Statute of the Organization			
3	Court Extract (with the Court seal and within the last 3 months)			
4	Founding Act of the organization			
5	Active NIPT			
6	A document issued by the Department of Taxes certifying that the organization has no pending financial obligations, such as social, health or tax obligations – issued within the Call period			
7	Bank Proof (Vërtetim bankar) with the bank account, and IBAN in the name of the organization - issued within the Call period			
8	CV of the organization, signed by its legal representative, including all the past and present projects (funding source and contacts, timeframe, region of coverage and partnerships)			
9	Financial statements of the organization of the last year 2017 as required for each grant			
10	The Declaration by the Applicant			
11	Is the proposal submitted within the deadline			
12	The application forms published in the guidelines for this Call for Proposals have been used by the applicant			
13	The proposal is presented in typed writing and in the right format as per Annex II: Application Form for the Project Proposal			
14	The proposal is in English language			
15	A CD/USB is enclosed in the application set of documents			
16	The requested budget is up to 14,000 EURO (1 st phase)			

Annex II: APPLICATION FORM FOR THE PROJECT PROPOSAL

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

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

Applicant Name:	Official name of your organization in Albanian and English
Full address of the Applicant (s): - Postal address: - Tel/fax: - E-mail: - Web page:	
Contact person: - Position: - E-mail: - Telephone:	
Title of the Project Proposal	The title of The Project should be short, concise and refer to the main objectives or activities of project
Budget	Budget, amount requested from Medium Grant Scheme. Please fill in the budget form in the Annexes Chapter
Project Location	Determine which is the municipality / region where the action will occur. The area where the Project will be implemented
Duration of the project	Note that the project implementation will take place for a minimum of 10 months and Max. 12 months.
Project description	Briefly, clearly and accurately describe your project proposal and request. Include information about the focus area, overall and specific objectives, results, key activities, size of grant you are looking for, and the name / description of the location where the action will take place. (Max. 1 page)
Project justification/ relevance	Describe the current situation by emphasizing the needs and problems that need to be solved by the proposed action. Provide statistical data if possible. Refer to any important plan undertaken at the national, regional and / or local level that is relevant to the proposed project and describe how the proposed project will be linked to these plans. Describe the compatibility of the proposed project with the objectives and priorities of the call for proposals. (Max 2 pages)

<p>Beneficiaries (target groups)</p>	<p>Describe and define target groups and final beneficiaries. Give a description of each target group and final beneficiaries. (Enter their number whenever possible). Provide information about the beneficiaries of your project (type of groups, age) and quantify it Describe their needs and limitations and describe how your project will address these needs. (Max. half page)</p>
<p>Objectives</p>	<p>Objectives - What do you expect to achieve through this project? (Must be specific, realistic, be measurable in time. Should not include more than two objectives and must correspond with the call objectives). (Max. half page)</p>
<p>Expected results</p>	<p>Describe the expected results for each specific objective. Describe how the project will improve the situation of target groups and final beneficiaries. What will be the impact on the implementation of this project? (Max. 1 Page)</p>
<p>Planned activities</p>	<p>Identify and describe in detail every activity that will be undertaken for each expected outcome. Explain and justify the choice of activities. Specify the role of each partner in project activities. List each proposed publication in the project. (Max. 3 Pages)</p>
<p>Methodology</p>	<p>Describe the methodology and explain why such a methodology was used. Describe the role and participation in the project of stakeholders and stakeholders, target groups, local authorities, etc. Describe the organizational structure and the proposed project implementation team (it is not necessary to include the names of individuals in this section). Describe planned activities in order to ensure project visibility. Describe the procedures for internal / external evaluation of project implementation. (Max. 1 Page)</p>
<p>Visibility Plan</p>	<p>Please explain how will be ensured the visibility of the project implementation. (Max. 1 page)</p>
<p>Activity Plan</p>	<p>Please use the Activity Plan format Annex III, included in this Call for proposals.</p>
<p>Simplified Logical Framework</p>	<p>Fill in the Simplified Logical Framework Annex IV, included in this Call for proposals.</p>

Project Sustainability	<p>Provide an analysis of the project implementation risks (including physical, environmental, political, economic and social risks) and any necessary backup plan.</p> <p>Explain how the project will become sustainable after the completion. This may include the necessary activities after the completion of the project such as drafting strategies, passing project results owned by local institutions, communication plan of results, etc.</p> <p>(Max. 1 page)</p>
Budget	<p>Please use the Budget form - Annex V included in this Call for proposals.</p>
Information about applicant	<p>Describe briefly and clearly the internal structure of your organization and internal operating systems, including the financial management system.</p> <p>CV of the organization, signed by its legal representative, including all the past and present projects (funding source and contacts, timeframe, region of coverage and partnerships)</p> <p>Describe and provide CV related to the profile of each staff member proposed in the project.</p> <p>(Max. 1 page/each)</p>

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

Name and signature of the NGO representative: _____

Position: _____

Date: _____

Annex III: ACTIVITY PLAN

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

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
Objective 1												
Activity 1.1												
Activity 1.2												
Activity 1.3												
Objective 2												
Activity 2.1												
Activity 2.2												
Activity 2.3												

Annex IV: SIMPLIFIED LOGICAL FRAMEWORK

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

Annex V: BUDGET APPLICATION FORM

Budget Application Form	Project Duration (_____)			
	Unit	Number of units	Unit value (EUR)	Total Cost (EUR)
1. Human Resources				
<i>Subtotal Human Resources</i>				
2. Travel				
<i>Subtotal Travel</i>				0.00
3. Equipment and supplies				
<i>Subtotal Equipment and supplies</i>				0.00
4. Local office				
<i>Subtotal Local office</i>				0.00
5. Other costs, services				
<i>Subtotal Other costs, services</i>				0.00
6. Other				
<i>Subtotal Other</i>				
7. Total (1 + 6)				0.00

Annex VI: Declaration by the Applicant

The applicant, represented by the undersigned, being the authorized signatory of the applicant, in the context of the present call for proposals in the proposed action, hereby declares that

- The applicant has sufficient financial and organizational capacity to carry out the proposed action or work programme;
- The applicant certifies the legal statues of the applicant as reported in this Application;
- The applicant have the professional competences and qualifications specified in this Application;
- The applicant is directly responsible for the preparation, management and implementation of the action and is not acting as an intermediary;
- The applicant is not in any of the situations excluding them from participating in contracts. Furthermore, it is recognized and accepted that if the applicant participate in spite of being in any of these situations, they may be excluded from other procedures;
- The applicant is in a position to deliver immediately, upon request, the supporting documents stipulated in this Application.
- the applicant is eligible in accordance with the criteria set out in the Application;
- If recommended to be awarded a grant, the applicant accepts the contractual conditions;
- The applicant is aware that, for the purposes of safeguarding the financial interests of the EU, their personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.
- The applicant is fully aware of the obligation to inform without delay the Sub Grants Authority to which this application is submitted if the same application for funding made to other European Commission projects, European Union institutions or any other institutions (local, national or international) has been implemented/approved by them after the submission of this grant application.

The applicant acknowledges that if found guilty of misrepresentation of any of the above, it may be subject to immediate cancellation of the application.

Signed on behalf of the applicant

Name and Signature	
Position	
Date	