



Contracting Authority:

The European Union, represented by the European Commission

Support for initiatives and actions aimed at promoting and enhancing the rights and wellbeing of the Child by protecting the Child against abuse, exploitation, and exposure to harm.

EUROPEAN INSTRUMENT FOR DEMOCRACY AND HUMAN RIGHTS

Actions in partner country

GHANA

Open Call for Proposals

Guidelines for grant applicants

Budget line 19 04 01

Reference: EUROPEAID/133776/L/SV/GH

Deadline for submission of Full Applications: 26th April 2013

NOTICE

This is an open Call for Proposals, where all documents are submitted together (Concept Note and Full Application Form). In the first instance, only the Concept Notes will be evaluated. Thereafter, for the applicants who have been pre-selected, the full proposal will be evaluated. After the evaluation of the full proposals, an eligibility check will be performed for those which have been provisionally selected. Eligibility will be checked on the basis of the supporting documents requested by the Contracting Authority and the signed 'Declaration by the Applicant' sent together with the application.

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1. EUROPEAN INSTRUMENT FOR DEMOCRACY AND HUMAN RIGHTS ACTIONS IN PARTNER COUNTRIES - GHANA

1.1 BACKGROUND

The European Instrument for Democracy and Human Rights (EIDHR)¹ was adopted by the European Parliament and the Council in December 2006. This new instrument takes the place of the European Initiative for Democracy and Human Rights, which was created at the initiative of the European Parliament in 1994. The entry into force of this specific instrument on 1 January 2007 makes it possible to give financial support for activities to strengthen democracy and the human rights in the world under the 2007-2013 financial perspectives.

This instrument supports actions being undertaken by and through civil society organisations to protect and enhance fundamental freedoms and rights, which constitute the basis for human development. In this context it seeks to support initiatives and actions that aim at protecting the vulnerable and marginalised segments of society such as children against human rights violations.

Ghana was one of the first countries to sign and ratify the Convention on the Rights of the Child on 29th January 1990 and 5th February, 1990 respectively. Ghana again signed the African Charter on the Rights and Welfare of the Child on 18th August 1997. On 13th June 2000, Ghana ratified the Convention concerning the prohibition and Immediate Action for the Elimination of the Worst Forms of Child Labour. Interspersed with the signing and ratification of these Conventions, the Government of Ghana also embarked on a series of reforms aimed at protecting the Rights of the Child such as the promulgation of the Children's Act 1998 (Act 560), Juvenile Justice Act 2003 (Act653), Child Rights Regulations 2003 (LI 1705), Human Trafficking Act 2005 (Act 694), Domestic Violence Act 2007 (Act732).

The Children's Act seeks to foster parental duty and responsibility to the Child, Right to education and wellbeing of the Child, protection of the Child from exploitative labour as well as protection from torture and degrading treatment. The concept of the state as parent of the child has been implied and the local government authority – the District Assembly – has been mandated to protect the child from child abuse.

Many people have expressed misgivings about the capacity of the Children's Act to ensure child protection. The Commission for Human Rights and Administrative Justice (CHRAJ) – an Independent national institution responsible for the protection of human rights in Ghana – according to its 2008 Annual Report recorded a total number of 11,323 complaints with 4665 children's rights-related cases constituting over 40% of cases.

For example, the Children's Act sets the minimum age for employment at 15 years. The Children's Act prohibits children under 18 from engaging in hazardous labour. Employers who operate in the formal sector must keep a register with the ages of the young people they employ. The failure to keep this register can result in a fine of 10 million cedis (US\$1,121) or 2 years in prison of the offending party. However, child labour laws are not implemented with any effectiveness or consistency. Labour authorities carry out routine inspections of every workplace in the formal sector, but seldom monitor the informal sector where working children can be found. Furthermore, other law enforcement agencies including the police are inadequately resourced to prosecute and are largely unfamiliar with child protection laws.

The normative view is that societies must have the best interest of the child as a primary consideration in all decisions and actions that may affect present and future children at all societal levels. This principle, according to International law, is meant to underpin the implementation of child rights. Children should have the right to know and be cared for by their parents or those entitled by law to bring them up; a child is entitled to basic education which shall be the responsibility of the State and the parents of the child; no child should be deprived by any person of medical treatment, education or any other social or economic benefit by reason of religious or other beliefs; children are entitled to be protected from social or economic exploitation

¹ Regulation (EC) No 1889/2006 of the European Parliament and of the Council, 20.12.2006, OJ L 386, 29.12.2006, p.1 (http://ec.europa.eu/europeaid/where/worldwide/eidhr/working-documents_en.htm).

and should not be required to perform work that is likely to be hazardous or to interfere with their education or to be harmful to their health or physical, mental, spiritual, moral or social development.

Specific agencies of state at various levels are expected to provide security and protection to children. The District Assembly under the auspices of the department of Social Welfare has a responsibility to protect the interest and well being of children. The Police plays an important role under the Domestic Violence and Victims Support Unit at both district, regional and national levels.

The Ministry of Women and Children Affairs is to initiate and formulate policies to facilitate the survival, development and growth of children. The issues of children are cross-cutting and this requires that the sector ministry collaborates with different agencies to advance the cause of children.

The Commission for Human Rights and Administrative Justice has as one of triple mandates the responsibility to protect the rights of all persons in the country.

However, non state actors such as non-governmental organisations have equally played significant roles in defending and enforcing the fundamental human rights of people in Ghana. There are a number of non-governmental organisations dedicated to the protection of child rights in Ghana.

1.2 OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

The general objective of the European Instrument for Democracy and Human Rights (EIDHR) is to contribute to the development and consolidation of democracy and the rule of law and respect for all human rights and fundamental freedoms, consistent with the European Union's foreign policy as a whole.

This instrument is designed to help civil society to become an effective force for political reform and defence of human rights. In doing this, it aims to complement the geographical programmes that work through direct cooperation with governments and mostly focus on public institution-building. The EIDHR offers independence of action, which is a critical feature of cooperation with civil society organisations at national level, especially in the sensitive areas of democracy and human rights. The creation of flexibility and increased capacity to respond to changing circumstances and to support innovation are among its intrinsic features.

The EIDHR is global in scope. It supports actions carried out in third countries throughout the world, but also in Member States if relevant to needs in third countries.

The European Commission has drawn up a Strategy Paper 2011-2013 for the implementation of the EIDHR. The strategy aims *inter alia* at assisting local civil society to develop greater cohesion in working on political pluralism and democratic political participation through the implementation of country-based support schemes.

The Strategy Paper identifies five distinct objectives for years 2011-2013:

1. Enhancing respect for human rights and fundamental freedoms in countries and regions where they are most at risk.
2. Strengthening the role of civil society in promoting human rights and democratic reform, supporting the peaceful conciliation of group interests and consolidating political participation and representation.
3. Supporting actions on human-rights and democracy issues in areas covered by EU guidelines, including dialogues on human rights, human-rights defenders, the death penalty, torture, and children and armed conflict.
4. Supporting and strengthening the international and regional frameworks for the protection of human rights, justice, the rule of law and the promotion of democracy.
5. Building confidence in and enhancing the reliability and transparency of democratic electoral processes, in particular through election observation.

The current Strategy Paper for the period 2011-2013 can be consulted at:

http://ec.europa.eu/europeaid/what/human-rights/index_en.htm

The **global objective** of this Call for Proposals is: to support civil society in Ghana in working on human rights (political, civil, economic, social and cultural) and democratisation, so as to:

1. pursue common agendas for human rights and democratic reform;
2. build towards consensus on disputed or controversial areas of policy;
3. enhance political representation and participation;
4. enhance the inclusiveness and pluralism of civil society
5. support activities aimed at promoting the issues covered by EU guidelines on Human Rights.

The **specific objective (s)** of this Call for Proposals is: to support initiatives and actions aimed at promoting and enhancing the rights and wellbeing of the Child by protecting the Child against abuse, exploitation, and exposure to harm.

1.3 FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this Call for Proposals is **EUR 300,000** from the 2012 Budget Year 2012 The Contracting Authority reserves the right not to award all available funds.

Subject to the final decision of the Budgetary Authority, an additional EUR 300,000 may be allocated to this call for proposals from the 2013 budget. The final amount will be decided by the Commission in the EIDHR 2013 Annual Action Programme

Size of grants

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

- **minimum amount: EUR 100,000**
- **maximum amount: EUR 200,000**

A grant may not be for less than 50% of the total eligible costs of the action. In addition, no grant may exceed 90% of the total eligible costs of the action (see also section 2.1.4).

The balance (i.e. the difference between the total cost of the action and the amount requested from the Contracting Authority) must be financed from the applicant's or partners' own resources, or from sources other than the European Union budget or the European Development Fund².

The grant may cover the entire eligible costs of the action if this is deemed essential to carry it out. If that is the case, the applicant must justify full financing in Section 2.1 of Part B of the grant application form.

² Where a grant is financed by the European Development Fund, any mention of European Union financing must be understood as referring to European Development Fund financing.

2. RULES FOR THIS CALL FOR PROPOSALS

These guidelines set out the rules for the submission, selection and implementation of actions financed under this Call, in conformity with the provisions of the Practical Guide to contract procedures for EU external actions, which is applicable to the present call (available on the Internet at this address: http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm).

2.1 ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

- The applicant, the entity submitting the application form, if any, its co-applicant(s) (where it is not specified otherwise the applicant and the co-applicant(s) are hereinafter jointly referred as the "applicants") (2.1.1), and, if any, their affiliated entity(ies) (2.1.3);
- projects for which a grant may be awarded (2.1.3);
- types of cost that may be taken into account in setting the amount of the grant (2.1.4).

2.1.1 Eligibility of applicants: (i.e. applicant and co-applicant(s))
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(1) In order to be eligible for a grant, applicants **must**:

- be legal persons **and**
- be non profit making **and**
- be non-governmental organisations or public institutions with a specific and clear mandate for protecting human rights and democracy **and**
- belong to one of the following categories as defined per Art. 10 of the **EIDHR Regulation**³:
 - a) Civil society organisations, including non-governmental non-profit organisations and independent political foundations, community based organisations, and private sector non-profit agencies, institutions and organisations, and networks thereof at local, national, regional and international level;
 - b) Public sector non-profit agencies, institutions and organisations and networks at local, national, regional, and international level ⁴ **and**
- be established⁵ in Ghana or in a European Member State, in an accession or official candidate country as recognised by the EU or in a Member State of the European Economic Area (EEA) **and**
- be directly responsible for the preparation and management of the action with their co-applicants, not acting as an intermediary **and**

³ Regulation (EC) No 1889/2006 of the European Parliament and of the Council of 20 December 2006 on Establishing a Financing Instrument for the Promotion of Democracy and Human Rights worldwide.

Available at http://ec.europa.eu/europeaid/where/worldwide/eidhr/documents/reg_1889_2006_jo_1386_en.pdf

⁴ International organisations are international public-sector organisations set up by intergovernmental agreements as well as specialised agencies set up by them; the International Committee of the Red Cross (ICRC) and the International Federation of National Red Cross and Red Crescent Societies, European Investment Bank (EIB) and European Investment Fund (EIF) are also recognized as international organisations.

⁵ Such nationality being determined on the basis of the organisation's statutes which should demonstrate that it has been established by an instrument governed by the national law of the country concerned. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if the statutes are registered locally or a "Memorandum of Understanding" has been concluded.

(2) Potential applicants may not participate in calls for proposals or be awarded grants if they are in any of the situations which are listed in Section 2.3.3 of the Practical Guide to contract procedures for EU external actions (available from the following Internet address:

http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm);

In Part B, section 7 of the grant application form ("Declaration by the applicant"), the applicant must declare that the applicant himself, the co-applicant(s) and affiliated entity(ies) are not in any of these situations.

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

Co-applicant(s)

Co-applicant(s) participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the applicant.

Co-applicant(s) must satisfy the eligibility criteria as applicable to the applicant himself.

Eligible applicants non established in Ghana must act with at least one Ghanaian co-applicant.

If awarded the Grant contract, the applicant and (if any) the co-applicants will become the Beneficiaries in the Action. In particular, the applicant will become the Beneficiary identified as the Coordinator in annex E3h1 (Special conditions). The Coordinator is the main interlocutor of the Contracting Authority. It represents and acts on behalf of any other Beneficiary (if any) and coordinate the design and implementation of the Action.

2.1.2 Associates and Contractors

The following are not co-applicant(s) nor affiliated entity(ies) and do not have to sign the "mandate" or "affiliated entities' statement":

- Associates

Other organisations may be involved in the action. Such associates play a real role in the action but may not receive funding from the grant, with the exception of per diem or travel costs. Associates do not have to meet the eligibility criteria referred to in section 2.1.1. Associates must be mentioned in Part B section 5 — 'Associates of the Applicant participating in the Action' — of the Grant Application Form.

- Contractors

The grant beneficiaries and their affiliated entities are permitted to award contracts. Associates or affiliated entity(ies) cannot be also contractors in the project. Contractors are subject to the procurement rules set out in Annex IV to the standard grant contract.

- Sub-grantees

The grant beneficiaries may award financial support (sub-grants) to third entities (sub-grantees). Sub-grantees are neither affiliated entity(ies) nor associates nor contractors. Sub-grantees are subject to the nationality and origin rules set out in Annex IV to the standard grant contract.

2.1.3 Affiliated entities

The applicant and its co-applicant(s) may act with affiliated entity(ies).

Affiliated entity(ies)

The following entities may be considered as affiliated entities to the applicant or to the co-applicant(s):

- (i) legal entities together forming one legal entity, including where it is specifically established for the purpose of implementing the action. In this case, the resulting legal entity may apply as a single applicant or co-applicant.
- (ii) legal entities having a link with the applicant, notably a legal or capital link, which is neither limited to the action nor established for the sole purpose of its implementation on the condition that they satisfy the eligibility and non-exclusion criteria of an applicant.

Affiliated entity(ies) to the applicant and of the co-applicant(s) participate in designing and implementing the action. The costs incurred by affiliated entity(ies) are eligible in the same way as those incurred by the applicant and by the co-applicant(s) respectively. If awarded the Grant contract, affiliated entity(ies) (if any) will not become the Beneficiaries in the Action

Affiliated entity(ies) must satisfy respectively the eligibility criteria as applicable to the applicant and to the co-applicant(s).

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

An action is composed of a set of activities.

Duration

The planned duration of an action may **not be lower than 24 months nor exceed 48 months**.

Location

Actions must take place in Ghana

Objectives and priorities

See section 1.2

Themes

In relation to the objectives outlined in section 1.2, the following two themes have been identified:

- Supporting initiatives and actions by non state actors working collaboratively with state institutions to detect and protect children against abuse, violence, trafficking as well as enhance the rights and welfare of vulnerable and marginalized children in Ghana.
- Support actions of independent Human Rights institutions to detect and prevent child abuse, torture, trafficking and violence against children as well as facilitate the effective implementation of the Children's Act 1998 (Act560).

Type of actions

Priority will be given to actions that will contribute to the achievement of the following results:

- Enhanced role of the District Assembly through the Department of Social Welfare to take proactive steps in ensuring the detection and prevention of the violation of child rights such as torture, abuse, trafficking, exploitation, etc.
- Effective collaboration between non state actors and state institutions in detecting and preventing the violation of the rights of children at the school, community, district and national levels;
- The identification and resolution of challenges impeding the effective enforcement of child centred laws and legislations at both local and national levels.
- The effective facilitation of the implementation of the Children's Act 1998 (Act 560) and other relevant legislations.

Type of activities

Activities can include the following (the list is not exhaustive)

- Working jointly with the District Assembly – the Department of Social Welfare – to detect, prevent and address the causes of the abuse of children and violence against children at the domestic, school and community levels;
- Organisation of working sessions, seminars and meetings to highlight the plight of vulnerable children;
- Initiatives to facilitate the effective coordination of relevant stakeholders such as the Ministry of Women and Children Affairs, the Commission on Human Rights and Administrative Justice, the Domestic Violence and Victims Support Unit, and other relevant agencies to adopt pragmatic measures to prevent the violation of child rights;
- The provision of technical support to the relevant stakeholders at district level to implement and monitor activities aimed at enhancing the welfare of vulnerable children;
- Promotion of advocacy on specific child rights issues with the view of ensuring the responsiveness of government;
- Coordination of non state actors focused on child rights to harmonise strategies and approaches for tackling child abuse, child labour, torture, etc.

Redistribution of the grant

To **help achieve the objectives of the action**, especially where **the action proposed by the applicants requires financial support to be given to third parties**, the applicants **may** propose awarding sub-grants. In the case of applicants anticipating a redistribution of the grant, they must specify in their applications the objectives and results to be obtained and the types of entity that will be eligible for a sub-grant.. A fixed list of the types of activity eligible for sub-grants must be included in the application, together with the criteria for selecting sub-grantees including the criteria for determining the exact amount of each sub-grant. The maximum amount of a sub-grant is € 60 000 per thirdparty, except where a redistribution of the grant is the main purpose of the action.

Note that the applicant must comply with the objectives and priorities and guarantee the visibility of the EU-financing (see the Communication and Visibility Manual for EU external actions laid down and published by the European Commission at (see http://ec.europa.eu/europeaid/work/visibility/index_en.htm).

The following types of action are ineligible:

- actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses;
- actions concerned only or mainly with individual scholarships for studies or training courses;
- actions in the formal education sector, except in special circumstances;
- equipment costs beyond 35%
- actions supporting political parties;
- actions which include proselytism;
- actions which discriminate against individuals or groups of people on grounds of their gender, sexual orientation, religious beliefs or lack of them, or their ethnic origin;
- actions which are in conflict with Constitutional provisions.

Number of applications and grants per applicant

- The applicant may submit more than one application under this Call for Proposals.
- The applicant may not be awarded more than one grant under this Call for Proposals.
- The applicant may be a co-applicant or an affiliated entity in another application at the same time.
- A co-applicant may submit more than one application under this Call for Proposals.

- A co-applicant may not be awarded more than one grant under this Call for Proposals.
- A co-applicant may be an affiliated entity in another application at the same time.
- The affiliated entity(ies) may take part in more than one application.

2.1.4 *Eligibility of costs: costs which may be taken into consideration for the grant*

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

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

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

Simplified cost options may take the form of:

- **unit costs:** covering all or certain specific categories of eligible costs which are clearly identified in advance by reference to an amount per unit.
- **lump sums:** covering in global terms all or certain specific categories of eligible costs which are clearly identified in advance.
- **flat-rate financing:** covering specific categories of eligible costs which are clearly identified in advance by applying a percentage fixed ex ante.

The amounts or rates have to be based on estimates using objective data such as statistical data or any other objective means or with reference to certified or auditable historical data of the applicants or the affiliated entity(ies). The methods used to determine the amounts or rates of unit costs, lump sums or flat-rates must comply with the criteria established in Annex K, and especially ensure that the costs correspond fairly to the actual costs incurred by the Grant Beneficiary(ies) and affiliated entity(ies), are in line with their accounting practices, no profit is made and the costs are not already covered by other sources of funding (no double funding). Refer to Annex K for directions and a checklist of controls to assess the minimum necessary conditions that provide reasonable assurance for the acceptance of the proposed amounts.

The applicant proposing this form of reimbursement, must clearly indicate in worksheet no.1 of Annex B, each heading/item of eligible costs concerned by this type of financing, i.e. add the reference in capital letters to "UNIT RATE" (per month/flight etc), "LUMPSUM" or "FLAT RATE" in the Unit column. (see example in Annex K)

Additionally in Annex B, in the second column of worksheet no.2, "Justification of the estimated costs" per each of the corresponding budget item or heading the applicant must:

- describe the information and methods used to establish the amounts of unit costs, lump sums and/or flat-rates, to which costs they refer, etc.
- clearly explain the formulas for calculation of the final eligible amount⁶
- identify the beneficiary who will use the simplified cost option (in case of affiliated entity, specify first the beneficiary), in order to verify the maximum amount per each beneficiary (which includes if applicable simplified cost options of its affiliated entity(ies))

⁶ Examples:- for staff costs: number of hours or days of work * hourly or daily rate pre-set according to the category of personnel concerned;- for travel expenses: distance in km * pre-set cost of transport per km; number of days * daily allowance pre-set according to the country;- for specific costs arising from the organization of an event: number of participants at the event * pre-set total cost per participant etc.

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

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

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

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

Eligible direct costs

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

Contingency reserve

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

Eligible indirect costs

The indirect costs incurred in carrying out the action may be eligible for flat-rate funding fixed at not more than 7% of the estimated total eligible direct costs. Indirect costs are eligible provided that they do not include costs assigned to another heading of the budget of the standard grant contract. The applicant may be asked to justify the requested percentage before contracting. However, once the flat-rate has been fixed in the special conditions of the standard grant contract, no supporting documents need to be provided.

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

Contributions in kind

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

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

Ineligible costs

The following costs are not eligible:

- debts and debt service charges
- provisions for losses or potential future liabilities;
- interest owed;
- costs declared by the beneficiary and covered by another action or work programme;
- purchases of land or buildings, except where necessary for the direct implementation of the action, in which case ownership must be transferred to the final beneficiaries and/or local partners, at the latest by the end of the action;

- currency exchange losses;
- credit to third parties.

2.2 HOW TO APPLY AND THE PROCEDURES TO FOLLOW

Registration is obligatory for all applicants and affiliated entity(ies).

PADOR is an on-line database in which organisations register and update their data regularly, through the EuropeAid website: http://ec.europa.eu/europeaid/work/online-services/pador/index_en.htm

Before starting to register your organisation in PADOR, please read the ‘Quick guide’ on the website. It explains the registration process.

It is strongly recommended to register in PADOR when you start drafting your proposal and not to wait until just before the deadline of submission.

On the paper version of the proposal you must give your EuropeAid ID (EID). To get this ID, your organisation must enter PADOR to register, save and ‘sign’ certain obligatory data (the fields shown in orange on each screen) and the related documents (see section 2.4).

However, if it is impossible for the organisation to register in PADOR, it must submit a justification proving that this impossibility is general and beyond the control of the applicants and/or its affiliated entity(ies). In such cases, the applicants and/or affiliated entity(ies) concerned must complete the ‘PADOR off-line form’⁷ attached to these Guidelines and send it by the submission deadline, together with the application, to the address indicated in sections 2.2.2 and 2.2.6. The registration in PADOR will then be carried out by the European Commission service in charge of the Cfp. If, at a later stage, the organisation wishes to update its data itself, it will have to send an access request to the PADOR helpdesk.

All questions related to registration in PADOR should be addressed to the PADOR helpdesk at: Europeaid-pador@ec.europa.eu.

2.2.1 Application forms

Applications must be submitted in accordance with the instructions on the Concept Note and the Full Application form in the Grant Application Form annexes to these Guidelines (Annex A)

Applicants must apply in English.

Any error or major discrepancy related to the points listed in the instructions on the Concept Note or any major inconsistency in the application form (e.g. if the amounts in the budget worksheets are inconsistent) may lead to the rejection of the application.

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

Hand-written applications will not be accepted.

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

⁷ Which corresponds to Sections 3 and 4 of Part B of the application form.

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

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

The Checklist (Section 6 of Part B the grant application form) and the Declaration by the applicant (Section 7 of Part B of the grant application form) must be stapled separately and enclosed in the envelope.

Where an applicant sends several different applications (if allowed to do so by the Guidelines of the Call), each one has to be sent separately.

The outer envelope must bear the **reference number and the title of the Call for Proposals**, together with the title, the full name and address of the applicant, and the words 'Not to be opened before the opening session'.

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

Delegation of the European Union to Ghana

P.O.Box 9505, Kotoka International Airport, Accra, Ghana

Address for hand delivery and by private courier service

Delegation of the European Union to Ghana

The Round House, 81 Cantonments Road, Accra

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

Applicants must verify that their application is complete using the checklist (Section 6 of Part B of the grant application form). Incomplete applications may be rejected.

2.2.3 *Deadline for submission of Applications*

The deadline for the submission of applications is **26 April 2013** as evidenced by the date of dispatch, the postmark or the date of the deposit slip. In the case of hand-deliveries, the deadline for receipt is **26 April 2013 at 3:00 pm (local time in Ghana)** as evidenced by the signed and dated receipt.

2.2.4 *Further information for the Full Application form*

An information session on this Call for Proposals will be held on March 2013 at 10.00 (venue and date to be confirmed will be published in the two websites indicated below).

Questions may be sent by e-mail no later than 21 days before the deadline for the submission of applications to the addresses listed below, indicating clearly the reference of the Call for Proposals:

E-mail address: Estelle-Camille.Dzeukou@ec.europa.eu[Fax: (+233) 302 774154]

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

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

To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, affiliated entity(ies), an action or specific activities.

Questions that may be relevant to other applicants, together with the answers, will be published on the EuropeAid website: <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> and EU Delegation to Ghana website: http://eeas.europa.eu/delegations/ghana/index_en.htm. It is therefore advisable to consult the abovementioned website regularly in order to be informed of the questions and answers published. Venue and date of the information session will also be published in these two websites.

All questions related to PADOR registration should be addressed to the PADOR helpdesk:

Europeaid-pador@ec.europa.eu

2.3 EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by the Contracting Authority with the possible assistance of external assessors. All actions submitted by applicants will be assessed according to the following steps and criteria.

If the examination of the application reveals that the proposed action does not meet the eligibility criteria stated in paragraph 2.1.3, the application shall be rejected on this sole basis.

(1) STEP 1: OPENING & ADMINISTRATIVE CHECKS AND CONCEPT NOTE EVALUATION

The following will be assessed:

- Compliance with the submission deadline. If the deadline has not been met, the application will automatically be rejected.
- The Application Form satisfies all the criteria specified in points 1-5 of the Checklist Section 6 of Part B of the grant application form. If any of the requested information is missing or is incorrect, the application may be rejected on that sole basis and the application will not be evaluated further.

The Concept Notes that pass the first administrative check will be evaluated on the relevance and design of the proposed action.

The Concept Note will receive an overall score out of 50 using the breakdown in the evaluation grid below. The evaluation will also check on compliance with the instructions on the Concept Note, which can be found in Part A of 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.

Scores

1. Relevance of the action	Sub-score	30
1.1 How relevant is the proposal to the objectives and priorities of the Call for Proposals?*	5x2**	

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

TOTAL SCORE

50

** the scores are multiplied by 2 because of their importance

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

First, only the Concept Notes with a score of at least 30 will be considered for pre-selection.

Secondly, the number of Concept Notes will be reduced, taking account of the ranking, to the number of Concept Notes whose total aggregate amount of requested contributions is equal to 200 % of the available budget for this Call for Proposals. The amount of requested contributions of each concept note will be based on the indicative financial envelopes for each lot.

After the evaluation of Concept Notes, the Contracting Authority will send letters to all applicants, indicating whether their application was submitted by the deadline, informing them of the reference number they have been allocated, whether the Concept Note was evaluated and the results of that evaluation. The Evaluation Committee will then proceed with the applicants whose proposals have been pre-selected.

STEP 2: EVALUATION OF THE FULL APPLICATION

First, the following will be assessed:

- The full application form satisfies all the criteria specified in points 1-8 of the Checklist (Section 6 of Part B of the grant application form). If any of the requested information is missing or is incorrect, the application may be rejected on that **sole** basis and the application will not be evaluated further.

The quality of the applications, including the proposed budget and capacity of the applicants and affiliated entity(ies), 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 the co-applicant(s) 's operational capacity and the applicant's financial capacity and to ensure that they:

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

The award criteria help to evaluate the quality of the applications in relation to the objectives and priorities, 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.

The evaluation criteria are 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	Yes/No
1.1 Do the applicants and, if applicable, affiliated entity(ies) have sufficient experience of project management?	
1.2 Do the applicants and, if applicable, affiliated entity(ies) have sufficient technical expertise? (especially knowledge of the issues to be addressed.)	
1.3 Do the applicants and, if applicable, affiliated entity(ies) have sufficient management capacity? (including staff, equipment and ability to handle the budget for the action)?	
1.4 Does the applicant have stable and sufficient sources of finance?	
2. Relevance of the action	30
<i>Score transferred from the Concept Note evaluation</i>	
3. Effectiveness and feasibility of the action	20
3.1 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?	5
3.2 Is the action plan clear and feasible?	5
3.3 Does the proposal contain objectively verifiable indicators for the outcome of the action? Is any evaluation planned?	5
3.4 Is the partners' level of involvement and participation in the action satisfactory?	5
4. Sustainability of the action	15
4.1 Is the action likely to have a tangible impact on its target groups?	5
4.2 Is the proposal likely to have multiplier effects? (Including scope for replication and extension of the outcome of the action and dissemination of information.)	5
4.3 Are the expected results of the proposed action sustainable: - financially (<i>how will the activities be financed after the funding ends?</i>) - institutionally (<i>will structures allowing the activities to continue be in place at the end of the action? Will there be local "ownership" of the results of the action?</i>) - at policy level (where applicable) (<i>what will be the structural impact of the action — e.g. will it lead to improved legislation, codes of conduct, methods, etc?</i>)	5

- environmentally (if applicable) (<i>will the action have a negative/positive environmental impact?</i>)	
5. Budget and cost-effectiveness of the action	15
5.1 Are the activities appropriately reflected in the budget?	5x2*
5.2 Is the ratio between the estimated costs and the expected results satisfactory?	5
Maximum total score	80

*the scores are multiplied by 2 because of their importance

Note on Section 1. Financial and operational capacity

If the answer is negative to one or more of the criteria, the application will be rejected.

Provisional selection

After the evaluation, a table will be drawn up listing the applications ranked according to their score and within the limits of the funds available. In addition, a reserve list will be drawn up following the same criteria to be used if more funds should become available during the validity period of the reserve list.

(3) STEP 3: VERIFICATION OF ELIGIBILITY OF THE APPLICANT AND PARTNERS

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

- The Declaration by the applicant (Section 7 of Part B the grant application form) will be cross-checked with the supporting documents provided by the applicant. Any missing supporting document or any incoherence between the Declaration by the applicant and the supporting documents may lead to the rejection of the application on that sole basis.
- The eligibility of applicants, the affiliated entities(ies), and the action will be verified according to the criteria set out in Sections 2.1.1, 2.1.2 and 2.1.3.

Any rejected application will be replaced by the next best placed application in the reserve list that falls within the available financial envelope.

2.4 SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED APPLICATIONS

An applicant that has been provisionally selected or placed on the reserve list will be informed in writing by the Contracting Authority. It will be requested to supply the following documents in order to allow the Contracting Authority to verify the eligibility of the applicants and their affiliated entity(ies)⁸:

Supporting documents may/must be provided through PADOR, see Section 2.2

1. The statutes or articles of association of the applicants⁹ and of each affiliated entity(ies) . Where the Contracting Authority has recognised the applicants' eligibility for another call for proposals under the same budget line within 2 years before the deadline for receipt of applications, the applicants may submit, instead of its statutes, a copy of the document proving eligibility in a former Call (e.g. a copy of the special conditions of a grant contract received during the reference period), unless a change in legal status has occurred in the meantime¹⁰. This obligation does not apply to international

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

9 Where applicants and/or (a) affiliated entity(ies) is a public body created by a law, a copy of the said law must be provided.

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

organisations which have signed a framework agreement with the European Commission. A list of the relevant framework agreements is available at the following address:

http://ec.europa.eu/europeaid/work/procedures/financing/international_organisations/other_international_organisations/index_en.htm

2. A copy of the applicant's latest accounts (the profit and loss account and the balance sheet for the last financial year for which the accounts have been closed)¹¹.
3. Legal entity sheet (see annex D of these Guidelines) duly completed and signed by each of the applicants, accompanied by the justifying documents requested there. If the applicants have already signed a contract with the Contracting Authority, instead of the legal entity sheet and supporting documents, the legal entity number may be provided, unless a change in legal status occurred in the meantime.]
4. A financial identification form of the applicant conforming to the model attached at Annex E of these Guidelines, certified by the bank to which the payments will be made. This bank should be located in the country where the applicant is established. If the applicant has already submitted a financial identification form in the past for a contract where the European Commission was in charge of the payments and intends to use the same bank account, a copy of the previous financial identification form may be provided instead.

Where the requested supporting documents are not uploaded in PADOR they must be supplied in the form of originals, photocopies or scanned versions (i.e. showing legible stamps, signatures and dates) of the said originals. However, the Legal entity sheet and the financial identification form must always be submitted in original.

Where such documents are not in one of the official languages of the European Union, a translation into the language of the call for proposals of the relevant parts of these documents proving the applicant(s)'s eligibility, must be attached and will prevail for the purpose of analysing the application.

Where these documents are in an official language of the European Union other than the language of the call for proposals, it is **strongly** recommended, in order to facilitate the evaluation, to provide a translation of the relevant parts of the documents, proving the applicant's eligibility, into the language of the call for proposals.

If the abovementioned supporting documents are not provided before the deadline indicated in the request for supporting documents sent to the applicant by the Contracting Authority, the application may be rejected.

After verifying the supporting documents, the Evaluation Committee will make a final recommendation to the Contracting Authority, which will decide on the award of grants.

2.5 NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

2.5.1 Content of the decision

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

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

2.5.2 Indicative time table

11 This obligation does not apply to natural persons who have received a scholarship or that are in most need in receipt of direct support, nor to public bodies and to international organisations. It does not apply either when the accounts are in practice the same documents as the external audit report already provided pursuant to Section 2.4.2.

	DATE	TIME* local time in Ghana
Information meeting	March 2013	To be confirmed
Deadline for request for any clarifications from the Contracting Authority	5 April 2013	4:00 pm
Last date on which clarifications are issued by the Contracting Authority	15 April 2013	4:00 pm-
Deadline for submission of Application Form	26 April 2013	3:00 pm
Information to applicants on opening, administrative checks and concept note evaluation (Step 1)	12 June 2013*	
Information to applicants on the evaluation of the Full Application Form (Step 2)	15 July 2013*	-
Notification of award (after the eligibility check) (step 3)	30 July 2013*	-
Contract signature	2nd September 2013*	-

***Provisional date.** All times are in the time zone of the country of the Contracting Authority

This indicative timetable may be updated by the Contracting Authority during the procedure. In such case, the updated timetable shall be published on internet at the EU Delegation to Ghana web site https://eeas.europa.eu/delegations/ghana/index_en.htm

2.6 CONDITIONS FOR IMPLEMENTATION AFTER THE CONTRACTING AUTHORITY'S DECISION TO AWARD A GRANT

Following the decision to award a grant, the Beneficiary will be offered a contract based on the Contracting Authority's standard grant contract (see Annex G of these Guidelines). By signing the application form (Annex A of these Guidelines), the applicant agrees, if awarded a grant, to accept the contractual conditions of the standard grant contract.

In case of a mono-beneficiary contract, if the successful applicant is an international organisation, the model Contribution Agreement with an international organisation or any other contract template agreed between the international organisation concerned and the Contracting Authority will be used instead of the standard grant contract, provided that the international organisation in question offers the guarantees provided for in the applicable Financial Regulation, as described in Chapter 6 of the Practical Guide to contract procedures for EU external actions.

Implementation contracts

Where implementation of the action requires the Beneficiary(ies) and its affiliated entity(ies) (if any) to award procurement contracts, it must award the contract to the tenderer offering the best value for money, that is to say, the best price-quality ratio, in compliance with the principles of transparency and equal treatment for potential contractors, care being taken to avoid any conflict of interests. To this end, the Beneficiary must follow the procedures set out in Annex IV to the standard grant contract.

2.7 EARLY WARNING SYSTEM AND CENTRAL EXCLUSION DATABASE

The applicants and, if they are legal entities, persons who have powers of representation, decision-making or control over them, are informed that, should they be in one of the situations mentioned in:

- the Commission Decision of 16.12.2008 on the Early Warning System (EWS) for the use of authorising officers of the Commission and the executive agencies (OJ, L 344, 20.12.2008, p.125) or

-the Commission Regulation of 17.12.2008 on the Central Exclusion Database (CED) (OJ L344, 20.12.2008, p.12),

their personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the EWS only or both in the EWS and CED, and communicated to the persons and entities listed in the above-mentioned Decision and Regulation, in relation to the award or the execution of a grant agreement or decision.]

3. LIST OF ANNEXES

DOCUMENTS TO BE COMPLETED

ANNEX A: GRANT APPLICATION FORM (WORD FORMAT)

ANNEX B: BUDGET (EXCEL FORMAT)

ANNEX C: LOGICAL FRAMEWORK (EXCEL FORMAT)¹²

ANNEX D: LEGAL ENTITY SHEET ¹³

ANNEX E: FINANCIAL IDENTIFICATION FORM

ANNEX F: PADOR OFF-LINE FORM¹⁴

DOCUMENTS FOR INFORMATION

ANNEX G: STANDARD GRANT CONTRACT

- ANNEX II: GENERAL CONDITIONS APPLICABLE TO EUROPEAN UNION-FINANCED GRANT CONTRACTS FOR EXTERNAL ACTIONS
- ANNEX IV: CONTRACT AWARD PROCEDURES
- ANNEX V: STANDARD REQUEST FOR PAYMENT
- ANNEX VI: MODEL NARRATIVE AND FINANCIAL REPORT
- ANNEX VII: MODEL REPORT OF FACTUAL FINDINGS AND TERMS OF REFERENCE FOR AN EXPENDITURE VERIFICATION OF AN EU FINANCED GRANT CONTRACT FOR EXTERNAL ACTIONS
- ANNEX IX: STANDARD TEMPLATE FOR TRANSFER OF OWNERSHIP OF ASSETS

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

ANNEX I: STANDARD CONTRIBUTION AGREEMENT, APPLICABLE IN CASE WHERE THE BENEFICIARY IS AN INTERNATIONAL ORGANISATION

ANNEX J: INFORMATION ON THE TAX REGIME APPLICABLE TO GRANT CONTRACTS SIGNED UNDER THE CALL.

ANNEX K: Guidelines and Checklist for assessing Budget and Simplified cost options.

PROJECT CYCLE MANAGEMENT GUIDELINES

http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101_en.htm

¹² Optional where the total amount of the grants to be awarded under the Call for Proposals is EUR 100 000 or less.

¹³ Only applicable where the European Commission is the Contracting Authority or will make the payments under the contracts to be signed.

¹⁴ Only applicable in centralised calls where PADOR is made of use