Contracting authority:
Active Citizenship Strengthening Programme (PROCIVIS)

Support for governance and citizenship consolidation initiatives promoted by Civil Society Organizations in Cameroon

Guidelines for grant applicants

XI\textsuperscript{th} European Development Fund
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Reference: 004/AP/PROCIVIS/2019

Deadline for submission of concept note: 25 March 2019
NOTICE

This is a restricted call for proposals. In the first instance, only concept notes (Part A of the grant application form) must be submitted for evaluation. Thereafter, lead applicants who have been pre-selected will be invited to submit a full application. After the evaluation of the full applications, 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 lead applicant’ sent together with the full application.
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1. SUPPORT FOR GOVERNANCE AND CITIZENSHIP CONSOLIDATION INITIATIVES PROMOTED BY CIVIL SOCIETY ORGANIZATIONS IN CAMEROON

1.1. BACKGROUND

PROCIVIS, a fruit of the cooperation between Cameroon and the European Union financed by the 11th EDF, is fully in line with the governance sector. It aims to strengthen citizenship through improved access of the population to civil registration services on the one hand and a sustained involvement of CSOs in the monitoring of public policies on the other hand.

The issue of access to civil registration services is a priority concern for the Cameroonian government. The low rate of registration of vital events (births, marriages and deaths) constitutes a real obstacle to the exercise of citizenship and hinders the acquisition of legal personality, recognition of status and specific human rights for women and children, the right to education, health and the full exercise of the right to vote or the right to succession.

The Cameroonian civil society is known for its dynamism and its regular and continuous presence in the public sphere. CSOs are involved in sectoral policies and willingly exercise public policy monitoring functions and act in favour of the promotion of human rights, the fight against corruption and the protection of the environment, the transparency of public action or the exploitation of natural resources. In spite of these achievements, the situation of CSO networks is disquieting. The legal framework governing non-state actors does not take into account CSO groups and does not contain any provisions governing the establishment and functioning of CSO groups. In addition to this major limitation, the majority of the existing networks face difficulties in the strategic and operational management of common actions, often aggravated by leadership conflicts.

At the level of the civil status, the expected results of the implementation of the programme are:

- An increase in the demand for civil registration services with users becoming more demanding;
- The provision of civil registration services and the use of related data are in line with international and regional standards and guidelines;
- The coordination of the interventions and actors of the civil registration sector is strengthened.

At the level of the civil society, the programmed activities should allow the achievement of the following results:

- The action capacities of Cameroonian civil society organizations as well as relations between the civil society and State structures are durably strengthened, particularly in the areas targeted by the Cameroon / European Union cooperation;
- The legal framework governing civil liberties and the activities of CSOs is uniformly applied; reforms aimed at updating this legal framework are undertaken.

1.2. OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

The global objective of this call for proposals is: support civil society initiatives that contribute to the effective implementation of public policies on the one hand and to the improvement of citizens' access to civil registration services on the other.

The specific objectives of this call for proposals are:

(i) Strengthen, in line with the updated EU roadmap for engagement with the civil society in Cameroon covering the period from 2017 - 2020, the involvement and action capacities of CSO networks in the monitoring and implementation of public policies relating to:
   • improving the institutional and legal environment of CSOs;
   • consolidating the rule of law and the preservation of peace;
   • improving policies that promote access to basic services, inclusive local economic development and better management of natural and land resources.

(ii) Supporting CSO initiatives that promote the full recognition to people of their status as citizens enjoying all civil and political rights through better access to civil status documents.
Although these two specific objectives are distinct, they contribute to the achievement of the overall objective of PROCIVIS, which aims to strengthen the promotion and consolidation of citizenship in Cameroon.

The priorities of this call for proposals are:

First, to stimulate collective and structured action dynamics with a regional and / or national impact. The strength of proposal and interaction with public authorities are the key areas of the actions to be implemented under the first specific objective. The networks are expected to assist, through concrete experiences, Cameroonian citizens to exercise their civil, economic, social and cultural rights.

Secondly, to promote the implementation of concrete actions, in particular through partnerships with local authorities working in the civil registration system. These actions should have repercussions capable of significantly improving the number of birth, marriage and death certificates issued in rural and remote areas so that the people who are far away from the system may benefit. To this end, all proposals must endeavour to analyse specifically the situation of minorities in the specific context of the action and propose actions aimed at improving the link between the population and the main and secondary civil status centres.

1.3. Financial allocation provided by the contracting authority

The overall indicative amount made available under this call for proposals is 800 000 000 XAF (1 219 592 EUR). The contracting authority reserves the right not to award all available funds.

The indicative amounts for lot 1 and lot 2 are respectively 300 000 000 XAF (457 347 EUR) and 500 000 000 XAF (762 245 EUR).

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 other lot.

Size of grants

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

For lot 1 (Civil Society Component) (i)

- minimum amount: 27 500 000 XAF (41 924 EUR)
- maximum amount: 30 000 000 XAF (45 735 EUR)

For lot 2 (Civil Status Component) (ii)

- minimum amount: 22 500 000 XAF (34 301 EUR)
- maximum amount: 25 000 000 XAF (38 112 EUR)

Any grant requested under this call for proposals must fall between the following minimum and maximum percentages of total eligible costs of the action:

- Minimum percentage: 70% of the total eligible costs of the action.
- Maximum percentage: 95% of the total eligible costs of the action (see also Section 2.1.5).

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 sources other than the general budget of the Union or the European Development Fund1.

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1 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 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 http://ec.europa.eu/europeaid/prag/document.do?locale=en).2

2.1. ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

(1) the actors:
   • The ‘lead applicant’, i.e. the entity submitting the application form (2.1.1),
   • 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)’) (2.1.1),
   • and, if any, affiliated entity(ies) to the lead applicant and/or to a co-applicant(s). (2.1.2);

(2) the actions:
   Actions for which a grant may be awarded (2.1.4);

(3) the costs:
   • types of cost that may be taken into account in setting the amount of the grant (2.1.5).

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

Lead applicant

(1) In order to be eligible for a grant, the lead applicant must:

For lot 1 (Civil Society Component)
   • Be a network of civil society organizations whose individual members have at least two years of legal existence; and
   • Be non-profit making; and
   • Be established in Cameroon; and
   • Be directly responsible for the preparation and management of the action with the co-applicant(s) and the affiliated entity (entities) and not act as an intermediary.

For lot 2 (Civil Status Component)
   • Be a corporate body; and
   • Be non-profit making; and
   • Belong to one of the following categories: non-governmental organization (NGO, foundation, association, etc.) or a network of associations whose purpose is the common/ public good; and
   • Be established3 in Cameroon; and

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2 Note that a lead applicant (i.e. a coordinator) whose pillars have been positively assessed by the European Commission and who is awarded a grant will not sign the standard grant contract published with these guidelines but a contribution agreement based on the contribution agreement template. All references in these guidelines and other documents related to this call to the standard grant contract shall in this case be understood as referring to the relevant provisions of the contribution agreement template.

3 The place of establishment is determined on the basis of the statutes of the organization, which must show that the organization was created by an act under the domestic law of the country concerned and that its head office is located in an eligible country. In this respect, no legal entity whose statutes have been established in another country can be
• Have a legal existence of more than two years; **and**
• Be directly responsible for the preparation and management of the action with the co-applicants, and the affiliated entities and not act as an intermediary.

(2) 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;

Lead applicants, co-applicants, affiliated entities and, in case of legal entities, persons who have powers of representation, decision-making or control over the lead applicant, the co-applicants and the affiliated entities are informed that, should they be in one of the situations of early detection or exclusion according to Section 2.6.10.1 of the practical guide, 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 early detection and exclusion system, and communicated to the persons and entities concerned in relation to the award or the execution of a grant contract.

In Part A, Section 3 and Part B Section 8 of the grant application form (‘declaration(s) by the lead applicant’), the lead applicant must declare that the lead applicant himself, the co-applicant(s) and affiliated entity(ies) are not in any of these situations.

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

If awarded the grant contract, the lead 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 co-beneficiary (if any) and coordinate the design and implementation of the action.

**Co-applicant(s)**

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

Co-applicants must satisfy the eligibility criteria as applicable to the lead applicant himself.

Co-applicants must sign the mandate in Part B Section 4 of the grant application form.

(3) Applicants included in the lists of EU restrictive measures (see Section 2.4. of the PRAG) at the moment of the award decision cannot be awarded the contract.

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

| 2.1.2. **Affiliated entities** |

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

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considered as an eligible local organization, even if the statutes have been registered locally or a "Memorandum of Understanding" has been concluded.

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The updated lists of sanctions are available at [www.sanctionsmap.eu](http://www.sanctionsmap.eu).

Please note that the sanctions map is an IT tool for identifying the sanctions regimes. The source of the sanctions stems from legal acts published in the Official Journal (OJ). In case of discrepancy between the published legal acts and the updates on the website it is the OJ version that prevails.
Only the following entities may be considered as affiliated entities to the lead applicant and/or to co-applicant(s):

Only entities having a structural link with the applicants (i.e. the lead applicant or a co-applicant), in particular a legal or capital link.

This structural link encompasses mainly two notions:

(i) Control, as defined in Directive 2013/34/EU on the annual financial statements, consolidated financial statements and related reports of certain types of undertakings:

Entities affiliated to an applicant may hence be:

- Entities directly or indirectly controlled by the applicant (daughter companies or first-tier subsidiaries). They may also be entities controlled by an entity controlled by the applicant (granddaughter companies or second-tier subsidiaries) and the same applies to further tiers of control;
- Entities directly or indirectly controlling the applicant (parent companies). Likewise, they may be entities controlling an entity controlling the applicant;
- Entities under the same direct or indirect control as the applicant (sister companies).

(ii) Membership, i.e. the applicant is legally defined as a e.g. network, federation, association in which the proposed affiliated entities also participate or the applicant participates in the same entity (e.g. network, federation, association) as the proposed affiliated entities.

The structural link shall as a general rule be neither limited to the action nor established for the sole purpose of its implementation. This means that the link would exist independently of the award of the grant; it should exist before the call for proposals and remain valid after the end of the action.

By way of exception, an entity may be considered as affiliated to an applicant even if it has a structural link specifically established for the sole purpose of the implementation of the action in the case of so-called ‘sole applicants’ or ‘sole beneficiaries’. A sole applicant or a sole beneficiary is a legal entity formed by several entities (a group of entities) which together comply with the criteria for being awarded the grant. For example, an association is formed by its members.

What is not an affiliated entity?

The following are not considered entities affiliated to an applicant:

- Entities that have entered into a (procurement) contract or subcontract with an applicant, act as concessionaire or delegatees for public services for an applicant,
- Entities that receive financial support from the applicant,
- Entities that cooperate on a regular basis with an applicant on the basis of a memorandum of understanding or share some assets,
- Entities that have signed a consortium agreement under the grant contract (unless this consortium agreement leads to the creation of a ‘sole applicant’ as described above).

How to verify the existence of the required link with an applicant?

The affiliation resulting from control may in particular be proved on the basis of the consolidated accounts of the group of entities the applicant and its proposed affiliates belong to.
The affiliation resulting from membership may in particular be proved on the basis of the statutes or equivalent act establishing the entity (network, federation, association) which the applicant constitutes or in which the applicant participates.

If the applicants are awarded a grant contract, their affiliated entity(ies) will not become beneficiary(ies) of the action and signatory(ies) of the grant contract. However, they will participate in the design and in the implementation of the action and the costs they incur (including those incurred for implementation contracts and financial support to third parties) may be accepted as eligible costs, provided they comply with all the relevant rules already applicable to the beneficiary(ies) under the grant contract.

Affiliated entity(ies) must satisfy the same eligibility criteria as the lead applicant and the co-applicant(s). They must sign the affiliated entity(ies) statement in Part B Section 5 of the grant application form.

### 2.1.3. Associates and contractors

The following entities are not applicants nor affiliated entities and do not have to sign the ‘mandate for co-applicant(s)’ or ‘affiliated entities' statement’:

- Associates

Other organisations or individuals 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 6 — ‘Associates participating in the action’ — of the grant application form.

- Contractors

The 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.

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

**Definition:**

An action is composed of a set of activities.

**Duration**

The initial planned duration of an action may not be lower than 18 months nor exceed 22 months.

**Sectors or themes**

The actions must comply with the specific objectives set out in section 1.2 of these guidelines.

**Location**

Actions must take place in Cameroon.

**For Lot 1, Civil Society:** the actions implemented should have a regional and / or national scope. It is important to note that, in order to reach the ten regions, only one network per region will be selected (the network that will receive the highest score for the targeted region).

**For lot 2, Civil Status:** the actions implemented should have a regional scope. It is important to note that in order to reach the ten regions, two organizations will be selected per region (the organizations that will receive the highest scores for the targeted region). The organizations should effectively be located in the targeted region.
Types of action

For lot 1 (Civil Society Component):
As part of initiatives to improve the institutional and legal environment of CSOs, the types of actions include:

- Initiatives to harmonise and modernise the legal framework of CSOs;
- Initiatives aimed at the institutional development of CSOs as credible actors of democratic governance;
- Actions aimed at securing the freedom to exercise human rights and the safety of defenders;

As part of initiatives to consolidate the rule of law and the preservation of peace, the types of actions include:

- Initiatives that strengthen the capacities of the civil society to monitor the management of public finances and to fight against corruption;
- CSO initiatives that promote peace with a view to preserving stability;

As part of initiatives to improve access to basic services, inclusive local economic development and better management of natural and land resources, the types of actions include:

- Actions that contribute to the involvement of CSOs in the decentralisation implementation process, including dialogue and collaboration between the civil society, local authorities and central authorities in the management of public resources;
- Actions that contribute to the sustainable management of natural and land resources;
- Actions aimed at promoting participation and the monitoring of regional integration and the EU-Cameroon economic partnership;
- Initiatives that promote the integration of a gender perspective and the inclusion of youth in the design and implementation of public policies.

For lot 2 (Civil Status Component):

- Initiatives aimed at informing and educating citizens about the usefulness, importance and relevance of the civil status registration and related procedures;
- Initiatives aimed at promoting transparency in the issuance of civil status documents (birth certificates, marriage certificates and death certificates);
- Initiatives that promote citizen demand for civil registration services (birth, marriage and death certificates);
- Initiatives that facilitate the issuance of alternative judgements for birth certificates to children under 16 years of age.

The following types of action 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 consisting exclusively or primarily of capital expenditures, e.g. land, buildings, equipment and vehicles except under special circumstances;
- Discriminatory actions against individuals or groups of people on the grounds of their gender, sexual orientation, religious beliefs (or lack of religious beliefs), or their ethnic origin;
- Actions supporting political parties;
- Actions involving proselytism;

Types of activity

For lot 1 (Civil Society Component):

- Raising awareness, animation, mobilisation of stakeholders of the action;
- Organization of seminars, workshops, conferences, forums (only when the expected results of these events will be necessary for the implementation of the action);
• Training actions and geographical and / or thematic structuring of networks in relation to the objectives and priorities of Lot 1;
• Animation of multi-stakeholder consultation platforms;
• Creation of adequate communication media and their dissemination;
• Preparing and broadcasting radio or television programmes and publishing thematic articles in the print media;
• Translation and reproduction of useful documentation for citizen action;
• Organization of meetings at council, regional or national level to discuss concerns relating to the priorities of the goal;
• Preparatory meetings for the participation of CSOs in the process of designing, implementation and monitoring public policies at local or regional level.

For lot 2 (Civil Status Component):
Each project proposer must include the following three activities : (i) awareness-raising, (ii) identification and (iii) holding of mobile court hearings are inseparable and need to be carried out chronologically. The methodology of each of these activities should be summarized in the concept note and detailed in the full presentation note.

Activities to raise the awareness and inform the population on the rights, duties, regulations and procedures for the establishment of birth, marriage and death certificates, in accordance with Article 17 paragraph 1 of Ordinance No. 81 / 002 of 29 June 1981 on the organization of civil status and various provisions relating to the status of natural persons, as amended and supplemented by Law No. 2011/011 of 06 May 2011, which states that: "The registration of an act in a civil status register is free".
• Holding of sessions to inform, educate and empower the actors involved in the declaration and registration of civil status events (births, marriages and deaths).
• Holding of public outreach sessions and widespread distribution of communication materials produced as part of the national civil status communication campaign (brochures, projection of PROCIVIS film and talk, radio spots, etc.);
• Production and dissemination of communication materials in local languages (posters, pamphlets)
• Animation of community radio programmes and broadcasting of radio spots;
• Adaptation and transmission of key messages on the national communication strategy to target audiences that are difficult to access;
• Any activity that allows for the measurement of the results of awareness campaigns;

Activities to identify persons without civil status certificates in collaboration with key institutional and / or non-state actors (MINEDUB, MINPROFF, MINAS, religious associations, professional and cultural associations, etc.);
• Innovative identification approaches to reach a large part of the population without certificates;
• Collection in the area of intervention of the lists of children under 16 without a civil status certificate;
• Meetings and involvement of community representatives and religious leaders

Activities to facilitate the establishment of civil status documents;
• Participation in workshops for the presentation of the framework document for the organization and operation of mobile court hearings organized by PROCIVIS and BUNEC;
• Facilitating free access to substitute birth certificates for indigent or vulnerable children in the project intervention area. The project targets a minimum of 3,000 beneficiary children for each selected project.
• Facilitating free access to marriage certificates for couples without civil marriages. The project targets a minimum of 500 beneficiary couples for each selected project.
• Facilitating free access to death certificates for undeclared deceased in the project intervention area. The project targets a minimum of 100 established death certificates for each selected project.
• Organize in the project intervention area, in collaboration with the president of the appeal court and the local authorities, the implementation of a simplified process of three (3) mobile court hearings with supplementary rulings and issuance of birth certificates;

Cross-cutting networking activity: participation in regional inter-actor dynamics aimed at facilitating the issuance of birth, marriage and death certificates. A link will be established with the regional platforms run by BUNEC in order to pool experiences and make the various actions more sustainable.
Financial support to third parties

Applicants may not propose financial support to third parties.

Visibility

The applicants must take all necessary steps to publicise the fact that the European Union has financed or co-financed the action. As far as possible, actions that are wholly or partially funded by the European Union must incorporate information and communication activities designed 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.

Applicants 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 specified and published by the European Commission at http://ec.europa.eu/europeaid/funding/communication-and-visibility-manual-eu-external-actions_en).

Number of applications and grants per applicants / affiliated entities

The lead applicant may not submit more than one application per lot under this call for proposals.

The lead applicant may not be awarded more than one grant per lot under this call for proposals.

The lead applicant may not be a co-applicant or an affiliated entity in another application at the same time.

A co-applicant/affiliated entity may not be the co-applicant or affiliated entity in more than one application under this call for proposals.

A co-applicant/affiliated entity may not be awarded more than one grant under this call for proposals.

2.1.5. Eligibility of costs: costs that can be included

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 an overall ceiling for ‘eligible costs’.

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

- financing not linked to costs of the relevant operations based on:
  
  (i) either the fulfilment of conditions set out in sector specific legislation or Commission Decisions; or
  
  (ii) the achievement of results measured by reference to the previously set milestones or through performance indicators;

- 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.

5 These third parties are neither affiliated entity(ies) nor associates nor contractors.
– **flat-rate financing**: covering specific categories of eligible costs which are clearly identified in advance by applying a percentage fixed ex ante.

Simplified costs options (SCOs) are divided in two categories:

1/ "output or result based SCOs": this category includes costs linked to outputs, results, activities, deliverables in the framework of a specific project (for example the determination of a lump sum for the organization of a conference, or for the realisation of a determined output/activity). Where possible and appropriate, lump sums, unit costs or flat rates shall be determined in such a way to allow their payment upon achievement of concrete outputs and/or results. This type of SCO can be proposed by the Beneficiary (no threshold is applicable) at proposal's stage. In case the evaluation committee and the contracting authority are not satisfied with the quality of the justification provided reimbursement on the basis of actually incurred costs is always possible.

2/ "other/recurrent SCOs". This second category entails simplified cost options embedded in the accounting practices of the beneficiary, for which an ex-ante assessment is deemed necessary, considering the need of a consistent application of the conditions required. Examples are: an additional percentage on actual salaries to cover remuneration-related costs or the use of an allocation method to apportion costs of a project office foreseen in the Description of the Action. In order the use of systemic/recurrent SCOs, the beneficiary's accounting practices need to have been positively assessed by an audit firm based on standard ToRs provided by the Commission. To obtain reimbursement of this category of SCOs, the beneficiary shall make reference to the previously obtained ex-ante assessment in the budget justification sheet (annex e3c).

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). Determining SCO is possible also through ‘expert judgement’ provided by internally available experts or procured in accordance with the applicable rules. Experts must be either commissioned auditors or chartered accountants, or staff of the Commission but cannot be staff of the beneficiary. 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 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 the details of the procedure to be followed depending on the type and amount of the costs to be declared as SCO.

Applicants 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 COST’ (per month/flight etc.), ‘LUMPSUM’, ‘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 applicants 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 for output or result based SCO.

- clearly explain the formulas for calculation of the final eligible amount for output or result based SCO\(^6\)

- make reference to the previously obtained ex-ante assessment for other/recurrent SCOs.

In case of output or result based SCOs the evaluation committee and the contracting authority decide whether to accept the proposed amounts or rates 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. In case the

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\(^6\) 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.
evaluation committee and the contracting authority are not satisfied with the quality of the justification provided reimbursement on the basis of actually incurred costs is always possible.

No threshold is set ex-ante for the total amount of financing that can be authorised by the contracting authority on the basis of simplified cost options. Other/recurrent SCO's can be declared only if previously successfully ex-ante assessed.

Recommendations to award a grant are always subject to the condition that the checks preceding the signing of the grant contract do not reveal problems requiring changes to the budget (such as arithmetical errors, inaccuracies, unrealistic costs and ineligible costs). The checks may give rise to requests for clarification and may lead 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 applicants' interest to provide a realistic and cost-effective budget.

The grant may take the form of a single lump-sum covering the entire eligible costs of an action or a work programme.

Single lump sums may be determined on the basis of the estimated budget, which should comply with the principles of economy, efficiency and effectiveness. Compliance with these principles shall be verified ex ante at the time of evaluation of the grant application.

When authorising single lump sums the authorising officer responsible shall comply with the conditions applicable to output or result based SCO's.

When using this form of financing, the description of the action shall include detailed information on the essential conditions triggering the payment, including, where applicable, the achievement of outputs and/or results.

The responsible authorising officer may consider that the usual cost accounting practices of the beneficiary are compliant with the conditions applicable to simplified cost options, if they are accepted by national authorities under comparable funding schemes. In this case the grant beneficiary shall demonstrate that the national authority accepted the cost accounting practices and will have to specify in which context this acceptance is given.

The evaluation committee and the contracting authority will assess if the funding scheme is comparable and in case of positive outcome will consider these practices as if they were ex-ante assessed by an external auditor.

Eligible direct costs

To be eligible under this 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

The budget may include a contingency reserve not exceeding 5% of the estimated direct eligible costs. 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, but the total must not exceed 7% of the estimated total eligible direct costs. Indirect costs are eligible provided that they do not include costs assigned to another budget heading in the standard grant contract. The lead applicant may be asked to justify the percentage requested before the grant contract is signed. However, once the flat rate has been fixed in the special conditions of the grant contract, no supporting documents need to be provided.
If any of the applicants or affiliated entity(ies) is in receipt of an operating grant financed by the EU, it may not claim indirect costs on its incurred costs within the proposed budget for the action.

**Contributions in kind**

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

As an exception, contributions in kind may include personnel costs for the work carried out by volunteers under an action or work programme (which are eligible costs).

Contributions in kind from third parties in the form of volunteers' work, valued on the basis of unit costs defined and authorised by the contracting authority, shall be presented in the estimated budget, separately from the other eligible costs (i.e. as an accepted costs together with other contributions in kind).

Volunteers' work may comprise up to 50% of the co-financing. For the purposes of calculating this percentage, contributions in kind and other co-financing shall be based on estimates provided by the applicant.

When the estimated costs include volunteers' work, the grant shall not exceed the estimated eligible costs other than the costs for volunteers' work.

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 (interest);
- provisions for losses or potential future liabilities;
- 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, except where necessary for the direct implementation of the action, in which case ownership must be transferred in accordance with Article 7.5 of the general conditions of the standard grant contract, at the latest at the end of the action;
- currency exchange losses;
- credit to third parties;
- salary costs of the personnel of national administrations.

**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).

<table>
<thead>
<tr>
<th><strong>Zero tolerance for sexual exploitation and sexual abuse:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

c) **Anti-corruption and anti-bribery**

The applicant shall comply with all applicable laws and regulations and codes relating to anti-bribery and anti-corruption. The European Commission 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**

Information in PADOR will not be drawn upon in the present call.

### 2.2.1. Concept note content

Applications must be submitted in accordance with the concept note instructions in the grant application form annexed to these guidelines (Annex A).

Applicants must apply in English or French. Applicants must apply in the language most commonly used by the target population in the country in which the action takes place.

Please note that:

1. In the concept note, lead applicants must only provide an estimate of the requested EU contribution as well as an indicative percentage of that contribution in relation to the eligible costs of the action. A detailed budget is to be submitted only by the lead applicants invited to submit a full application in the second phase.

2. The elements outlined in the concept note may not be modified in the full application. The EU contribution may not vary from the initial estimate by more than 20%. Lead applicants are free to adapt the percentage of co-financing required within the minimum and maximum amount and percentages of co-financing, as laid down in these guidelines in Section 1.3. The lead applicant may replace a co-applicant or an affiliated entity only in duly justified cases (e.g. bankruptcy of initial co-applicant or affiliated entity). In this case the new co-applicant/affiliated entity must be of a similar nature as the initial one. The lead applicant may adjust the duration of the action if unforeseen circumstances outside the scope of the applicants have taken place following the submission of the concept note and require such adaptation (risk of action not being carried out). In such cases the duration must remain within the limits imposed by the guidelines for applicants. An explanation/justification of the relevant replacement/adjustment shall be included in an accompanying letter or email.

Own contributions by the applicants can be replaced by other donors' contributions at any time.

3. Only the concept note form will be evaluated. It is therefore of utmost importance that this document contains ALL relevant information concerning the action. No additional annexes should be sent.

Any error or major discrepancy related to the concept note instructions may lead to the rejection of the concept note.

Clarifications will only be requested when information provided is not sufficient to conduct an objective assessment.

Hand-written concept notes will not be accepted.

### 2.2.2. Where and how to send concept notes

The concept note together with its relating checklist and declaration by the lead applicant (to be found in Part A Sections 2 and 3 of the grant application form) must be submitted in one original and two copies in A4 size, each bound.

An electronic version of the concept note must also be submitted. A CD-Rom or USB key with the concept note in electronic format will be included, along with the paper version, in a sealed envelope as described below. The electronic file must contain exactly the same application as the paper version enclosed.

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7 Please note that the concept note / full application should not be rejected only because the lead applicant did not submit the checklist or the information in the checklist is not correct.
Where lead applicants send several different concept notes (if allowed to do so by the guidelines of the call), each one must be sent separately.

The envelope must bear the reference number and the title of the call for proposals, together with [the lot number and title] the full name and address of the lead applicant, and the words ‘Not to be opened before the opening session’.

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

**Postal address**

Programme d’Appui à la Citoyenneté Active (PROCIVIS)
PO BOX 35423 Yaoundé – Cameroon

**Address for hand delivery**

Unité de Gestion du PROCIVIS
Programme d’appui à la citoyenneté active
108 Avenue Foé Quartier Omnisport
Yaoundé - Cameroon

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

**Lead applicants must verify that their concept note is complete using the checklist for concept note (Part A Section 2 of the grant application form). Incomplete concept notes may be rejected.**

### 2.2.3. Deadline for submission of concept notes

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

In the first case, the concept note must be sent before the date for submission, as evidenced by the postmark or deposit slip, but in the second case it is the acknowledgment of receipt given at the time of the delivery of the concept note which will serve as proof.

The deadline for the submission of concept notes is **25 March 2019** as evidenced by the date of dispatch, the postmark or the date of the deposit slip. In the case of hand-deliveries, the deadline for receipt is at **25 March 2019, before 3 p.m.** (local time), as evidenced by the signed and dated receipt. Any concept note submitted after the deadline will be rejected.

The contracting authority may, for reasons of administrative efficiency, reject any concept note 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 concept note evaluation, if accepting concept notes that were submitted on time but arrived late would considerably delay the evaluation procedure or jeopardise decisions already taken and notified (see indicative calendar under Section 2.5.2)

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8 It is recommended to use registered mail in case the postmark would not be readable.
2.2.4. Further information about concept notes

Information sessions on this call for proposals will be organized on:

- 18 February 2019 at 9 a.m. in Yaoundé, (Centre region)
- 20 February 2019 at 9 a.m. in Douala, (Littoral and South-West regions)
- 22 February 2019 at 9 a.m. in Bafoussam, (West and North-West regions)
- 25 February 2019 at 9 a.m. in Ebolowa, (South region)
- 27 February 2019 at 9 a.m. in Bertoua, (East region)
- 25 February 2019 at 9 a.m. in Maroua, (Far North region)
- 27 February 2019 at 9 a.m. in Garoua, (North region)
- 1 March 2019 at 9 a.m. in N'Gaoundéré, (Adamaoua region)

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

E-mail address: info@procivis-cm.org

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

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

To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities.

No individual replies will be given to questions. All questions and answers as well as other important notices to applicants during the course of the evaluation procedure will be published on the website of PROCIVIS and/or of the European Union Delegation in the Republic of Cameroon and / or the Support Unit to the EDF National Authorising Officer, at the following addresses: www.procivis-cm.org; https://eeas.europa.eu/delegations/cameroon; www.caonfed.org, according to the needs. Applicants are therefore advised to regularly consult the websites listed above to be informed about the published questions and answers.

2.2.5. Full applications

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

The elements outlined in the concept note cannot be modified by the lead applicant in the full application. The EU contribution may not vary from the initial estimate by more than 20%, although lead applicants are free to adapt the percentage of co-financing required within the minimum and maximum amount and percentages of co-financing, as laid down in these guidelines under Section 1.3. The lead applicant may replace a co-applicant or an affiliated entity only in duly justified cases (e.g. bankruptcy of initial co-applicant or affiliated entity). In this case the new co-applicant/affiliated entity must be of a similar nature as the initial one. The lead applicant may adjust the duration of the action if unforeseen circumstances outside the scope of the applicants have taken place following the submission of the concept note and require such adaptation (risk of action not being carried out). In such cases the duration must remain within the limits imposed by the guidelines for applicants. An explanation/justification of the relevant replacement/adjustment shall be included in an accompanying letter or email.

Lead applicants must submit their full applications in the same language as their concept notes.

Please complete the full application form carefully and as clearly as possible so that it can be assessed properly.
Any error related to the points listed in the checklist (Part B, Section 7 of the grant application form) or any major inconsistency in the full application (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 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 full application form and the published annexes which have to be filled in (budget, logical framework) will be transmitted to the evaluators (and assessors, if used). It is therefore of utmost importance that these documents contain ALL the relevant information concerning the action.

With the full application the lead applicant also has to submit completed organisation data forms (Annex F) for the lead applicant, each (if any) co-applicants and each (if any) affiliated entities 9.

No additional annexes should be sent.

### 2.2.6. Where and how to send full applications

Full applications (i.e. the full application form, the budget, the logical framework and the declaration by the lead applicant) must be submitted in a sealed envelope by registered mail, private courier service or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) to the address below:

**Postal address**

Programme d’Appui à la Citoyenneté Active (PROCIVIS)
PO.BOX 35423 Yaounde – Cameroon

**Address for hand delivery**

Unité de Gestion du PROCIVIS
Programme d’appui à la citoyenneté active
108 Avenue Foé Quartier Omnisport
Yaounde - Cameroon

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

Applications must be submitted in one original and two copies in A4 size, each bound. The full application form, budget and logical framework must also be supplied in electronic format (CD-Rom or USB stick) in a separate and single file (i.e. the full application must not be split into several different files). The electronic file must contain exactly the same application as the paper version.

The checklist (Section 7 of Part B of the grant application form) and the declaration by the lead applicant (Section 8 of Part B of the grant application form) must be stapled separately and enclosed in the envelope

Where lead applicants send several different applications (if allowed to do so by the guidelines of the call), each one must be sent separately.

The envelope must bear the reference number and the title of the call for proposals, together with the number and title of the lot, the full name and address of the lead applicant, and the words ‘Not to be opened before the opening session’.

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9 Natural persons who apply for a grant (if so allowed in the guidelines for applicants) do not have to provide an organisation data form. In this case, the information included in the grant application form is sufficient.
Applicants must verify that their application is complete using the checklist (Section 7 of Part B of the grant application form). Incomplete applications may be rejected.

2.2.7. Deadline for submission of full applications

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 first case, the full application must be sent before the date for submission, as evidenced by the postmark or deposit slip, but in the second case it is the acknowledgment of receipt given at the time of the delivery of the full application which will serve as proof.

The deadline for the submission of full applications will be indicated in the letter sent to the lead applicants whose application has been pre-selected.

The contracting authority may, for reasons of administrative efficiency, reject any application submitted on time to the postal service but received, for any reason beyond the contracting authority's control, after the effective date of approval of the full application evaluation, if accepting applications that were submitted on time but arrived late would considerably delay the award procedure or jeopardise decisions already taken and notified (see indicative calendar under Section 2.5.2).

2.2.8. Further information about full applications

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

   E-mail address: info@procivis-cm.org

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

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

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

No individual replies will be given to questions. All questions and answers as well as other important notices to applicants during the course of the evaluation procedure, will be published on the website of PROCIVIS and/or of the European Union Delegation in the Republic of Cameroon and / or the Support Unit to the EDF National Authorising Officer, at the following addresses: www.procivis-cm.org ; https://eeas.europa.eu/delegations/cameroon; www.caonfed.org, according to the needs. Applicants are therefore advised to regularly consult the websites listed above to be informed about the published questions and answers.

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

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

- If the deadline has been met. Otherwise, the application will be automatically rejected.
- If the concept note satisfies all the criteria specified in the checklist in Section 2 of Part A of the grant application form. This includes also an assessment of the eligibility of the action. If any of the requested information is missing or is incorrect, the application may be rejected on that sole basis and the application will not be evaluated further.

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

The concept notes 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 how to complete the concept note, which can be found in Part A of the grant application form.

The evaluation criteria are divided into headings and subheadings. Each subheading will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

### Scores*

<table>
<thead>
<tr>
<th>1. Relevance of the action</th>
<th>Sub-score</th>
<th>20</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 How relevant is the proposal to the objectives and priorities of the call for proposals and to the specific themes/sectors/areas or any other specific requirement stated in the guidelines for applicants? Are the expected results of the action aligned with the priorities defined in the guidelines for applicants (section 1.2)?</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>1.2 How relevant is the proposal to the particular needs and constraints of the target country(ies), region(s) and/or relevant sectors (including synergy with other development initiatives and avoidance of duplication)?</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>1.3 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?</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>1.4 Does the proposal contain particular added-value elements (e.g. innovation, best practices)?</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Design of the action</th>
<th>Sub-score</th>
<th>30</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1 How coherent is the overall design of the action? Does the proposal indicate the expected results to be achieved by the action? Does the intervention logic explain the rationale to achieve the expected results?</td>
<td>5x2**</td>
<td></td>
</tr>
<tr>
<td>2.2 Does the design reflect a robust analysis of the problems involved, and the capacities of the relevant stakeholders?</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>2.3 Does the design take into account external factors (risks and assumptions)?</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>
2.4 Are the activities feasible and consistent in relation to the expected results (including timeframe)? Are results (output, outcome and impact) realistic?

2.5 To which extent does the proposal integrate relevant cross-cutting elements such as environmental/climate change issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, youth, combating HIV/AIDS (if there is a strong prevalence in the target country/region)?

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL SCORE</strong></td>
<td><strong>50</strong></td>
</tr>
</tbody>
</table>

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

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

Firstly, 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, where relevant.

After the evaluation of concept notes, the contracting authority will send letters to all lead 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 pre-selected lead applicants will subsequently be invited to submit full applications.
STEP 2: OPENING & ADMINISTRATIVE CHECKS AND EVALUATION OF THE FULL APPLICATION

Firstly, the following will be assessed:

- If the submission deadline has been met. Otherwise, the application will automatically be rejected.
- If the full application satisfies all the criteria specified in the checklist (Section 7 of Part B of the grant application form). This includes also an assessment of the eligibility of the action. If any of the requested information is missing or is incorrect, the application may be rejected on that sole basis and the application will not be evaluated further.

The full applications that pass this check will be further evaluated on their quality, including the proposed budget and capacity of the applicants and affiliated entity(ies). 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 and, where appropriate, to participate in its funding (this only applies to lead applicants);
- 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

<table>
<thead>
<tr>
<th>Section</th>
<th>Maximum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Financial and operational capacity</strong></td>
<td>20</td>
</tr>
<tr>
<td>1.1 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient in-house experience of project management?</td>
<td>5</td>
</tr>
<tr>
<td>1.2 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient in-house technical expertise? (especially knowledge of the issues to be addressed)</td>
<td>5</td>
</tr>
<tr>
<td>1.3 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient in-house management capacity? (Including staff, equipment and ability to handle the budget for the action)?</td>
<td>5</td>
</tr>
<tr>
<td>1.4 Does the lead applicant have stable and sufficient sources of finance?</td>
<td>5</td>
</tr>
<tr>
<td><strong>2. Relevance</strong></td>
<td>20</td>
</tr>
<tr>
<td>Score transferred from the Concept Note evaluation</td>
<td></td>
</tr>
<tr>
<td><strong>3. Design of the action</strong></td>
<td>15</td>
</tr>
<tr>
<td>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)?</td>
<td>5</td>
</tr>
<tr>
<td>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)?</td>
<td>5</td>
</tr>
<tr>
<td>3.3 Does the design reflect a robust analysis of the problems involved, and the capacities of the relevant stakeholders?</td>
<td>5</td>
</tr>
<tr>
<td><strong>4. Implementation approach</strong></td>
<td>15</td>
</tr>
<tr>
<td>4.1 Is the action plan for implementing the action clear and feasible? Is the timeline realistic?</td>
<td>5</td>
</tr>
<tr>
<td>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)?</td>
<td>5</td>
</tr>
<tr>
<td>4.3 Is the co-applicant(s)'s and affiliated entity(ies)'s level of involvement and participation in the action satisfactory?</td>
<td>5</td>
</tr>
<tr>
<td><strong>5. Sustainability of the action</strong></td>
<td>15</td>
</tr>
<tr>
<td>5.1 Is the action likely to have a tangible impact on its target groups?</td>
<td>5</td>
</tr>
</tbody>
</table>
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 (e.g. financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs)
   - Institutionally (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?)
   - At policy level (where applicable) (what will be the structural impact of the action — e.g. improved legislation, codes of conduct, methods)
   - Environmentally (if applicable) (will the action have a negative/positive environmental impact?)

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.

If the lead applicant applies without co-applicants or affiliated entities the score for point 3.3 shall be 5 unless the involvement of co-applicants or affiliated entities is mandatory according to these guidelines for applicants.

Provisional selection

After the evaluation, a table will be drawn up listing the applications ranked according to their score. The highest scoring applications will be provisionally selected until the available budget for this call for proposals is reached. In addition, a reserve list will be drawn up following the same criteria. This list will be used if more funds become available during the validity period of the reserve list.
(2) STEP 3: VERIFICATION OF ELIGIBILITY OF THE APPLICANTS AND AFFILIATED ENTITY(IES)

The eligibility verification will be performed on the basis of the supporting documents requested by the contracting authority (see Section 2.4). It will by default only be performed for the applications that have been provisionally selected according to their score and within the available budget for this call for proposals.

- The declaration by the lead applicant (Section 8 of Part B of the grant application form) 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.

- The eligibility of applicants and the affiliated entity(ies) 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 on the reserve list that falls within the available budget for this call for proposals.
2.4. Submission of Supporting Documents for Provisionally Selected Applications

A lead applicant whose application 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 lead applicant, (if any) of the co-applicant(s) and (if any) of their affiliated entity(ies)\(^{10}\):

1. The statutes or articles of association of the lead applicant, (if any) of each co-applicant and (if any) of each affiliated entity\(^{11}\). Where the contracting authority has recognised the lead applicant’s, or the co-applicant(s)’, or their affiliated entity(ies)’s eligibility for another call for proposals under the same budget line within 2 years before the deadline for receipt of applications, it should be submitted, instead of the statutes or articles of association, a copy of the document proving their 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 meantime\(^ {12}\). This obligation does not apply to international organisations which have signed a framework agreement with the European Commission.

2. For action grants exceeding EUR 750 000 and for operating grants above EUR 100 000, the lead applicant must provide an audit report produced by an approved external auditor where it is available, and always in cases where a statutory audit is required by EU or national law. That report shall certify the accounts for up to the last 3 financial years available. In all other cases, the applicant shall provide a self-declaration signed by its authorised representative certifying the validity of its accounts for up to the last 3 financial years available.

   This requirement shall apply only to the first application made by a beneficiary to an authorising officer responsible in any one financial year.

3. The external audit report is not required from (if any) the co-applicant(s)) or affiliated entities.

   This obligation does not apply to public bodies and international organisations 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.

4. A copy of the lead 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)\(^ {13}\). A copy of the latest account is neither required from (if any) the co-applicant(s) nor from (if any) affiliated entity(ies)).

5. Legal entity sheet (see Annex D of these guidelines) duly completed and signed by each of the applicants (i.e. by the lead applicant and (if any) by each co-applicant), 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.

6. A financial identification form of the lead applicant (not from co-applicant(s)) conforming to the model attached as Annex E of these guidelines, certified by the bank to which the payments will be

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\(^{10}\) No supporting document will be requested for applications for a grant not exceeding EUR 60 000.

\(^{11}\) Where the lead applicant and/or a co-applicant(s) and or an affiliated entity(ies) is a public body created by a law, a copy of the said law must be provided.

\(^{12}\) To be inserted only where the eligibility conditions have not changed from one call for proposals to the other.

\(^{13}\) 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.
made. This bank should be located in the country where the lead applicant is established. If the lead 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.

7. A receipt of association or NGO approval.

Entities without legal personality must, to the extent possible, submit the documentation listed above. In addition, a letter must be provided by the legal representative certifying his/her capacity to undertake legal obligations on behalf of the entity.

Documents must be supplied in the form of originals, photocopies or scanned versions (i.e. showing legible stamps, signatures and dates) of the said originals.

Where such documents are not in one of the official languages of the European Union or in the language of the country where the action is implemented, a translation into one of the languages of the call for proposals of the relevant parts of these documents proving the lead applicant's and, where applicable, co-applicants' and affiliated entity(ies)' eligibility, must be attached for the purpose of analysing the application.

If the abovementioned supporting documents are not provided before the deadline indicated in the request for supporting documents sent to the lead 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.

NB: In the eventuality that the contracting authority is not satisfied with the strength, solidity, and guarantee offered by the structural link between one of the applicants and its affiliated entity, it can require the submission of the missing documents allowing for its conversion into co-applicant. If all the missing documents for co-applicants are submitted, and provided all necessary eligibility criteria are fulfilled, the above mentioned entity becomes a co-applicant for all purposes. The lead applicant has to submit the application form revised accordingly.

### 2.5. Notification of the Contracting Authority’s Decision

#### 2.5.1. Content of the decision

The lead applicants will be informed in writing of the contracting authority’s decision concerning their application and, if rejected, the reasons for the negative decision.

An applicant believing that it has been harmed by an error or irregularity during the award process may lodge a complaint. See further Section 2.4.15 of the practical guide.

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 of early detection or exclusion, 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 early detection and exclusion system, and communicated to the persons and entities concerned in relation to the award or the execution of a grant contract.

For more information, you may consult the privacy statement available on http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm
### 2.5.2. Indicative timetable

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Information meeting (if any)</td>
<td>18 February to 1 March 2019</td>
</tr>
<tr>
<td>2.</td>
<td>Deadline for requesting any clarifications from the contracting authority</td>
<td>4 March 2019</td>
</tr>
<tr>
<td>3.</td>
<td>Last date on which clarifications are issued by the contracting authority</td>
<td>14 March 2019</td>
</tr>
<tr>
<td>4.</td>
<td>Deadline for submission of concept notes</td>
<td>25 March 2019</td>
</tr>
<tr>
<td>5.</td>
<td>Information to lead applicants on opening, administrative checks and concept note evaluation (Step 1)</td>
<td>27 May 2019</td>
</tr>
<tr>
<td>6.</td>
<td>Invitations to submit full applications</td>
<td>31 May 2019</td>
</tr>
<tr>
<td>7.</td>
<td>Deadline for submission of full applications</td>
<td>15 July 2019</td>
</tr>
<tr>
<td>8.</td>
<td>Notification of award (after the eligibility check) (Step 3)</td>
<td>30 September 2019</td>
</tr>
<tr>
<td>9.</td>
<td>Contract signature</td>
<td>7 October 2019</td>
</tr>
</tbody>
</table>

All times are in the time zone of the country of the contracting authority.

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 website of PROCIVIS and/or of the European Union Delegation in the Republic of Cameroon and/or the Support Unit to the EDF National Authorising Officer, at the following addresses: [www.procivis-cm.org](http://www.procivis-cm.org); [https://eeas.europa.eu/delegations/cameroon](https://eeas.europa.eu/delegations/cameroon); [www.caonfed.org](http://www.caonfed.org).

### 2.6. 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 (see Annex G of these guidelines). By signing the application form (Annex A of these guidelines), the applicants agree, if awarded a grant, to accept the contractual conditions of the standard grant contract. Where the coordinator is an organisation whose pillars have been positively assessed, it will sign a contribution agreement based on the contribution agreement template. In this case references to provisions of the standard grant contract and its annexes shall not apply. References in these guidelines to the grant contract shall be understood as references to the relevant provisions of the contribution agreement.
Implementation contracts

Where implementation of the action requires the beneficiary(ies) and its affiliated entity(ies) (if any) to award procurement contracts, those contracts must be awarded in accordance with Annex IV to the standard grant contract.

In this context, a distinction should be made between awarding implementation contracts and subcontracting parts of the action described in the proposal, i.e. the description of the action annexed to the grant contract, such subcontracting being subject to additional restrictions (see the general terms and conditions in the model grant contract).

Awarding implementation contracts: implementation contracts relate to the acquisition by beneficiaries of routine services and/or necessary goods and equipment as part of their project management; they do not cover any outsourcing of tasks forming part of the action that are described in the proposal, i.e. in the description of the action annexed to the grant contract.

Subcontracting: Subcontracting is the implementation, by a third party with which one or more beneficiaries have concluded a procurement contract, of specific tasks forming part of the action as described in annex to the grant contract (see also the general terms and conditions in the model grant contract).
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)
Annex D: Legal entity sheet\(^1\)
Annex E: Financial identification form

DOCUMENTS FOR INFORMATION\(^2\)

Annex G: Standard grant contract
- Annex II: general conditions
- Annex IV: contract award rules
- 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 action
- Annex IX: standard template for transfer of ownership of assets

Annex J: Information on the tax regime applicable to grant contracts signed under the call.

Useful links:

Project Cycle Management Guidelines

The implementation of grant contracts

A Users' Guide

Financial Toolkit

Please note: The toolkit is not part of the grant contract and has no legal value. It merely provides general guidance and may in some details differ from the signed grant contract. In order to ensure compliance with their contractual obligations beneficiaries should not exclusively rely on the toolkit but always consult their individual contract documents.

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\(^1\) Only applicable where the European Commission will make the payments under the contracts to be signed.

\(^2\) These documents should also be published by the contracting authority.