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OPEN CALL FOR PROPOSAL

Guidelines for sub-granting schemes

Contracting authority: Open Society Foundation for Albania

Title: Sub-grants to support: Self-Employment Business Incubator, Farmers Support and Blended Education for Roma and Egyptians in Tirana Municipality

Budget reference: EC 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 applications:
December 2, 2022 at 17:00 (Tirana date and time)



NOTICE

- This is an open Call for Proposals, where all documents are submitted together. In the first instance, only eligibility will be checked. Eligibility will be checked on the basis of the supporting documents requested by the Contracting Authority and sent together with the application. Thereafter, for the applicants who have been pre-selected, the full proposal will be evaluated.
- **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 application. 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 or to the same work programme.

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 2021.1, <https://wikis.ec.europa.eu/display/ExactExternalWiki/ePRAG>

EC – The European Commission

EVC – The Evaluation Committee

R/E – Roma and Egyptians

VC – Value Chain

NAES – National Agency for Employment and Skills

ARDA – Albanian Rural Development Agency

LPEO – Local Pre-university Education Office

ICT – Information and Communications Technology

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.

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1. Sub-grants to support: self-employment business incubator, farmers support and blended education for Roma and Egyptians in Tirana municipality

1.1 BACKGROUND

The Open Society Foundation for Albania (OSFA), in cooperation with 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.

Main objectives of the project are:

a) Design contextual self-employment and employment supporting packages/ models in a participatory way, involving municipalities, primarily Roma and Egyptian CSOs as well as other CSOs and ensuring the necessary link to the existing government programs, increasing and improving employment opportunities for R/E individuals. The government self-employment program, is implemented by the National Agency for Employment and Skills/ Ministry of Finance and Economy, based on the Council of Ministers Decision (CoMD), no. Nr. 348, dated 29.4.2020: "On the procedures, criteria and rules for the implementation of the incentive program through self-employment".

b) Support Roma and Egyptian farmers access to full legal title for the agricultural land and improve Roma and Egyptians farmers performance in the farming processes by generating additional Roma and Egyptian farmers employments and mini farming cooperatives. The farming support package will enable technical analysis of the type of land and the most suitable products to grow taking in consideration also market prices. Farmers will be assisted to reach an agreement among them to unify the land, in order to allow for more effective use of mechanical vehicles and tools. It will also support farmers to gain the full legal title for the land and assist them to potentially develop a small farming company which could absorb government agricultural support schemes funding.

c) Improve educational inclusion and educational achievements of Roma and Egyptian children and students by means of new educational approach (blended learning and digital education) and targeted financial support. Provide support to public schools in Tirana Municipality to upgrade their ICT infrastructure. The ICT devices will be used in the classroom as well as for after-school activities in order to boost the Roma and Egyptians educational achievements. School community will also upgrade their digital competencies to be capable to use effectively technology to improve educational outcome of students particularly Roma and Egyptians.

These objectives 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 Egyptians individuals and complement government funds which these individuals will be able to access.

1.2 OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

LOT 1	Sub-Grants to increase Roma and Egyptians self-employment and access to self-employment governmental funding (Business Incubator)
Description	<p>The global objective of the call for proposals of this Lot is: Increasing and improving employment opportunities for R/E individuals with the aim of becoming entrepreneurs through the assistance provided by the self-employment “Business Incubator” in Tirana in line with the self-employment governmental program.</p> <p>Type of activities suggested – non exhaustive:</p> <ul style="list-style-type: none"> • Prepare a Business Incubator model for Roma and Egyptians entrepreneurs following the key entrepreneurial phases: (i) recruitment and selection; (ii) incubation; (iii) validation on the initial business idea and (iv) assistance for the implementation of the business idea; • Develop criteria for targeting potential R/E entrepreneurs; • Assess, select and prepare list of beneficiaries based on their profiles and initial business idea, for the selected microenterprise; • Support micro-entrepreneurs (including administrative assistance) in enabling them to access grants from self-employment incentives program implemented and managed by the National Agency for Employment and Skills (NAES), as capital support for the business start-up; • Design and implement a fund matching mechanism from the sub-grant budget issued by this lot for the entrepreneurs who win grants from self-employment incentives program implemented by NAES using grant funds; • Regularly follow-up and mentor the self-employed beneficiaries and advise/support them to create and improve market linkage; • Document success stories, challenges faced, lessons learnt and measures for sustainability and disseminate them. <p>Note: <i>This list of activities is indicative. The sub-grantee may provide their own methodology and plan of activities which would fulfil the objectives, priorities and expected results for this lot.</i></p> <p>The Contracting Authority (OSFA) will:</p> <ul style="list-style-type: none"> • Support beneficiaries in identifying areas of business, undertake a quick market study to assess the demand of the identified products or services and viability/sustainability of proposed areas of self-employment; • Develop bankable business plans together with each of the trained entrepreneurs (the selected CSO will facilitate the process); • Provide related technical and entrepreneurship development training and services related to business development support (the selected CSO will facilitate the planning and organizing of the trainings).
The specific objective(s) of this call for proposals is/are:	<ul style="list-style-type: none"> • Managing the self-employment “Business Incubator” in Tirana for R/E communities in line with the self-employment governmental program. • Identify R/E community potential entrepreneurs and market opportunities to match their entrepreneurial profile. • Design and deliver demand driven self-employment intervention to ensure R/E individuals self-employment through microenterprise development in the identified market opportunities. • Ensure R/E community entrepreneurs’ readiness to prepare applications for the self-employment government program. • Increase R/E community entrepreneurs’ technical and soft skills in setting up, managing, and expanding a micro-enterprise.

	<ul style="list-style-type: none"> • Improve the employability of R/E community graduates from vocational schools, R/E who run informal business jobs and women.
The priority(ies) of this call for proposals is/are:	<ul style="list-style-type: none"> • Provide a comprehensive Business Incubator model for R/E entrepreneurs in Tirana focused on sound recruitment and selection process, hands on incubation procedures, sustainable exit strategy; • Interventions focused in identifying R/E individuals who can undertake entrepreneurship including those currently self-employed in the informal sector; vocational school graduates or students close to graduation and unemployed interested in becoming self-employed; • Interventions increasing capacities of R/E entrepreneurs to apply for start-up sub-grants and be successful at this initiative. • Interventions increasing capacities of R/E entrepreneurs to manage small individual sub-grants and to operate a formal micro enterprise.
Expected results	<ul style="list-style-type: none"> • At minimum 15 of the Roma and Egyptians that succeed to receive government funding to establish the business are provided with matching funds/seed funding • At minimum 10 Roma and Egyptians supported to access only government funding • Increased capacities of Roma and Egyptians entrepreneurs to manage a business • At least 25 Roma and Egyptian have established and run new small businesses.
Performance indicators	<ul style="list-style-type: none"> • Number of R/E community individuals identified with marketable business ideas; • Number of R/E entrepreneurs applying for the national self-employment incentive program; • Number of R/E entrepreneurs receiving grants from the national self-employment incentive program; • Number of new R/E firms/micro enterprises: <ul style="list-style-type: none"> ○ Number of new R/E formal firms/micro enterprises established from individuals currently self-employed in the informal sector ○ Number of new R/E formal firms/micro enterprises established from R/E employees interested in becoming self-employed ○ Number of new R/E formal firms/micro enterprises established from R/E unemployed interested in becoming self-employed ○ Number of new R/E formal firms/micro enterprises established from R/E vocational school graduates or students close to graduation interested in becoming self-employed ○ Number of new R/E formal firms/micro enterprises led by women • Total number of R/E self-employed and employed in the micro enterprises (gender disaggregated) • Average monthly turnover of new R/E firms/micro enterprises
Min/max amount contribution	<p>Minimum amount: EUR 50,000</p> <p>Maximum amount: EUR 50,000</p>
Coverage of costs	The sub-granting scheme will award 100% of eligible costs.
Indicative Budget available for this lot	EUR 50,000

Duration of the Action	Minimum: 12 months Maximum: 12 months
Modality of application	Full application
Other relevant information	1 sub-grant will be awarded under Lot 1 This project will be implemented in Tirana Municipality.

LOT 2	Sub-Grants to CSO to support R/E farmers to improve farming activity in Shushica, Elbasan
Description	<p>The global objective of this call for proposals is: Improving R/E farmers agricultural activity by generating new R/E farmers employments and potentially small farming cooperatives.</p> <p>Type of activities suggested – non exhaustive:</p> <ul style="list-style-type: none"> • Identify and map Roma and Egyptian farmers in Shushica, Elbasan; • Legal assistance to ensure full legal title part of the land; • Prepare a Value Chain (VC) analysis of the agricultural opportunities in the area and select value chains to be promoted (the assessment according to a set of criteria confirming the relevance of commercial VC wheat and maize); • Assess capacity development needs of farmers along the selected VCs including: <ul style="list-style-type: none"> - Upgrading market access capacities - Post-harvest handling for reduced post-harvest losses and increased shelf-life - Processing capacities - Operational services • Upgrade the professional and entrepreneurial capacities of farmers in Shushica; • Provide assistance and cover fully or partially sensitive costs of agricultural process (inputs. etc) which would help Roma and Egyptian farmers to improve the effectiveness of the agricultural economic activity • Increase financing capacities of Roma and Egyptian farmers, by facilitating access to grants, including national schemes (implemented by ARDA) by supporting business growth. • Facilitate the creation of sustainable business linkages along VCs to support market access: <ul style="list-style-type: none"> - Connect supplier networks (clusters) close to the farmers (short distance purchases) - Support connections/linkages to input suppliers to facilitate wholesale purchases. - Coach lead (entrepreneurial) farmers in efficient supply chain management - Build farmer groups capacity to negotiate and be contracted - Support peer learning through experience exchanges between lead agricultural firms • Support collaboration in farmer unions (cooperatives) and VC-based networks whether organised as associations or other types of alliances interested in supporting VC development. It is principally more promising to build on available local knowledge and existing relationships among farmers and between farmers and off-takers than to start from scratch. It is recommended that the intervention identifies individuals (e.g. lead entrepreneurial farmers, lead agricultural firms) as entry points along the VC that are capable to champion VC upgrading.

	Note: <i>This list of activities is indicative. The sub-grantee may provide their own methodology and plan of activities which would fulfil the objectives, priorities and expected results for this lot.</i>
The specific objective(s) of this call for proposals is/are:	<ul style="list-style-type: none"> • Upgrade the professional and entrepreneurial capacities of farmers • Increase financing opportunities of farmers through improved capacities in applying for national agricultural financing schemes • Facilitate the creation of sustainable business linkages along VCs to support market access • Support collaboration in farmer unions (cooperatives) and VC-based networks whether organized as associations or other types of alliances interested in supporting VC development
The priority(ies) of this call for proposals is/are:	<ul style="list-style-type: none"> • Advisory services to secure the ownership of the land • A Value Chain approach in identifying agricultural opportunities • Capacity building activities to improve professional and entrepreneurial capabilities of farmers and the competitiveness of products • Capacity building activities to increase financing opportunity of farmers • Advisory services to facilitate the creation of sustainable business linkages • Advisory services to support collaboration in farmer unions (cooperatives) and VC-based networks • Provide assistance and cover fully or partially sensitive costs of agricultural process (inputs. etc) which would help Roma and Egyptian farmers to improve the effectiveness of the agricultural economic activity
Expected results	<p>The expected results are:</p> <ul style="list-style-type: none"> • Minimum 30 R/E individuals employed in farming, of which at least 20% are women • Increased capacities of employed R/E individuals in farming • Increased income of employed R/E individuals in farming
Performance indicators	<p>Performance indicators are:</p> <ul style="list-style-type: none"> • Number of employed R/E farmers (gender disaggregated) • Number of farmers who confirm additional diversified income activities (e.g. processing, direct marketing of agricultural products) • Number of farmers who confirm that the services and trainings have enabled them to improve their competitiveness in 4 of the following categories: (i) expansion of product range or services, (ii) improvement of product quality, (iii) acquisition of new customers or (iv) introduction of innovations. • Number of farmers that have improved capacity to apply for government funding
Min/max amount contribution	<p>Minimum amount: EUR 30,000</p> <p>Maximum amount: EUR 30,000</p>
Coverage of costs	The sub-granting scheme will award 100% of eligible costs.
Indicative Budget available for this lot	EUR 30,000
Duration of the Action	<p>Minimum: 12 months</p> <p>Maximum: 12 months</p>

Modality of application	Full application
Other relevant information	1 sub-grant will be awarded under Lot 2 This project will be implemented in Shushica, Elbasan Municipality.

LOT 3	Sub-Grants to CSOs to support compulsory education for Roma and Egyptian students in Tirana to improve learning environment through ICT infrastructure upgrade and better access to Blended Education
Description	<p>The global objective of this call for proposals is: To improve educational inclusion and educational achievements of Roma and Egyptian students by means of new educational approach (blended learning and digital education).</p> <p>Type of activities suggested – non exhaustive:</p> <ul style="list-style-type: none"> • Identify 3 public schools of compulsory (elementary) education which are attended by Roma and Egyptian students; • Conduct a needs assessment for the identified schools regarding: a) ICT infrastructure of schools; b) teachers’ skills on ICT; and c) Roma and Egyptian student drop-outs statistics; • Build partnership between the schools and the Local Pre-university Education Office; • Develop and provide trainings for teachers on how to support R/E in online/digital learning; • Organize tailored after-school activities/ sessions that facilitate Roma and Egyptian students’ educational achievements and also engage R/E student’ mothers; • Develop and provide trainings for school staff and students on the effective use of the digital technology and upgraded ICT infrastructure; • Mentor and support to R/E mothers to sustain prevention of Roma and Egyptians students drop-outs. • Promote Parenting Club at schools, crucial for ensuring peer-to-peer support and awareness raising; • Training to school management staff in order to develop their capacities to raise funds by submitting projects to relevant donors increasing the sustainability of blended education practice <p>Note: <i>This list of activities is indicative. The sub-grantee may provide their own methodology and plan of activities which would fulfil the objectives, priorities and expected results for this lot.</i></p> <p>The contracting Authority (OSFA) will:</p> <ul style="list-style-type: none"> • Manage the investment (ICT equipment procurement) for the improvement of ICT infrastructure in schools; • Facilitate the transfer of the blended education model developed in selected schools of Elbasan in partnership with the Agency for Quality assurance in Pre-University Education.
The specific objective(s) of this call for proposals is/are:	<ul style="list-style-type: none"> • Promote online (after school learning) and Blended Education at 6 local schools in Tirana, working in collaboration with CSOs that promote the blended education approach; • Upgrade ICT infrastructure for school communities, upgrading their digital competencies to be capable to use effectively technology to boost educational outcome of students particularly Roma and Egyptians;

	<ul style="list-style-type: none"> • Increase school enrolment and attendance rates, prevent drop-out and reduce functional illiteracy of Roma and Egyptian children, including mitigate the negative effects of COVID-19 by increasing access to online education; • Support Roma and Egyptian students to use ICT infrastructure to improve educational achievements (homework, exploring talents and personal interests, etc.)
The priority(ies) of this call for proposals is/are:	<ul style="list-style-type: none"> • ICT infrastructure trainings / IT skills training for students and school staff • After-school learning (sessions)/ extra-curricular activities with Roma and Egyptian and other disadvantaged children to prepare them for online/ digital learning; • Blended Education development ensuring more contemporary and engaging learning • Roma and Egyptians mothers to participate in the after-school learning sessions • Supporting Roma and Egyptians parents' participation in school parents' councils and school boards
Expected results	<ul style="list-style-type: none"> • Upgraded ICT infrastructure for public schools through the procurement of ICT devices for these schools; • Increased attendance rates and engagement of Roma and Egyptian students in the learning process including curricular and extra-curricular activities; • Increased adaptability of the R/E students and other disadvantaged children to achieve higher educational attainments. • Higher engagement through the blended education approach of Roma and Egyptian parents particularly mothers in order for them to consider the education of their children as a priority; • Higher participation of girls in the educational activities; gender balance achieved. • School community improves the digital competences linked to learning and teaching
Performance indicators	<p>Performance indicators are:</p> <ul style="list-style-type: none"> • At least 6 (3+3) public schools in Tirana with upgraded ICT infrastructure • Number of Roma and Egyptian students involved in blended learning programs • Number of Roma and Egyptian students with improved attendance rate • Number of Roma and Egyptian students enhanced skills for online learning • Number of teachers trained how to support Roma and Egyptian and other disadvantaged children in online/digital learning • Number of schools staff trained on the effective use of the digital technology for teaching • Number of girls attending educational activities and online learning.
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 60,000
Coverage of costs	The sub-granting scheme will award 100% of eligible costs.
Duration of the Action	<p>Minimum: 12 months</p> <p>Maximum: 12 months</p>

Modality of application	Full application
Other relevant information	2 sub-grants will be awarded under Lot 3 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 140,000. The contracting authority reserves the right not to award all available funds.

Indicative allocation of funds by lot:

LOT 1: Sub-Grants to increase Roma and Egyptians self-employment and access to self-employment governmental funding (Business Incubator) - EUR 50,000;

LOT 2: Sub-Grants to CSOs to support Roma and Egyptians farmers to improve farming activity in Shushica, Elbasan - EUR 30,000;

LOT 3: Sub-Grants to CSOs to support compulsory education for Roma and Egyptian students in Tirana to improve learning environment through ICT infrastructure upgrade and better access to Blended Education EUR 60,000.

If the allocation indicated for a specific Lot cannot be used due to insufficient quality or number of proposals received, the Contracting Authority reserves the right to reallocate the remaining funds to another Lot.

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 actions financed under this call, in conformity with the practical guide, which is applicable to the present call (*available on the internet at this address <https://wikis.ec.europa.eu/display/ExactExternalWiki/ePRAG>*).

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 costs that may be taken into account in setting the amount of the sub-grant.

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

Lead applicant

- (1) In order to be eligible for a sub-grant, the lead applicant must:
 - be a non-governmental organization, civil society organization legally registered and operating in the territory of Albania;

- be non-profit making;
- be directly responsible for the preparation and management of the action with the co-applicant(s) (if any), not acting as an intermediary;
- have previous experience (during the last three years) in implementing grants (at least one) targeting Roma and Egyptians.

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 Sub-Grant Contact). 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 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.

- Co-applicant(s) must satisfy the eligibility criteria as applicable to the lead applicant himself;
- 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-applicant(s) are not required to have direct experience with R/E community.

Co-applicants must sign the Mandate Annex 5 and Declaration in Honour Annex 6 in of the sub-grant application form.

If awarded the sub-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>
- j) Preliminary Memorandum of Understanding, between the NGO and 3 Schools, stating that parties (the lead applicant and school directors) have a prior understanding to collaborate for the implementation of the sub-grant actions, **only applicable for Lot 3.**

Documents a), b), c), d), e), f) and j) may be submitted in national language; documents a), b), c), d), e), f) and j) 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:

Lot 1 - lower than 12 months nor exceed 12 months

Lot 2 - lower than 12 months nor exceed 12 months

Lot 3 - lower than 12 months nor exceed 12 months

Sectors or themes

- Self-employment
- Farming
- Blended Education

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

Location

Actions must take place in Tirana Municipality for Lot 1 and Lot 3; and in Shushica, Elbasan Municipality for Lot 2.

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 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).

Financial support to final beneficiaries

Applicants are allowed to propose financial support to the projects' final beneficiaries (Roma and Egyptians) only under Lot 1.

Applicants propose financial support to the final beneficiaries in order to help achieving the objectives of the action.

The maximum amount of financial support per final beneficiary will range:

Lot 1: minimum EUR 1,500 to maximum EUR 2,300, except where achieving the objectives of the actions would otherwise be impossible or overly difficult, in which case this threshold can be exceeded.

In compliance with the present guidelines and notably of any conditions or restrictions in this Section, the lead applicant should define mandatorily in the grant application form:

- (i) the overall objectives, the specific objective(s) and the results to be achieved with the financial support;
- (ii) the different types of activities eligible for financial support, on the basis of a fixed list;
- (iii) the types of persons or categories of persons which may receive financial support;
- (iv) the criteria for selecting these entities and giving the financial support;
- (v) the criteria for determining who of the selected persons/CSO-s will receive administrative support from this sub-granting scheme and who will receive financial support.

In all events, the mandatory conditions set above for giving financial support (points (i) to (v)) have to be strictly defined in the grant contract as to avoid any exercise of discretion.

Specific conditions or restrictions for sub-grants final beneficiaries funding:

- Only Roma and Egyptian community individuals are eligible final beneficiaries;
- CSOs/NGOs are not eligible;
- Payment of salaries or vocational courses, social and compulsory health insurance are eligible for final beneficiaries;
- Payment of other operational costs including utility expenses (electric energy, water supply, internet) are eligible for final beneficiaries only if it is proved that such expenses are critical to achieve the sub-grant objectives and expected results;
- Payment of rent of premisses for newly established business is eligible for final beneficiaries;
- Purchase of equipment that is directly related to the production or service and workspace supplies are eligible for final beneficiaries.

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 \(europa.eu\)](#)).

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 sub-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 beneficiaries in accordance with the indicative budget format, specified in indicative units, according to the template Annex 2 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 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, 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.
- 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 costs for equipment (new or used) and supplies specifically for the purposes of the Action, provided they correspond to market rates and that ownership is transferred at the end of the Action, if the case;
- Purchase of crops, fertilizers, small farming appliances, or agricultural mechanical services are eligible for final beneficiaries;
- 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 2).

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 public 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. *Application form*

Applications must be submitted in accordance with the instructions on the full application in the grant application form annexed to these guidelines (Annex 1). Lead applicants should then keep strictly to the format of the grant 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 related to the points listed in the checklist (Annex 7) may lead to the rejection of the application;
- 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 1) and budget form (Annex 2) 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 only the application form and the published annexes which have to be filled in (budget, logical framework, declaration, mandate and declaration in honour) will be transmitted to the evaluators (if used). It is therefore of utmost importance that these documents contain ALL the relevant information concerning the action.

2.2.2. Where and how to send applications

- Applications must be submitted in one bound printed original in A4 size.
- 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 2.1.1.
 - b. **Envelope 2:** Action proposal (Annex 1), Budget (Annex 2), Log-frame (Annex 3) and the electronic version of all the documents in USB or CD.
 - c. **Envelope 3:** The checklist (Annex 7), the declaration and the declaration in honours by the lead applicant (Annex 4 and Annex 6) and the mandate and the declaration in honours by the by co-applicants, if any (Annex 5 and Annex 6) must be stapled separately and on the envelope must be written the *name of the applicant organization, the title of the project proposal*, and specifically “*Original*”.

NOTE: Outer Envelope must contain: *Envelope 1; Envelope 2 and Envelope 3.*

- All documents presented for application (application form, budget, logical framework and supporting documents) must also be supplied 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, budget, and logical framework must bear the signature of the legal representative of the lead applicant and stamp of the organisation.
- The outer envelope must bear **the title of the call for proposals**, together with the title and number of the lot, 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:

Open Society Foundation for Albania

Address: Rruga Qemal Stafa, Pallati 120/2, Tirana, Albania

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 6 of these guidelines). Incomplete applications may be rejected.

2.2.3. Deadline for submission applications

The deadline for the submission of applications is December 2, 2022 at 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 application submitted after the deadline will be rejected.

The contracting authority may, for reasons of administrative efficiency, may 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 2.3.2).

2.2.4. Further information about applications

An information session on this call for proposals will 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 full applications to the addresses listed below, indicating clearly 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 **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.

2.3 EVALUATION AND SELECTION OF APPLICATIONS

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

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

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

STEP 1 – Opening and Administrative check

Verification of eligibility of the applicants and of the action

STEP 2 – Evaluation of the application

STEP 3 – Final evaluation and 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 application will be automatically rejected.
- If the application satisfies all the criteria specified in the checklist Annex 7. This includes also an assessment of the eligibility of the action and applicants. 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), f) and j) 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 Declaration in Honour and both documents have been included.			
9. The lead applicant has completed, signed and stamped the Declaration by the lead applicant and Declaration in Honour and both documents have been included.			
10. The budget is enclosed, in balance, presented in the requested format, and stated in EUR.			
11. The logical framework has been completed and is enclosed.			
PART 2 (ELIGIBILITY)			
1. The applicant is a CSO/NGO registered and operating 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; j) Preliminary Memorandum of Understanding between the NGO and 3 Schools, only applicable for Lot 3.			
6. The action will be implemented in Tirana, Albania.			
7. The duration of the action is: - For Lot 1 – not lower than 12 months nor exceed 12 months - For Lot 2 – not lower than 12 months nor exceed 12 months - For Lot 3 – not lower than 12 months nor exceed 12 months			
8. The grant requested complies with the set thresholds - For Lot 1 – from EUR 50,000 – up to EUR 50,000 - For Lot 2 – from EUR 30,000 – up to EUR 30,000 - For Lot 3 – from EUR 30,000 – up to EUR 30,000			
9. The proposal addresses an eligible target group Roma and Egyptians.			
The proposal is eligible, i.e. the objective of this call for proposals is: a) to increase Roma and Egyptians self-employment and their access to self-employment governmental funding (Business Incubator); or b) improve farming process and agricultural infrastructure in Shushica, Elbasan; or c) to help upgrade ICT infrastructure and digital competences in public schools.			

The declaration by the lead applicant will be cross-checked with the supporting documents provided by the lead applicant. Any missing supporting document or any incoherence between the declaration by the lead applicant and the supporting documents may lead to the rejection of the application on that sole basis.

After the Evaluation Committee will conclude the evaluation of the first step, all lead applicants 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 STEP 1.

(2) STEP 2: EVALUATION OF THE APPLICATION

If the applications pass the opening and administrative checks along the instructions of the Step 1: they will be further evaluated on their quality, including the proposed budget and capacity of the applicants. During this step the Evaluation Committee will negotiate the provisional budget proposed by the applicants. They will be evaluated using the evaluation criteria in the evaluation grid below. There are two types of evaluation criteria:

Selection and award criteria.

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

- have stable and sufficient sources of finance to maintain their activity throughout the proposed action;
- have the management capacity, professional competencies and qualifications required to successfully complete the proposed action. This applies to applicants and any affiliated entity(ies).

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

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

Evaluation grid

Section	Maximum Score
1. Financial and operational capacity	20
1.1 Do the applicants and, if applicable, their 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
2.1 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
2.2 How relevant is the proposal to the particular needs and constraints of the targeted beneficiaries (Roma and Egyptians), sectors (including synergy with other development initiatives)?	5
2.3 How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs and constraints been clearly defined and does the proposal address them appropriately?	5
2.4 Does the proposal contain particular added-value elements (e.g. best practices for Roma and Egyptians)?	5
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? - 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.

(3) STEP 3: FINAL EVALUATION AND DECISION

The Evaluation Committee will take the final decision after negotiations have been concluded.

During this stage the results of the evaluation process will be communicated officially to the applicants.

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 application and, if rejected, the reasons for the negative decision. Please note that the lead applicant is the intermediary for all communications between applicants and the contracting authority during the procedure.

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 working 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 applications	December 2, 2022	17.00
5. Information to lead applicants on the administrative and eligibility checks (Step 1)	December 12, 2022	17.00
6. Information to lead applicants on the evaluation of the full applications (Step 2)	December 19, 2022	17.00
7. Notification of award (Step 3)	December 21, 2022	17.00
8. Contract signature	December 23, 2022	N/A

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
- Annex 2:** Budget Form
- Annex 3:** Logical framework Form
- Annex 4:** Declaration by the Lead applicant
- Annex 5:** Mandate by the Co-applicant
- Annex 6:** Declaration in Honour
- Annex 7:** Check list

Link:

OSFA LINK: www.osfa.al
