



Funded by
the European Union



RESTRICTED CALL FOR PROPOSALS

Guidelines for sub-granting schemes

Contracting authority: Open Society Foundation for Albania

Title: Sub-grants to support Social Enterprise Development

Budget reference: Grant contract: IPA/2022/432-813

“Inclusive EduJobs - Towards Context Relevant Policies and Services Enhancing Employability and Educational Outcomes of Roma and Egyptians in Albania”



Deadline for submission of concept notes:

December 2, 2022, at 17:00 (Tirana date and time)



NOTICE

- This a restricted call for proposals. In the first phase, only concept notes and supporting documents must be submitted for evaluation and eligibility check. Eligibility will be checked on the basis of the supporting documents requested by the contracting authority and the signed 'Declaration by the lead applicant' and 'Declaration in Honour'.
During a second phase, lead applicants who have been pre-selected will be invited to submit a full application.
- **Please note** that the applicant(s) cannot apply for any other funding (i.e. from the partners of this project) for the same purpose as in this call for concept notes. If the applicant is being financed by another EU project running in parallel, the objectives and the activities need to be different in each one of them. Indeed, the applicant(s) should immediately notify the Contracting Authority of any multiple applications and multiple grants relating to the same action.

ACRONYMS

CSO (s) – Civil Society Organisation(s)

NGO (s) – Non-governmental Organization(s)

EU – European Union

EUD – EU Delegation

PRAG – Procurement and Grants for European Union external actions – A Practical Guide, version 2021, [ePRAG - EXACT External Wiki - EN - EC Public Wiki \(europa.eu\)](https://ec.europa.eu/eprag/)

EC – European Union

EVC - Evaluation Committee

R/E – Roma and Egyptians

GLOSSARY

Applicant(s) - a non-governmental organization/civil society organization registered and acting in the territory of Albania.

Sub-grantee - a non-governmental organization/civil society organization registered and acting in the territory of Albania who will benefit from this action.

Grant – A financial contribution by way of donation from the contracting authority to a specific beneficiary in order to implement an action (or in some cases to finance part of its budget) in order to promote an EU policy aim.

Sub-grant – Redistribution of the grant by the grant beneficiary to a third party in the form of financial support in order to implement the Action.

Sub-Granting Contract – The grant contract financed by the EU project "Inclusive EduJobs" i.e. the Contract between the Sub-Granting Authority/ Contracting Authority and the selected applicant for the execution of the Sub-Granting Scheme.

Best value for money - The tender proposal judged best in terms of the criteria laid down for the contract, e.g. quality, technical properties, aesthetic and functional qualities, after-sales service and technical assistance in relation to the price offered. These criteria must be announced in the tender dossier.

Conflict of interests - Any event influencing the capacity of a candidate, tenderer, applicant or contractor or grant beneficiary to give an objective and impartial professional opinion, or preventing it, at any moment, from giving priority to the interests of the Contracting Authority. Any event that compromises the impartial and objective exercise of the functions or the Contracting Authority, or the respect to the principles of competition, non-discrimination or equality of treatment of candidates/tenderers/applicants with regards to the award procedure or contract. Any consideration relating to possible contracts in the future or conflict with other commitments, past or present, of a candidate, tenderer, applicant or contractor. These restrictions also apply to any sub-contractors and employees of the candidate, tenderer, applicant or contractor.

There is also a conflict of interests where the impartial and objective exercise of the functions of a player in the implementation of the budget or an internal auditor is compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other shared interest with the beneficiary.

Sound financial management - The implementation of the Union budget in accordance with the principles of effectiveness, efficiency and economy.

Successful applicant - the applicant selected at the end of a call for proposals procedure for the award of contract.

Sub-Granting Authority/Contracting Authority - the entity concluding the sub-granting contract, Open Society Foundation for Albania (OSFA), which is the leader of the consortium implementing EU funded “Inclusive EduJobs” project under which this present Call for Proposals is launched;

Duration, Implementation period - The period from the signature of the grant contract or alternative date if specified in the special conditions until all project activities have been carried out.

Third Party or Final beneficiaries of a (sub) grant - Those who will benefit from the project in the long term at the level of the society or sector at large.

Value Chain – A value chain is a set of activities that a firm operating in a specific industry performs in order to deliver a valuable product (i.e., good and/or service) for the market.

Other terms not specifically presented here are to be understood as per PRAG 2021.1, June 2022 provisions.

Days are to be understood as calendar days if not specified otherwise.

Table of contents

1. SUB-GRANTS TO SUPPORT SOCIAL ENTERPRISE DEVELOPMENT	6
1.1. Background.....	6
1.2. Objectives of the programme and priority issues	6
1.3. Financial allocation provided by the contracting authority	8
2. RULES FOR THIS CALL FOR PROPOSALS	8
2.1. Eligibility criteria.....	8
2.1.1. Eligibility of applicants (i.e. lead applicant and co-applicant(s)).....	8
2.1.2. Eligible actions: actions for which an application may be made.....	9
2.1.3. Eligibility of costs: costs that can be included	10
2.1.4. Ethics clauses and Code of Conduct	12
2.2. How to apply and the procedures to follow	13
2.2.1. Concept note content.....	13
2.2.2. Where and how to send concept notes	14
2.2.3. Deadline for submission of concept notes.....	14
2.2.4. Further information about concept notes.....	15
2.2.5. Full applications	15
2.2.6. Where and how to send full applications	16
2.2.7. Deadline for submission of full applications.....	16
2.2.8. Further information about full applications.....	16
2.3. Evaluation and selection of applications	17
2.4. Notification of the Contracting Authority’s decision	23
2.4.1. Content of the decision.....	23
2.4.2. Indicative timetable.....	23
2.5. Conditions for implementation after the contracting authority’s decision to award a grant.....	24
3. LIST OF ANNEXES	25

1. SUB-GRANTS TO SUPPORT SOCIAL ENTERPRISE DEVELOPMENT

1.1. BACKGROUND

The Open Society Foundation for Albania (OSFA), in cooperation with the the Social Action and Innovation Centre (Kentro Merimnas Oikogeneias kai Pai Diou (KMOP) and the Municipality of Tirana (MoT) is implementing the three-year project titled: “Inclusive EduJobs - Towards Context Relevant Policies and Services Enhancing Employability and Educational Outcomes of Roma and Egyptians in Albania”. This project is funded by the European Union under the IPA 2019 Programme, reference: EuropeAid/170610/DD/ACT/AL.

The purpose of the project is to improve the inclusion of women and men, boys and girls from Roma and Egyptian communities in Albania by strengthening municipal capacities to establish and deliver inclusive services to citizens in the area of employment and inclusive education.

This call for proposal objective is to increase the capacity of civil society organizations to develop social enterprises to ensure Roma and Egyptians employment, apply for the “social enterprise status” and to gain access to the National Social Enterprise Fund to support their Roma and Egyptians inclusive social businesses. CSO-s will be supported to develop viable and effective social enterprises which will provide employment for Roma and Egyptians with an emphasis on women and girls. The social enterprises will be a space in which beneficiaries will develop relevant skills for the labour market, improve family incomes and potentially be an income generation mechanism for the CSO in order to fund social activities prioritized from the community.

This objective will be achieved through the sub-granting schemes mechanism (financial support to third parties) to the Roma and Egyptian CSOs to enable direct support to Roma and Egyptian individuals and complement government funds which these individuals will be able to access.

1.2. OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

Concept note for sub-grants to support CSOs to establish Social Enterprises that employ Roma and Egyptians	
Description	<p>The global objective of this call for proposals is: Enhancing CSOs to establish and manage social enterprises that employ Roma and Egyptians individuals.</p> <p>Type of activities suggested – non exhaustive:</p> <ul style="list-style-type: none">• Develop an overall methodology to establish and maintain Social Enterprise for all stages of the business, from early start-up to scaling up on sustainable enterprise. Note: in the concept note phase it is required a short indicative description of the above.• Developing a business model through identifying market needs toward social enterprises. Note: In the concept note phase it is not required to present a business model.• Refine an effective business plan on social enterprises_(this will be required during the full application phase)• Developing a strategy of marketing plan (this will be required during the full application phase)• Capacity building activities for the Roma and Egyptians beneficiaries to engage effectively in the social enterprise and funding opportunities• Activities that increase the ability of the social enterprise to absorb follow up funds for better sustainability;• Develop service models that enables the monetarization of existing services offered by CSO-s with the aim to employ Roma and Egyptians in the field of social services, employment mediation, legal aid, cleaning and maintenance,

	<p>crafting employment mediation and counselling, career advice, adult learning services, or other services for education attainment.</p> <ul style="list-style-type: none"> • Only Roma and/or Egyptian community persons are eligible final beneficiaries; <p>During the implementation of the project the contracting Authority (OSFA) will:</p> <ul style="list-style-type: none"> • Design and facilitate an ideation workshop/s where CSOs/SE will work on social gaps and potential solutions • Capacity building activities to obtain status “social enterprise” • Coaching/mentoring on business and sustainable financial management
The specific objective(s) of this call for proposals is/are:	<ul style="list-style-type: none"> • Provide financial support to the non-profit organizations in Albania for the implementation of new and existing Roma and Egyptians social entrepreneurship initiatives to further contribute to creation of social economy in the country; • Scale up current social enterprises which are willing to employ Roma and Egyptians; • Develop social enterprise models that make government funds and programs accessible and inclusive for Roma and Egyptians by identifying and addressing the difficulties they experience when trying to access funds.
The priority(ies) of this call for proposals is/are:	<ul style="list-style-type: none"> • Design of social enterprises in the areas of social services for elderly, children; regulated recycling activity enabling the infrastructure to access waste directly from the source (schools, public institutions), cleaning and maintenance, hand crafts etc.) and/or monetarization of existing services offered by CSO-s with the aim to employ Roma and Egyptian in the field of social services, employment mediation, legal aid, etc.
Expected results	<ul style="list-style-type: none"> • At least 24 Roma and Egyptians will be employed by enhancing the creation or scaling of social enterprises in recycling, services to elderly, children, cleaning and maintenance, hand crafts; monetarization of existing services offered by CSO-s with the aim to employ Roma and Egyptians in the field of social services, employment mediation, legal aid, etc. • Feasible and effective social enterprise models employing vulnerable Roma and Egyptians
Performance indicators	<ul style="list-style-type: none"> • Number of CSOs acquiring the capacity to prepare a business plan for a social enterprise • Number of CSO candidates preparing their applications to receive financing for a social enterprise business plan • Number of CSOs initiate/grow their social enterprise through the sub-grant scheme • Number of CSOs with improved capacities for management, coordination, organisation and financial management through coaching activities • Number of R/E employed in social enterprises or monetarized services (gender disaggregated)
Min/max amount contribution	<p>Minimum amount: EUR 30,000</p> <p>Maximum amount: EUR 30,000</p>
Indicative Budget available for this lot	EUR 90,000
Duration of the Action	<p>Minimum: 12 months</p> <p>Maximum: 12 months</p>
Modality of application	Concept note

Other relevant information	During the second phase (full application) 3 sub-grants will be awarded for this call. This project will be implemented in Tirana Municipality.
-----------------------------------	---

1.3. FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this call for proposals is EUR 90,000. The contracting authority reserves the right not to award all available funds.

Indicative allocation of funds by lot:

Concept note for sub-grants to support CSOs to obtain the Social Enterprise Status - EUR 30,000.

If the allocation indicative amount made available for this restricted call for proposals cannot be used due to insufficient quality or number of proposals received, the Contracting Authority reserves the right to reallocate the remaining funds.

Size of Grants: Please refer to the information in tables under **section 1.2.**

2. RULES FOR THIS CALL FOR PROPOSALS

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

2.1. ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

- (1) the actors (2.1.1.):
 - the **'lead applicant'**, i.e. the entity submitting the application form;
 - if any, its **co-applicant(s)** (*where it is not specified otherwise the lead applicant and its co-applicant(s) are hereinafter jointly referred as 'applicant(s)'*);
- (2) the actions (2.1.2.):
 - actions for which a sub-grant may be awarded;
- (3) the costs (2.1.3.):
 - types of cost that may be taken into account in setting the amount of the grant.

2.1.1. Eligibility of applicants (i.e. lead applicant and co-applicant(s))

Lead applicant

- (1) In order to be eligible for a sub-grant, the lead applicant must:
 - be a non-governmental organization / civil society organization registered and acting in the territory of Albania;
 - be non-profit making;
 - be directly responsible for the preparation and management of the project with the co-applicant(s) (if any), not acting as an intermediary;
 - have previous experience (during the last three years) in implementing grants targeting R/E.

Lead applicants must sign the Declaration by the Lead Applicant Annex 4 and Declaration in Honour Annex 6 in of the sub-grant application form.

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

If awarded the sub-grant contract, the lead applicant will become the beneficiary identified as the coordinator in the Special Conditions (part of the standard Grant Contract). The coordinator is the sole interlocutor of the contracting authority. It represents and acts on behalf of any other co-beneficiary (if any) and coordinate the design and implementation of the action.

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

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-applicant(s) are not required to have direct experience with R/E community.

Co-applicants must 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.

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

The applicants (lead applicant and co-applicant if any) should be able to provide evidence of the above by presenting the following documents under the Albania law:

- a) Court Registration Act;
- b) Statute;
- c) Fiscal registration Certification/NGO Registration Certification (NIUS);
- d) Latest financial statements (*last 2 years*) of the organization in accordance with the legislation in force;
- e) Document stating the organization has no pending financial obligations (Document issued by e-Albania);
- f) Document certifying that the applicant has no pending civil or penal cases in the Court (Document issued by the designated local Court in the Republic of Albania);
- g) The legal representative of the Lead Applicant must sign and stamp: Declaration by the lead applicant and Declaration in Honour; the legal representative of the Co-applicant(s) must sign and stamp: Mandate and Declaration in honour;
- h) CV of the organization;
- i) CVs of key personnel implicated in the implementation of the project, in europass format, <http://europass.cedefop.europa.eu/documents/curriculum-vitae/templates-instructions>

Documents a), b), c), d), e), and f) may be submitted in national language; documents a), b), c) and d) may be submitted as certified copies to be according to the original by the legal representative of the applicant organization. The mark “according to the original” and signature of the legal representative and stamp of the organization must be present on each page of the documents submitted as copies. Documents e), f) and g) have to be submitted in original and documents h) and i) must be submitted in English language.

2.1.2. Eligible actions: actions for which an application may be made

Duration

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

Sectors or themes

- Social Enterprise

The proposals need to focus on delivering results based on the main and specific objectives set forth in section 1.2.

Location

Actions must take place in Tirana Municipality.

Types of action

Types of action which may be financed under this call for proposal must be in line with: a) the specific objectives; b) expected results; and c) indicative: activities, and performance indicators set forth in section 1.2.

The following types of action/activities **are ineligible**:

- Actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences and congresses;
- Actions concerned only or mainly with individual scholarships for studies or training courses;
- Actions concerned only or mainly with academic research, feasibility studies and other one-off events with no direct impact on the target group;
- Purchase of vehicles;
- Projects which consist entirely, or in most part, of preparatory works or studies;
- Actions co-funding of other projects;
- Projects supporting political parties or of political/partisan nature;
- Projects that support the construction of new residential care facilities;
- Retrospective financing for projects already in implementation or completed;
- Actions concerned with infrastructure investments;
- Actions concerned mainly with the procurement of equipment;
- Actions where a considerable part of the budget is planned for the provision of external services and do not involve the active participation of the lead applicant and co-applicant organisation(s).

Visibility

The applicants must take all necessary steps to publicise the fact that the European Union is financing the action through “Inclusive EduJobs - Towards Context Relevant Policies and Services Enhancing Employability and Educational Outcomes of Roma and Egyptians in Albania” a project implemented by a consortium led by Open Society Foundation for Albania. Unless the European Commission agrees otherwise, actions that are wholly or partially funded by the European Union must ensure the visibility of EU financing by displaying the EU emblem in accordance with the guidelines set out in the Operational guidelines for recipients of EU funding, published by the European Commission. If applicable, communication activities may be undertaken to raise the awareness of specific or general audiences of the reasons for the action and the EU support for the action in the country or region concerned, as well as the results and the impact of this support.

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

Number of applications and grants per applicants:

- The lead applicant may not submit more than one application per lot under this call for proposals.
- The lead applicant may not be awarded more than one grant per lot under this call for proposals.
- The lead applicant may not be a co-applicant in another application of the same lot at the same time.
- A co-applicant may not be the co-applicant in more than one application per lot under this call for proposals.
- A co-applicant may not be awarded more than one grant per lot under this call for proposals.

2.1.3. Eligibility of costs: costs that can be included

Only ‘eligible costs’ can be covered by a sub-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 actual costs incurred by the beneficiary(ies) in accordance with the indicative budget form, specified in indicative units, as per Budget Form Annex 7 of these Guidelines.

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

Recommendations to award a sub-grant are always subject to the condition that the checks preceding the signing of the sub-grant contract do not reveal problems requiring changes to the budget (such as arithmetical errors, inaccuracies, unrealistic costs and ineligible costs). The checks may give rise to requests for clarification and may lead 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 financing as a result of these corrections.

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

Eligible direct costs are actual costs incurred by the Applicants which meet all the following criteria:

- they are incurred during the implementation 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. Signature of a contract, placing of an order, or entering into any commitment for expenditure within the implementation period for future delivery of services, works or supplies after expiry of the implementation period do not meet this requirement;
- costs incurred should be paid before the project closing date;
- 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 Beneficiary(ies) and determined according to the accounting standards and the usual cost accounting practices applicable to the Beneficiary(ies);
- cash payment will be allowed only up to a ceiling of 200 EUR maximum;
- they comply with the requirements of applicable tax and social legislation;
- they are reasonable, justified and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

Subject to the above and where relevant to the provisions related to contract award procedures being respected, the following **direct costs** of the Beneficiary and its partners shall be **eligible**:

- cost of staff assigned to the Action, corresponding to actual salaries including statutory deductions and other remuneration-related costs; salaries and costs must not exceed those normally borne by the Beneficiary or its partners, as the case may be, unless it is justified by showing that it is essential to carry out the Action.
- payment of salaries, social and compulsory health insurance for the new employed R/E;
- travel and subsistence costs for staff and other persons taking part in the Action, provided they do not exceed those normally borne by the Beneficiary or its partners, as the case may be;
- purchase of equipment that is directly related to production or service and workspace supplies which will remain property of the NGO implementing the grant;
- costs of consumables;
- operating costs provided they are based on real costs attributable to the implementation of the operation concerned and *do not exceed 10% of the total eligible costs of the Action*;
- costs entailed by contracts awarded by the Beneficiary(ies) for the purposes of the Action;
- costs deriving directly from the requirements of the Contract (dissemination of information, translation, reproduction, insurance, etc.);
- any other cost necessary for the implementation of the Action, in line with the national legislations and the Budget of the Action (Annex 7).

Contributions in kind

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

Ineligible costs

The following costs are not eligible:

- debts and debt service charges (interest);
- provisions for losses or potential future liabilities;
- interest owed (loss from banking account);
- 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;
- currency exchange losses;
- fines, financial penalties and expenses of litigation;
- in kind contributions;
- bonuses included in costs of staff;
- negative interest charged by banks or other financial institutions;
- credit to third parties (not involved in the target group R/E community);
- salary costs of the personnel of national administrations;
- Value Added Tax (VAT), excise duties and other special consumption taxes or any other similar tax, duties or charges having equivalent effect.

2.1.4. Ethics clauses and Code of Conduct

a) Absence of conflict of interest

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

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

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

Zero tolerance for sexual exploitation, abuse and harassment

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

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

Applicants (and affiliated entities) other than (i) natural persons, (ii) pillar-assessed entities and (iii) governments and other public bodies, whose application has been provisionally selected or placed in a reserve list shall assess their internal policy against sexual exploitation, abuse and harassment (SEA-H) through a self-evaluation questionnaire (Annex L). For grants of EUR 60 000 or less no self-evaluation is

required. Such self-evaluation questionnaire is not part of the evaluation of the full application by the contracting authority, but is an administrative requirement. See Section 2.5.6 of the PRAG.

c) Anti-corruption and anti-bribery

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

d) Unusual commercial expenses

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

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

e) Breach of obligations, irregularities or fraud

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

2.2. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

2.2.1. *Concept note content*

Applications must be submitted in accordance with the concept note application form (Annex 1).

Please note that:

- a) In the concept note, lead applicants must only provide an estimate of the requested budget. A detailed budget is to be submitted only by the lead applicants invited to submit a full application in the second phase.
- b) The elements outlined in the concept note may not be modified in the full application, except for the changes described below:
 - The lead applicant may add, remove or replace one or more co-applicant(s) if any, only in duly justified cases.
 - The lead applicant may adjust the duration of the action if unforeseen circumstances outside the scope of the applicants have taken place following the submission of the concept note and require such adaptation (risk of action not being carried out). In such cases, the duration must remain within the limits imposed by the guidelines for applicants.

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

- c) **Only the concept note form will be evaluated.** It is therefore of utmost importance that this document contains ALL relevant information concerning the action.
- d) Please complete the concept note form **carefully and as clearly** as possible so that it can be assessed properly.
- e) Any error or major discrepancy related to the concept note instructions **may lead to the rejection** of the concept note.
- f) **Clarifications** will only be requested when information provided is not sufficient to conduct an objective assessment.

2.2.2. Where and how to send concept notes

- Applications must be submitted in one bound printed original in A4 size.
- All documents presented for application (concept note application form and supporting documents) must also be provided in electronic format (USB or CD). The electronic file must contain **exactly the same** application as the paper version enclosed. Last page of the application form must bear the signature of the legal representative of the lead applicant and stamp of the organisation.
- The documents shall be divided in 2 envelopes which must be enclosed in one single outer envelope:
 - a. **Envelope 1:** Administrative documents as per list in section 2.1.1.
 - b. **Envelope 2:** Concept note application form (Annex 1), electronic version in USB or CD.

Outer Envelope:

- **Envelope 1 & Envelope 2**
- The following documents must be stapled separately and enclosed in the outer envelope:
 - The declaration by the lead applicant (Annex 2), signed and stamped
 - Mandate by co-applicants (Annex 3), signed and stamped
 - The declaration in honour (Annex 4) signed and stamped by the lead applicant and the co-applicant(s) if any, in separate copies;
 - The checklist (Annex 5)

On the outer envelope must be written *the title of the call for concept notes proposals, the full name and address of the lead applicant, and the words 'Not to be opened before the opening session' and "Të mos hapet para datës së hapjes zyrtare"*.

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 address below:

Postal address for registered mail, private courier or hand-delivery:
 Fondacioni Shoqëria e Hapur për Shqipërinë
 Address: Rruga Qemal Stafa, Pallati 120/2, Tiranë, Shqipëri

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

Lead applicants are advised to verify that their application is complete using the checklist (Annex 4 of these guidelines). Incomplete applications may be rejected.

2.2.3. Deadline for submission of concept notes

The deadline for the submission of applications is **December 2, 2022, 17.00 hours**.

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

- In the case of delivery by post or private courier, the full application must be sent before the date for submission, as evidenced by the postmark or deposit slip.
- In the case of hand-deliveries the deadline for receipts is at 17:00 hours as it will be evidenced in the signed and dated certificate of receipt.

Any applications submitted after the deadline will be rejected.

The contracting authority may, for reasons of administrative efficiency, reject any application submitted on time to the postal service but received, for any reason beyond the contracting authority's control, after the effective date of approval of the full application evaluation, if accepting applications that were submitted on time but arrived late would considerably delay the award procedure or jeopardise decisions already taken and notified (see indicative calendar under Section 2.4.2).

2.2.4. Further information about concept notes

An information session on this call for proposals is planned to be held on **November 11, 2022**. You will be notified in the coming days regarding the place and agenda.

Questions may be sent by e-mail no later than **10 days** before the deadline for the submission of concept notes to the addresses listed below, indicating clearly the title of the call for proposal.

E-mail address: grants@inclusive-edujobs.al

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

Replies will be given no later than **8 days** before the deadline for the submission of full applications via email.

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

Questions that may be relevant to other applicants, together with the answers, will be published on the website www.osfa.al. It is therefore advisable to consult the above-mentioned website regularly in order to be informed of the questions and answers published.

2.2.5. Full applications

Lead applicants invited to submit a full application following pre-selection of their concept note must do so using Annex 6 of these Guidelines. Lead applicants should then keep strictly to the format of the grant application form and fill in the paragraphs and pages in order.

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

- The lead applicant may add, remove or replace one or more co-applicant(s) or affiliated entity(ies) only in duly justified cases.
- The lead applicant may adjust the duration of the action if unforeseen circumstances outside the scope of the applicants have taken place following the submission of the concept note and require such adaptation (risk of action not being carried out). In such cases, the duration must remain within the limits imposed by the guidelines for applicants.

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

Annexes to be submitted together with the full application Annex 6 are, Budget Annex 7 and Logical Framework Annex 8.

Full applications must be submitted in accordance with the instructions on the full application form annexed to these guidelines (Annex 6). Lead applicants should then keep strictly to the format of the full application form and fill in the paragraphs and pages in order.

- Applications must be in English;
- Applications must be typed. Hand-written applications will not be accepted;
- Any error or major inconsistency in the application (e.g. if the amounts in the budget worksheets are inconsistent) may lead to the rejection of the application;
- Currency used in the application form (Annex 6) and budget form (Annex 7) should be in **EUR**;

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

Please note that the application form and the published annexes which have to be filled in (budget, logical framework) will be transmitted to the evaluators. It is therefore of utmost importance that these documents contain ALL the relevant information concerning the action.

2.2.6. Where and how to send full applications

Full applications must be submitted in one bound printed original in A4 size.

- The documents shall be included **in one single envelope containing**:
 - a. Application form proposal (Annex 6);
 - b. Budget (Annex 7);
 - c. Log-frame (Annex 8); and
 - d. the electronic version of all the documents in USB or CD.

The envelope must bear **the title of the call for proposals**, together with the title of the call, the full name and address of the lead applicant, and the words ‘Not to be opened before the opening session’ and “*Të mos hapet para datës së hapjes zyrtare*”.

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 address below:

Postal address for registered mail, private courier or hand-delivery:

Fondacioni Shoqëria e Hapur për Shqipërinë

Address: Rruga Qemal Stafa, Pallati 120/2, Tiranë, Shqipëri

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

Incomplete applications may be rejected.

2.2.7. Deadline for submission of full applications

The deadline for the submission of applications is **February 28, 2023, 17.00 hours**.

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

- In the case of delivery by post or private courier, the full application must be sent before the date for submission, as evidenced by the postmark or deposit slip.
- In the case of hand-deliveries the deadline for receipts is at 17:00 hours as it will be evidenced in the signed and dated certificate of receipt.

Any applications submitted after the deadline will be rejected.

The contracting authority may, for reasons of administrative efficiency, reject any application submitted on time to the postal service but received, for any reason beyond the contracting authority's control, after the effective date of approval of the full application evaluation, if accepting applications that were submitted on time but arrived late would considerably delay the award procedure or jeopardise decisions already taken and notified (see indicative calendar under Section 2.4.2).

2.2.8. Further information about full applications

Questions may be sent by e-mail no later than **9 days** before the deadline for the submission of full applications to the addresses listed below, clearly indicating the title of the call for proposals and Lot number.

E-mail address: grants@inclusive-edujobs.al

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

Replies will be given no later than **7 days** before the deadline for the submission of full applications via email.

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

Questions that may be relevant to other applicants, together with the answers, will be published on the website www.osfa.al. It is therefore advisable to consult the above-mentioned website regularly in order to be informed of the questions and answers published.

2.3. EVALUATION AND SELECTION OF CONCEPT NOTES

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.

All applications will be assessed according to the following steps and criteria.

STEP 1 – Opening and Administrative check. Verification of eligibility of the applicants.

STEP 2 – Evaluation of the concept notes and notification of decision.

STEP 3 – Evaluation of the full application and notification of decision

(1) STEP 1: OPENING, ADMINISTRATIVE CHECKS & ELIGIBILITY CHECKS

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

- If the submission deadline has been met. Otherwise, the applications will be automatically rejected.
- If the application satisfies all the criteria specified in the checklist Annex 4. This includes also an assessment of the eligibility of the action and concept notes. 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 answer to each of the questions in the ADMINISTRATIVE GRID must be YES to make e proposal eligible for further assessment!

Administrative Criteria:	Yes	No	Comments
PART 1 (ADMINISTRATIVE)			
1. The application form published in the Guidelines for this Call for Proposals have been used.			
2. The proposal is typed.			
3. The proposal is in English language.			
4. All documents are submitted in English with the exception of the supporting documents a), b), c), d) e) and f) which may be submitted in the national language.			
5. The supporting documents which are submitted as copies are certified as “according to the original” by the legal representative of the applicant, co-applicant, if the case, and are signed and stamped on each page.			
6. One printed original is included.			
7. An electronic version of the proposal is enclosed (USB or CD).			
8. Each co-applicant, if any, has completed, signed and stamped the mandate and the mandate is included.			
9. Declaration of the lead applicant is included and mandate of the co-applicant (if any), are signed by the legal representatives respectively and stamped.			
10. Declaration in honour is signed by the legal representative and stamped by the Lead Applicant and the Co-applicant (if any), each a separate copy.			
PART 2 (ELIGIBILITY)			
1. The applicant is a CSO/NGO registered and acting in the territory of Albania.			
2. The applicant is non-profit-making.			
3. The applicant has experience working with the Roma Egyptian Communities.			
4. The applicant is directly responsible for the preparation and management of the action with the co-applicant(s), not acting as an intermediary.			
5. Supporting documents are submitted (in Albanian or English, original or certified copies as per Guidelines): a) Court Registration Act; b) Statute; c) Fiscal registration Certification/NGO Registration Certification (NIUS); d) Financial statements of the organization, for the last 2 years, in accordance with the legislation in force;			

e) Document regarding pending financial obligations (Document issued by e-Albania); f) Document certifying that the applicant has no pending civil or penal cases in the Court (Document issued by the local Court, in the Republic of Albania); g) The legal representative of the Lead Applicant must sign and stamp: Declaration by the lead applicant and Declaration in Honour; the legal representative of the Co-applicant(s) must sign and stamp: Mandate and Declaration in honour; h) CV of the organization; i) CVs of key personnel implicated in the implementation of the project.			
6. The action will be implemented in Tirana, Albania.			
7. The duration of the action is not lower than 12 months nor exceed 12 months			
8. The grant requested complies with the set thresholds from EUR 30,000 – up to EUR 30,000.			
9. The concept note addresses an eligible target group Roma and Egyptian communities.			
10. The proposal is eligible, i.e. the objective of this call for proposals is to prepare R/E CSOs through technical support and trainings to obtain the social enterprise title.			

The declaration by the lead applicant will be 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.

After the first step of the evaluation, the lead applicant will be notified **via e-mail**, indicating whether their application was submitted by the deadline, and whether it fulfilled administrative and eligibility conditions and inform them of the results of SETP 1. The Evaluation Committee will then proceed with the notification of lead applicants whose concept notes have been pre-selected.

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

(2) STEP 2: EVALUATION OF THE CONCEPT NOTE AND DECISION

The concept notes will receive an overall score out of 50 using the breakdown in the evaluation grid below. 5

The evaluation will also check on compliance with the instructions on how to complete the concept note, which can be found in the 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.

1. Relevance of the action	Sub-score	20
1.1 How relevant is the proposal to the objectives and priorities of the call for proposals and to the specific themes/sectors/areas or any other specific requirement stated in the guidelines for applicants? Are the expected results of the action aligned with the priorities defined in the guidelines for applicants (Section 1.2)?	5	
1.2 How relevant is the proposal to the particular needs and constraints of the target country(ies), region(s) and/or relevant sectors (including synergy with other development initiatives and avoidance of duplication)?	5	

1.3 How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs (as rights holders and/or duty bearers) and constraints been clearly defined and does the proposal address them appropriately?	5	
1.4 Does the proposal contain particular added-value elements (e.g. innovation, best practices)? <i>[and the other additional elements indicated under 1.2. of the guidelines for applicants]</i>	5	
2. Design of the action	Sub-score	30
2.1 How coherent is the overall design of the action? Does the proposal indicate the expected results to be achieved by the action? Does the intervention logic explain the rationale to achieve the expected results?	5x2**	
2.2 Does the design reflect a robust analysis of the problems involved, and the capacities of the relevant stakeholders?	5	
2.3 Does the design take into account external factors (risks and assumptions)?	5	
2.4 Are the activities feasible and consistent in relation to the expected results (including timeframe)? Are results (output, outcome and impact) realistic?	5	
2.5 To which extent does the proposal integrate relevant innovative elements for R/E communities?	5	
TOTAL SCORE		50

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

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

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

After the evaluation of concept notes, the contracting authority will notify via e-mail all lead applicants the final results of that evaluation.

The pre-selected lead applicants will subsequently be invited to submit full applications in a second phase.

DISCLAIMER: Pre-selected applicants will receive a training on how to develop a sustainable social enterprise, and after this they will proceed with the full application phase.

2.4 NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

2.4.1. *Content of the decision*

The lead applicants will be informed via e-mail of the contracting authority's decision concerning their concept note application evaluation and, if rejected, the reasons for the negative decision. Please note that the lead applicant is the intermediary for all communications between applicants and the contracting authority during the procedure.

Appeals

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, may file a complaint within 5 (*five*) *working days* from the day when the rejection email has been sent at grants.inclusive_edujobs@osfa.al.

In order to be considered, a complaint must:

- be submitted only by the Lead Applicant (legal representative) and not by co-applicants or third parties;
- be submitted by email to grants.inclusive_edujobs@osfa.al within 5 days from the date when the notification email announcing the result of an evaluation step is sent.
- be written in English;
- clearly describe the nature of the infringement considered as being made by the Evaluation Committee and make clear references to the corresponding provisions of the Guidelines for Applicants with pertinent substantiation.

The appeals that do not respect these criteria may not be taken into consideration. The reply to the appeal represents the final decision regarding the application.

(3) STEP 3: EVALUATION OF THE FULL APPLICATION AND DECISION

Evaluation Greed

Section	Maximum Score
1. Financial and operational capacity	20
1.1 Do the applicants and, if applicable, their co-applicants have sufficient in-house experience of project management?	5
1.2 Do the applicants and, if applicable, their co-applicants have sufficient in-house technical expertise? (especially knowledge of the issues to be addressed)	5
1.3 Do the applicants and, if applicable, their co-applicants have sufficient in-house management capacity? (Including staff, equipment and ability to handle the budget for the action)?	5
1.4 Does the lead applicant have stable and sufficient sources of finance?	5
2. Relevance	20
<i>Score transferred from the Concept Note evaluation</i>	
3. Design of the action	15
3.1 How coherent is the design of the action? Does the proposal indicate the expected results to be achieved by the action? Does the intervention logic explain the rationale to achieve the expected results? Are the activities proposed appropriate, practical, and consistent with the envisaged outputs and outcome(s)?	5

3.2 Does the proposal/Logical Framework include credible baseline, targets and sources of verification? If not, is a baseline study foreseen (and is the study budgeted appropriately in the proposal)?	5
3.3 Does the design reflect a robust analysis of the problems involved, and the capacities of the relevant stakeholders?	5
4. Implementation approach	10
4.1 Is the action plan for implementing the action clear and feasible? Is the timeline realistic?	5
4.2 Does the proposal include an effective and efficient monitoring system? Is there an evaluation planned (previous, during or/and at the end of the implementation)?	5
5. Sustainability of the action	20
5.1 Is the action likely to have a tangible impact on its target groups?	10
5.2 Is the action likely to have multiplier effects, including scope for replication, extension, capitalisation on experience and knowledge sharing?	5
5.3 Are the expected results of the proposed action sustainable? <ul style="list-style-type: none"> - Financially (<i>e.g. financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs</i>) - Institutionally (<i>will structures allow the results of the action to be sustained at the end of the action? Will there be local 'ownership' of the results of the action?</i>) - At policy level (where applicable) (<i>what will be the structural impact of the action — e.g. improved legislation, codes of conduct, methods</i>) - Environmentally (if applicable) (<i>will the action have a negative/positive environmental impact?</i>) 	5
6. Budget and cost-effectiveness of the action	15
6.1 Are the activities appropriately reflected in the budget?	5
6.2 Is the ratio between the estimated costs and the results satisfactory?	10
Maximum total score	100

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

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.

2.4 NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

2.4.1 *Content of the decision*

The lead applicants will be informed via e-mail of the contracting authority's decision concerning their full application evaluation and, if rejected, the reasons for the negative decision. Please note that the lead applicant is the intermediary for all communications between applicants and the contracting authority during the procedure.

Appeals

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, may file a complaint within 5 (*five*) *working days* from the day when the rejection email has been sent at grants@inclusive-edujobs.al.

In order to be considered, a complaint must:

- be submitted only by the Lead Applicant (legal representative) and not by co-applicants or third parties;
- be submitted by email to grants@inclusive-edujobs.al within 5 days from the date when the notification email announcing the result of an evaluation step is sent.
- be written in English;
- clearly describe the nature of the infringement considered as being made by the Evaluation Committee and make clear references to the corresponding provisions of the Guidelines for Applicants with pertinent substantiation.

The appeals that do not respect these criteria may not be taken into consideration. The reply to the appeal represents the final decision regarding the application.

2.4.2 *Indicative timetable*

	DATE	TIME (24h)
1. Information meeting (if any)	November 11, 2022	10.00
2. Deadline for requesting any clarifications from the contracting authority	November 21, 2022	17.00
3. Last date on which clarifications are issued by the contracting authority	November 23, 2022	17.00
4. Deadline for submission of concept notes	December 2, 2022	17.00
5. Information to lead applicants on opening, administrative and eligibility checks (Step 1)	December 16, 2022	17.00
6. Information to lead applicants on the evaluation of the Concept Note and notification of selection (Step 2)	December 23, 2022	17.00
7. Deadline for submission of full applications.	February 28, 2022	17.00

8. Deadline for requesting any clarifications from the contracting authority	February 20, 2022	17.00
9. Last date on which clarifications are issued by the contracting authority	February 22, 2022	17.00
10. Information to lead applicants on the evaluation of the full application (Step 3)	March 10, 2022	17.00
11. Notification of award	March 14, 2022	17.00
12. Contract signature	March 17, 2022	NA

All times are in the time zone of the country of the contracting authority, Albania (CET).

This indicative timetable refers to provisional dates (except for dates 2, 3, and 4) and may be updated by the contracting authority during the procedure. In such cases, the updated timetable will be published on the web site where the call was published: www.osfa.al.

2.5 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. By signing the application form (Annex 1 of these guidelines), the applicants agree, if awarded a grant, to accept the contractual conditions of the standard grant contract.

Implementation contracts

Where implementation of the action requires the beneficiary(ies) to award procurement contracts, those contracts must be awarded in accordance with PRAG rules for external actions.

Final amount of the grant

The maximum amount of the sub-grant will be stipulated in the contract. As mentioned under section 1.2 as forementioned in the respective lot. This amount is based on the budget, which is only an estimation. Therefore this amount only becomes final following completion of the project and presentation of the final accounts.

Failure to meet the objectives

If the Beneficiary(ies) fails to implement the project as undertaken and agreed in the sub-granting contract, the Contracting Authority reserves the right to interrupt payments, and/or to terminate the contract. The Contracting Authority may demand full or partial repayment of the sums already paid, if the beneficiary does not fulfil the terms of the contract.

Contract award procedures

Where implementation of the project requires awarding of a procurement contract, the beneficiary must award the contract to the economically most advantageous offer, i.e. the bid offering the best value for money, respecting the principles of transparency and equal treatment of potential contractors and ensuring that there is no conflict of interest.

Monitoring and Evaluation

Monitoring and evaluation of the approved projects will be coordinated by the Contracting Authority (OSFA).

3. LIST OF ANNEXES

DOCUMENTS TO BE COMPLETED

- Annex 1: Application Form Concept Note
- Annex 2: Declaration by the Lead applicant
- Annex 3: Mandate by the Co-applicant
- Annex 4: Declaration in Honour
- Annex 5: Check List
- Annex 6: Application Form Full Application
- Annex 7: Budget Form Full Application
- Annex 8: Logical Framework Form Full Application

Link:

OSFA LINK: www.osfa.al

* * *