



JORDAN SERVICES MODERNISATION PROGRAMME



Contracting Authority: Jordan Enterprise Development Corporation

Jordan Services Modernisation Programme – JSMP

Local Restricted Call For Proposal

Guidelines
for grant applicants

SCHEME 5

Services enterprises start-ups and reinforcements

Reference: **JE/JSMP/Sch5/1-2010/JO**

Deadline for submission of the concept notes:

25/02/2010

24/06/2010

28/10/2010

24/02/2011

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1. JORDAN SERVICES MODERNISATION PROGRAMME

1.1 BACKGROUND

The overall objective is to assist Jordan to fully benefit from the opportunities originated by the liberalisation of trade in services in the context of WTO and GATS and the economic objectives of the Euro Mediterranean Partnership and the Association Agreement.

All the above are fully in line with the policy that the Government of Jordan is implementing since year 1999 – 2000. Jordan has reinforced its commitment following the entry into force of the EU Jordan Action Plan in 2005 and ENP in 2007. The action Plan explicitly mentions the need to ‘gradually abolish restrictions on supply of services and to develop the Jordanian financial services’.

Jordan represents one of the most services dominated economy of all the Mediterranean countries. Since December 2000, Jordan is a participant in the WTO General Agreement on trade in Services and part of the first Mediterranean partners having officially opened the negotiations on the liberalisation of services. The contribution of the services sector to GDP is around 67%. The liberalisation in the services industry will give access to the EU services market and enable Jordan to benefit from the EU services technology, best practices and investment. This process is only at its beginning phase. A fully liberalised services sector better face the challenges arising from the globalisation; moreover, it is less constrained by large capital outlays and it is promising, within a limited time frame, both strong expansion and modernisation.

1.2 OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

Description of the objectives and priorities of the programme covered by this call for proposals. Note: the number of priorities should be small (say, three); objectives and priorities should give an indication as to which kind of activities one would have to propose in order to be eligible.

The **global objective** of this programme is the development of the services sector of the Hashemite Kingdom of Jordan and its internationalisation. Trade barriers on services are being removed and as a result of modern communication, distance is becoming less and less of a problem. Services sector companies could target specific international markets, plan and determine the activities necessary to present their products at international trade fairs, congresses, symposia or exhibitions in order to increase their internationalisation capacities. The grant can be applied for by both the operating and starting exporter. The increase of international business can lead to increased turnover and return and could allow for additional recruitment potential.

The programme is divided into various components among them the funding of a Call for Proposals for various actions as following:

Scheme 1: participation of Jordanian Services companies to trade missions and trade events

Scheme 2: support to export development for Jordanian Services companies

Scheme 3: support to joint activities, to Business Associations, to Federation for the development of export activities (which include studies, marketing research, market analysis and business development.)

Scheme 4: support in the certification process (ISO, CE; etc.)

Scheme 5: services enterprises start-ups and reinforcements.

The **specific objective(s)** of the planned Call for Proposals are:

This Call for Proposals refers to the SCHEME 5 only and will focus on enterprise creation and enhancement of the competitiveness and internationalization of small and medium-sized services sector companies. The main objective of the call is to increase the number of start-ups, to improve the sustainability of existing companies and to enhance growth potential of companies. The aim is to increase the productivity, export potential and added value of services providers, to open new markets and/or to support the re-location of the employees to the jobs creating higher added value

Actions to be supported relate to increasing the level of professional knowledge and skills of the employees and managers of the companies for raising its competitiveness, and designing and implementation business development plans. This includes among others:

- in-service training of employees and/or managers;
- development of the company's strategy and implementation of the strategy;
- development and implementation of the management systems;
- advice in production and technology;
- performance of the diagnostic audit of the company or its part;

-access to finance and financial advisory services.

1.3 FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this scheme 5 call for proposals is between 2M and 3M EUR. The Contracting Authority reserves the right not to award all available funds.

In the case where the minimum percentage foreseen for a specific scheme cannot be used due to insufficient quality or number of proposals received, the Contracting Authority reserves the right to reallocate the remaining funds to another scheme.

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

- minimum amount: EUR 10.000
- maximum amount: EUR 100.000

Jordan Enterprise maximum contribution:

The Contracting Authority (JE) maximum contribution will be 90% of the total eligible cost for companies outside Amman or women owned businesses; the balance must be financed from the applicant's or partners' own resources;

The Contracting Authority (JE) maximum contribution will be 80% of the total eligible cost for companies inside Amman and not women owned businesses; the balance must be financed from the applicant's or partners' own resources;

Provided that the applicant should only apply for 60% of equipments costs in his action budget (Annex III) the percentage should be indicated alongside the description of the item

2. RULES FOR THIS CALL FOR PROPOSALS

These guidelines set out the rules for the submission, selection and implementation of actions financed under this Call, in conformity with the provisions of the Practical Guide to contract procedures for EC external actions, which is applicable to the present call (available on the JE website at this address: <http://www.jedco.gov.jo>).

2.1 ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

- applicant(s) which may request a grant (2.1.1), and their partners (2.1.2);
- actions for which a grant may be awarded (2.1.3);
- types of cost which may be taken into account in setting the amount of the grant (2.1.4).

2.1.1 *Eligibility of applicants: who may apply?*

(1) In order to be eligible for a grant, applicants **must**:

- be a legal entity **and**
- be a SERVICE enterprise established in the Hashemite Kingdom of Jordan **and**
- be registered at the Companies Control Department – CCD (MIT) or line ministries **and**
- number of employees, minimum being 5 and maximum 250 (specific sectors like health industry, call services centers, educational services, and similar activities which involve high number of employees will not be limited by the 250 employees)
- be 100% privately owned
- be directly responsible for the preparation and management of the proposed action
- respect the below financial eligibility criteria:

Financial eligibility: the paid capital of the applicant must be superior to 5.000 JD.

For start-up, conditions related to the number of employees and to the paid capital do not apply.

Additional eligibility criteria for START-UP ACTIONS only:

- has been established not earlier than 1st January of the year preceding the year of the CfP deadline (i.e. 01.01.09 for CfP deadlines in 2010, 01.01.10 for CfP deadlines in 2011, etc) in case the company is not yet constituted or is under one of the Business Incubator (BI) systems, an individual (physical person) may also apply for a start-up, providing, in addition to the requested information, all documentation related to the BI under which she/he is hosted (if applicable). In case of awarding, the entrepreneur (physical person) and/or incubatee will have to make necessary steps to register the company immediately after having been informed of the provisional acceptance and prior to grant agreement signature.
- already established entities, wishing to constitute a new company (venture) may apply for a start-up with their actual status and will have to register the new company immediately after having been informed of the provisional selection and prior to grant agreement signature.
- failure to provide proof of the request of registration before the deadline indicated in the provisional acceptance notification letter will cancel the provisional acceptance.

For existing registered companies, applicants will be asked to provide at the first step of the application procedure, as **supporting document to the Concept Note**:

- a certified copy of their registration at the CCD
- a certified copy of their accounts for the past 2 years
- any other proof documents demonstrating the paid capital
- a certified copy of their employees' register from the Social Security Corporation (if applicable)
- Legal entity sheet (see annex C of these Guidelines) duly completed and signed by the applicant, accompanied by the justifying documents which are requested therein. If the applicant has already signed a contract with the Contracting Authority, instead of the legal entity sheet and its supporting documents the legal entity number may be provided, unless a change in its legal status occurred in the meantime.
- A financial identification form conforming to the model attached at Annex D of these Guidelines, certified by the bank to which the payments will be made. This bank must be located in the country where the applicant is registered.

Applicants asking for a **grant** of an amount **above 25.000 EUR** will be requested to supply also:

Documentary proof or statements required under the Law of the Hashemite Kingdom of Jordan to show that it does not fall into any of the exclusion situations listed in section 2.3.3 of the PRAG to contract procedures for EC external action. This evidence or these documents or statements must carry a date, which cannot be more than one year before the date of submission of the grant application. In addition, a sworn statement shall be furnished stating that the situations described in these documents have not changed since then.

Such documents must be in **English** or accompanied by a translation into **English**.

- (2) Potential applicants may not participate in calls for proposals or be awarded grants if they are in any of the situations which are listed in Section 2.3.3 of the Practical Guide to contract procedures for EC external actions (available from the following Internet address: http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm);

In part A, section V of the grant application form (“Declaration by the applicant”), applicants must declare that they do not fall into any of these situations.

2.1.2 Partnerships and eligibility of partners

Scheme 5 is for individual entities only. Applications foreseeing partners must be submitted under the Scheme 3.

In case of proposals from different entities for the same type of Action, the Contracting Authority reserves the right to move the proposal under the Scheme 3.

The following are not partners and do not have to sign the “partnership statement”:

- Associates

Other organisations 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. The associates have to be mentioned in Part B section IV - “Associates of the applicant participating in the Action” of the Grant Application Form.

- Subcontractors

The grant beneficiaries have the possibility to award contracts to subcontractors. Subcontractors are neither partners nor associates, and are subject to the procurement rules set out in Annex IV to the standard grant contract and according to the JE-FWC (Frame Work Contract) for services related activities and the utilisation of the simplified forms made available by JE for supplies related activities.

The applicant will act as the lead organisation and, if selected, as the contracting party (the Beneficiary)

- Sub granting is not allowed

The applicant will act as the lead organisation and, if selected, as the contracting party (the "Beneficiary").

2.1.3 *Eligible actions: actions for which an application may be made*

Definition: An action (or project) is composed of a set of activities.

Duration

The planned duration of an action may not be lower than 1 month nor exceed 18 months.

Sectors or themes

This is a call for proposal addressed to all types of service companies in service sectors.

Location

Actions should mainly take place in the **Hashemite Kingdom of Jordan**.

Types of action

For Start-Up and existing Enterprises Reinforcement, any proposed actions **MUST** be related to the business development plan; **ONLY** for the Start up, which are not the target of the CFP schemes 1 and 2, actions related to the promotion of their services at international level are also considered eligible.

This includes but do not limit to the following examples:

- Development of the corporate trade mark,
- Development of internal training and capacity building in different sectors, Research and studies of innovative and new sectors of business development,
- International partnership research and feasibility studies and analysis,
- Sub contracting of experts and/or recruitment of a business developer (experienced interim manager) or a trainer(s) that can assist on:
- Assessment of possibilities for internationalisation, examination of the opportunities and risks, and draw up an internationalisation plan
- Market exploration, Partner selection, Prepare meetings with potential business partners, Product presentation, present the company or product at international trade fairs, congresses, symposia or exhibitions, Presentation materials (company information developed to support internationalisation plans, e.g. a brochure, website or CD-ROM/DVD),

- Increasing knowledge and skills of staff by following a course on international business, in languages etc.
- Legal advice specialised in international business (advise on contract details, general conditions or supply conditions, etc.).
- International patent, trademark or design registrations, trade-marks and/or designs on the international market. plans,
- Financial restructuring, budgeting, financial planning, loan and fund raising etc.

Types of activity

Any activity related to the above listed actions.

The following types of action are ineligible:

- actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses;
- actions concerned only or mainly with individual scholarships for studies or training courses;

Number of applications and grants per applicant

- An applicant may submit more than one proposal under the same CfP.
- An applicant may submit only one proposal per grant scheme under the same cfp.
- An applicant may not be awarded more than one grant under the same CfP during the same administrative year (January 1st December 31st)

<h4><i>2.1.4 Eligibility of costs: costs which may be taken into consideration for the grant</i></h4>

Only "eligible costs" can be taken into account for a grant. The categories of costs considered as eligible and non-eligible are indicated below. The budget is both a cost estimate and a ceiling for "eligible costs". Note that the eligible costs must be based on real costs based on supporting documents (except for subsistence costs and indirect costs where flat-rate funding applies).

All eligible/relevant costs related to the action implementation including recruited/utilised resources and sub-contracted services.

Recommendations to award a grant are always subject to the condition that the checking process which precedes the signing of the contract does not reveal problems requiring changes to the budget (for instance arithmetical errors, inaccuracies or unrealistic costs and other 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. The amount of the grant and the percentage of co-financing as a result of these corrections may not be increased.

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

Eligible direct costs

To be eligible under the Call for Proposals, costs must comply with the provisions of article 14 of the General Conditions to the Standard Grant Contract (see Annex E of the Guidelines).

Contingency reserve

A contingency reserve not exceeding 5% of the direct eligible costs may be included in the Budget of the Action. It can only be used with the **prior written authorisation** of the Contracting Authority.

Eligible indirect costs (overheads)

The indirect costs incurred in carrying out the action may be eligible for flat-rate funding fixed at not more than 7% of the total eligible direct costs.

If the applicant is in receipt of an operating grant financed from the Community budget no indirect costs may be claimed within the proposed budget for the action.

Contributions in kind

Contributions in kind are not considered actual expenditure and are not eligible costs. The contributions in kind may not be treated as co-financing by the Beneficiary.

The cost of staff assigned to the Action is not a contribution in kind and may be considered as co-financing in the Budget of the Action when paid by the Beneficiary or his partners.

Notwithstanding the above, if the description of the action as proposed by the beneficiary foresees the contributions in kind, such contributions have to be provided.

Ineligible costs

The following costs are not eligible:

- Salaries of Board members and CEO / Directors and existing staff assigned to the action.
- Any costs incurred prior to signature of the Grant contract
- Any costs incurred after the end of the implementation period
- debts and provisions for losses or debts;
- interest owed;
- items already financed in another framework;
- purchases of land and buildings,
- currency exchange losses;
- taxes, including VAT, unless the Beneficiary (or the Beneficiary's partners) cannot reclaim them and the applicable regulations do not forbid coverage of taxes.

2.2 HOW TO APPLY AND THE PROCEDURES TO FOLLOW

Being a decentralised procedure PADOR registration is NOT mandatory.

2.2.1 <i>Concept Note content</i>
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Applications must be submitted in accordance with the instructions on the Concept Note included in the Grant Application Form annexed to these Guidelines (Annex A).

Applicants must apply in English.

In the Concept note, the applicants must only provide an estimate of the total costs of the action together with the amount of contribution and percentage requested from the Contracting Authority. Only the applicants invited to submit an application in the second phase will be required to present a detailed budget. This detailed budget may not vary from the initial estimate by more than 20%. The applicant is free to adapt the percentage of co-financing required within the minimum and maximum amount of co-financing, as laid down in the present Guidelines, is respected.

Any error or major discrepancy related to the points listed in the instructions on the Concept Note may lead to the rejection of the Concept Note.

Clarifications will only be requested when information provided is unclear, thus preventing the Contracting Authority from conducting an objective assessment.

Hand-written Concept Notes will not be accepted.

Please note that only the Concept Note form will be evaluated. It is therefore of utmost importance that this document contain ALL relevant information concerning the action. No additional annexes should be sent.

2.2.2 Where and how to send concept notes

The Concept note together with the Checklist for the Concept Note (Part A section II of the grant application form) and the Declaration by the applicant for the Concept Note (Part A section III of the grant application form) must be submitted **within the indicated deadline** in one original and 3 copies in A4 size, each bound.

Concept Notes must be submitted as well in electronic format (CD-Rom). The electronic format must contain **exactly the same** application as the paper version enclosed.

The outer envelope must bear the **reference number and the title of the call for proposals**, together with [the title and number of the scheme] the full name and address of the applicant, and the words "Not to be opened before the opening session" and “ ”;

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

- **EITHER** by recorded delivery (official postal service) to :
Eng. Yarub Qudah
CEO
Jordan Enterprise Development Corporation (JEDCO)
P.O. Box 7704 Amman 11118 JORDAN
- **OR** hand delivered (including courier services) directly to the Contracting Authority in return for a signed and dated receipt to:
Eng. Yarub Qudah
CEO
Jordan Enterprise Development Corporation (JEDCO)
P.O. Box 7704 Amman 11118 JORDAN

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

Applicants must verify that their Concept Note is complete using the Checklist for Concept Note (Part A section II of the grant application form). Incomplete concept notes may be rejected.

2.2.3 Deadline for submission of the Concept Notes

There will be 4 deadlines in the year 2010 for the submission of Concept Notes: **25/02/2010, 24/06/2010, 28/10/2010 and 24/02/2011** at <15:00 hour's local time> 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 <15:00 hours local time> as evidenced by the signed and dated receipt.

Any Concept Note submitted after the first deadline will automatically be included in the next batch of applications.

Any Concept Note submitted after the **last** deadline will automatically be rejected.

2.2.4 Further information for Concept Note

An information session will be organised by JE before each revolving deadline. Date and place will be specified in the JE website.

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

E-mail address: jedco_services@jedco.gov.jo

Fax: + 962 6 5662140

The Contracting Authority has no obligation to provide further clarifications after this date.

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

In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.

Questions that may be relevant to other applicants, together with the answers, will be published on the internet at the JE website: <http://www.jedco.gov.jo> It is therefore highly recommended to regularly consult the abovementioned website in order to be informed of the questions and answers published.

2.2.5 Full Application form

Applicants invited to submit an application form following the pre-selection of the Concept Note must do so by using the Part B of the application form annexed to these Guidelines (Annex A). Applicants should keep strictly to the format of the application form and fill in the paragraphs and the pages in order.

The elements contained in the concept note cannot be modified in the full application form. The detailed budget (please provide budget without decimals) may not vary from the initial estimate by more than 20%, while the applicant is free to adapt the percentage of co-financing required as far as the minimum and maximum amount of co-financing, as laid down in this application form, is respected.

Applicants must submit their applications in the same language as their concept note.

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

Any error related to the points listed in the Checklist (Part B, Section III of the Grant Application form) or any major inconsistency in the full application form (e.g. the amounts mentioned in the budget are inconsistent with those mentioned in the full application form) may lead to the rejection of the application.

Clarifications will only be requested when information provided is unclear, thus preventing the Contracting Authority from conducting an objective assessment.

Hand-written applications will not be accepted.

Please note that only the full application form and the published annexes which have to be filled in (budget) will be transmitted to the evaluators and assessors. It is therefore of utmost importance that these documents contain ALL relevant information concerning the action. **No supplementary annexes should be sent.**

2.2.6 *Where and how to send the Full Application form*

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) at the assigned reception desk at the address below:

- **EITHER** by recorded delivery (official postal service) to :

Eng. Yarub Qudah
CEO
Jordan Enterprise Development Corporation (JEDCO)
P.O. Box 7704 Amman 11118 JORDAN

- **OR** hand delivered (including courier services) directly to the Contracting Authority in return for a signed and dated receipt to:

Eng. Yarub Qudah
CEO
Jordan Enterprise Development Corporation (JEDCO)
P.O. Box 7704 Amman 11118 JORDAN

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

Applications must be submitted in one original and 3 copies in A4 size, each bound. The application form, and the budget must also be supplied in electronic format (CD-Rom) in a separate and unique file (e.g. the application form must not be split into several different files). The electronic format must contain **exactly the same** application as the paper version.

The Checklist (Section III of part B of the grant application form) and the Declaration by the applicant (Section VI of part B of the grant application form) must be stapled separately and enclosed in the envelope. Where an applicant sends several different applications (if allowed to do so by the Guidelines of the Call), each one must be sent separately.

The outer envelope must bear the **reference number and the title of the call for proposals**, together with the title, the number of the scheme, the full name and address of the applicant, and the words "Not to be opened before the opening session" and “ ”;

Applicants must verify that their application is complete using the checklist (section III of part B of the grant application form). Incomplete applications may be rejected.

2.2.7 Deadline for submission of the Full Application form

The deadline for the submission of applications will be indicated in the letter sent to the applicants whose application has been preselected.

However, for reasons of administrative efficiency, the Contracting Authority may reject any application received after the effective date of approval of evaluation report for full applications (see indicative calendar under section 2.5.2)

2.2.8 Further information for the Full Application form

An information day will be organised and will be specified in the letter of invitation.

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

E-mail address: jedco_services@jedco.gov.jo

Fax: + 962 6 5662140

Contracting Authority has no obligation to provide further clarifications after this date.

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

In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner or an action.

Questions that may be relevant to other applicants, together with the answers, will be published on the internet at the JE website: <http://www.jedco.gov.jo> It is therefore highly recommended to regularly consult the abovementioned website 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 actions submitted by applicants 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 paragraph 2.1.3, the application shall be rejected on this sole basis.

(1) STEP 1: OPENING SESSION AND ADMINISTRATIVE CHECK

The following will be assessed:

- The submission deadline has been respected. If the deadline has not been respected the application will automatically be rejected.
- The Concept Note satisfies all the criteria specified in points 1-17 of the Checklist (section II of part A / of the grant application form). 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 supporting documents for eligibility check (certified copy of the registration at the CCD and the certified copy of the accounts for the past two years) are provided.

(2) STEP 2: EVALUATION OF THE CONCEPT NOTE

The evaluation of the Concept Notes that have passed the first administrative check will cover the relevance of the action, its merits and effectiveness, its viability and sustainability. The Contracting Authority reserves the right not to undertake the evaluation of the Concept Notes whenever considered justified (for example when a less than expected number of applications are received) and to directly send invitations to submit a full application.

Please note that the scores awarded to the Concept Note are completely separate from those given to the application form.

The Concept Note will be given an overall score out of 50 points in accordance with the breakdown provided in the Evaluation Grid below. The evaluation shall also verify the compliance with instructions provided in the guidance for Concept Note, 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 in accordance with the following assessment categories: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

	Scores	
1. Relevance of the action	Sub-score	15
1.1 Relevance of the action needs and constraints of the country/region to be addressed in general, and to those of the target groups and final beneficiaries in particular.	5	
1.2 Relevance to the priorities and objectives mentioned in the Guidelines.	5(x2)*	
2. Effectiveness and Feasibility of the action	Sub-score	25
2.1 Assessment of the problem identification and analysis.	5	
2.2 Assessment of the proposed activities (practicality and consistency in relation to the objectives, purpose and expected results).	5(x2)*	
2.3 Assessment of the role and involvement of all stakeholders and, if applicable, proposed partners.	5(x2)*	
3. Sustainability of the action	Sub-score	10
3.1 Assessment of the identification of the main assumptions and risks, before the start up and throughout the implementation period.	5	
3.2 Assessment of the identification of long-term sustainable impact on the target groups and final beneficiaries.	5	
TOTAL SCORE		50

Once all Concept Notes have been assessed, a list will be established with the proposed actions ranked according to their total score.

Firstly, only the Concept Notes which have been given a score of a minimum of 12 points in the category "Relevance" as well as a minimum total score of 30 points will be considered for pre-selection.

(3) STEP 3: EVALUATION OF THE APPLICATION FORM

OPENING SESSION AND ADMINISTRATIVE CHECK OF THE FULL APPLICATION FORM

The following will be assessed:

- The submission deadline has been respected. If the deadline has not been respected the application will automatically be rejected.
- The full application form satisfies all the criteria specified in points 1-16 of the Checklist (Section V. of part B of the grant application form). 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.

Following the opening session and the administrative check, the Contracting Authority will send a letter to all applicants, indicating whether their application was submitted prior to the deadline, and whether their application has been recommended for further evaluation.

EVALUATION OF THE APPLICATION FORM

An evaluation of the quality of the applications, including the proposed budget, and of the capacity of the applicant and its partners, will be carried out in accordance with the evaluation criteria set out in the Evaluation Grid included below.

Section	Maximum Score
1. Financial and operational capacity	20
1.1 Do the applicant and, if applicable, partners have sufficient experience of project management ?	5
1.2 Do the applicant and, if applicable partners have sufficient technical expertise ? (notably knowledge of the issues to be addressed.)	5
1.3 Do the applicant and, if applicable, partners have sufficient management capacity ? (including staff, equipment and ability to handle the budget for the action)?	5
1.4 Does the applicant have stable and sufficient sources of finance ?	5
2. Relevance	25
2.1 How relevant is the proposal to the objectives and one or more of the priorities of the call for proposals?	5 x 2
2.2 How relevant to the particular needs and constraints of the target country/countries or region(s) is the proposal? (including synergy with other EC initiatives and avoidance of duplication.)	5
2.3 How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs been clearly defined and does the proposal address them appropriately?	5 x 2
3. Methodology	25
3.1 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?	5
3.2 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 anticipate an evaluation ?)	5
3.3 Is the partners' and/or other stakeholders' level of involvement and participation in the action satisfactory?	5
3.4 Is the action plan clear and feasible?	5
3.5 Does the proposal contain objectively verifiable indicators for the outcome of the action?	5
4. Sustainability	15
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 and extension of the outcome of the action and dissemination of information.)	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 — e.g. will it lead to improved legislation, codes of conduct, methods, etc?</i>)? - environmentally (if applicable) (<i>will the action have a negative/positive environmental impact?</i>)	5
5. Budget and cost-effectiveness	15
5.1 is the ratio between the estimated costs and the expected results satisfactory?	5
5.2 Is the proposed expenditure necessary for the implementation of the action?	5 x 2
Maximum total score	100

Note on section 1. Financial and operational capacity:

If the total average score is less than 12 points for section 1, the application will be rejected.

Note on Section 2: Relevance:

If the total average score is less than 20 points for section 2, the application will be rejected.

Provisional selection

– Relevance and a minimum total score of 70% will be provisionally selected.

Note: The scores awarded in this phase are completely separate from those given to the concept note of the same application.

(4) STEP 4: VERIFICATION OF ELIGIBILITY OF THE APPLICANT AND PARTNERS

The eligibility verification, based on the supporting documents requested by the Contracting Authority (see section 2.4) will only be performed for the applications that have been provisionally selected according to their score and within the available financial envelope.

- The Declaration by the applicant (Section VI of part B the grant application form) will be cross-checked with the supporting documents provided by the applicant. Any missing supporting document or any incoherence between the Declaration by the applicant and the supporting documents may lead to the rejection of the application on that sole basis.
- The eligibility of the applicant, the partners, and the action will be verified according to the criteria set out in sections 2.1.1, 2.1.2 and 2.1.3.

Following the above analysis and if necessary, any rejected application will be replaced by the next best placed application in the reserve list that falls within the available financial envelope, which will then be examined for the eligibility of its applicant and the partners.

2.4 SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED APPLICATIONS

NOT APPLICABLE

2.5 NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

2.5.1 Content of the decision

Applicants will be informed in writing of the Contracting Authority's decision concerning their application and, in case of rejections, the reasons for the negative decision.

Applicants believing that they have been harmed by an error or irregularity during the award process may file a complaint. See further section 2.4.15 of the Practical Guide.

2.5.2 Indicative timetable

	DATE	TIME*
Information meeting (if any)	Will be advertised on JE website at least 2 weeks before venue	
Deadline for request for any clarifications from the Contracting Authority	Date 21 days before the respective submission deadline	15:00
Last date on which clarifications are issued by the Contracting Authority	Date 11 days before the respective submission deadline	-
First deadline for submission of Concept Note	25/02/2010	15:00
Second deadline for submission of Concept Note	24/06/2010	15:00
Third deadline for submission of Concept Note	28/10/2010	15:00
Fourth deadline for submission of Concept Note	24/02/2011	15:00
Information to applicants on the opening & administrative check (step 1)	10 days after the respective submission deadline	-
Information to applicants on the evaluation of the Concept Notes (step 2)	21 days after the respective submission deadline	-
Information to applicants on the evaluation of the Full Application Form (step 3)	50 days after the respective submission deadline	-
Notification of award (after the eligibility check) (step 4)	60 days after the respective submission deadline	-
Contract signature	90 days after the respective submission deadline	-

2.6 CONDITIONS APPLICABLE TO IMPLEMENTATION OF THE ACTION FOLLOWING THE CONTRACTING AUTHORITY'S DECISION TO AWARD A GRANT

Following the decision to award a grant, the Beneficiary will be offered a contract based on the Contracting Authority's standard contract (see Annex E of these Guidelines). By signing the Application form (Annex A of these Guidelines), the applicant declares accepting, in case where it is awarded a grant, the Contractual conditions as laid down in the Standard Contract.

Implementation contracts

Where implementation of the action requires the Beneficiary to award procurement contracts, it must award the contract to the tenderer offering the best value for money, that is to say, the best price-quality ratio, in compliance with the principles of transparency and equal treatment for potential contractors, care being taken to avoid any conflict of interests. To this end, the Beneficiary must follow the procedures according to the JE-FWC for the services-related activities and/or the simplified forms made available by JE for the supplies-related activities.

3. LIST OF ANNEXES

DOCUMENTS TO BE COMPLETED

ANNEX A: GRANT APPLICATION FORM (WORD FORMAT)

ANNEX B: BUDGET (EXCEL FORMAT)

ANNEX C: LEGAL IDENTIFICATION FORM

ANNEX D: FINANCIAL IDENTIFICATION FORM

DOCUMENTS FOR INFORMATION

ANNEX E: STANDARD CONTRACT

- ANNEX II: GENERAL CONDITIONS APPLICABLE TO EUROPEAN COMMUNITY-FINANCED GRANT CONTRACTS FOR EXTERNAL ACTIONS
- ANNEX IV: CONTRACT AWARD PROCEDURES
- ANNEX V: STANDARD REQUEST FOR PAYMENT
- ANNEX VI: MODEL NARRATIVE AND FINANCIAL REPORT
- ANNEX VII: MODEL REPORT OF FACTUAL FINDINGS AND TERMS OF REFERENCE FOR AN EXPENDITURE VERIFICATION OF AN EC FINANCED GRANT CONTRACT FOR EXTERNAL ACTIONS]

ANNEX G: USEFUL LINKS

- DAILY ALLOWANCE RATES (PER DIEM), available at the following address:
http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm

- MONTHLY PUBLISHED EURO EXCHANGE RATES , AVAILABLE AT THE FOLLOWING ADDRESS:
http://ec.europa.eu/budget/inforeuro/index.cfm?fuseaction=currency_historique¤cy=99&Language=en