# CALL FOR RE-GRANTING PROPOSALS 2015

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# GUIDE FOR APPLICANTS

*Deadline for submission of proposals: 10th May 2015*

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## 1.   BACKGROUND

In the framework of its Grant Contract number ENPI/2014/347-121 *Support to the activities of the Eastern Partnership Civil Society Forum* with the European Commission, the Eastern Partnership Civil Society Forum Secretariat (hereafter EaP CSF Secretariat) is opening a Call for Proposals in 2015 to sub-grant projects with a regional dimension that will contribute to achieving the mission and objectives of the Eastern Partnership Civil Society Forum.

The objective of this call for proposals is to support the work of the 5 thematic Working Groups of the EaP CSF.

## 2.   RULES OF THE CALL FOR PROPOSALS

The following rules apply to the Call for Proposals:

### 2.1.  Objectives and priorities per Working Groups

Geographic coverage: any project funded through this Call for Proposals should cover at least three EaP countries (Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine). This aims at developing results with a regional perspective. The project can be administered by CSOs from the EaP countries and the EU. EaP CSOs operating in one or several EaP countries but registered in an EU member state can apply.

Types of projects:

In the project proposals particular efforts should be made:

- to connect the proposed activities with the interest and needs of the wider public, falling under the objectives of the EaP CSF Strategy 2015-2017;

- to contribute to advancing reforms of the EaP countries in one of the areas covered by the EaP CSF structures;

Organisations are encouraged to develop proposals that can serve as capacity building or lobby tools over a longer period of time or that can be replicated or adapted to fields where civil society in EaP countries has not been active enough. The outputs may include, among others, producing a policy paper; actions oriented research; a handbook; or a toolkit for civil society or public administration on applying certain EU policy standards, etc.

Proposals should include suggestions for follow-up actions and where the results of the project can be used by the EaP CSF and its national platforms. If these actions are intended for lobbying,

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then it can be useful to include the policy hooks (policy agenda or thematic momentum in EaP regional level context to use the results).

The proposals will have very clearly defined objectives linked to the priorities of the EaP CSF Strategy 2015-2017 and Working Group thematic areas developed by WG Councils, and described hereafter:

**Priorities of WG1 (Democracy, human rights, good governance and stability):**

- Public administration decentralization (fiscal, political and administrative);
- Public service reform;
- Analysis of the impact of visa liberalization in Moldova and recommendations for Ukraine and Georgia with regards to reform package required. Advocacy on visa liberalization for Ukraine and Georgia;
- Advancing on visa facilitation and mobility partnerships with Armenia, Belarus and Azerbaijan;
- Withstanding/combatting Russian propaganda (use all regulatory mechanisms to defend customer from propaganda, set up a uniform mass media/TV channel for EaP countries broadcasting counterpropaganda);
- Mapping out policies on transition from analogue to digital broadcasting and distribution of media channels for public use in EaP countries;
- Analysing the link between democracy and elections in EaP countries;
- Analysing the state of implementation of human rights mechanisms in EaP countries;
- Analysing electoral reform and pre-election process in Ukraine and Moldova for local elections and in Belarus for presidential elections;
- Mapping out the role of CSO's in conflict (before – prevention, during – support, after – support and confidence-building).

**Priorities of WG2 (Economic integration and convergence with EU policies):**

Projects should cover action-oriented research with a view to producing advocacy papers on:

- DCFTA: Enhancement of the SME's Ability of Exporting to EU

*The suggested projects may cover issues like (but not necessarily be limited to them or cover all of them): the New EU Facility for SMEs; functioning of the institutions regulating and supporting the trade and the private-sector in regard of SMEs; strengthening economic actors and SMEs while adjusting to the new regulatory environment according to the DCFTA; the economic integration of returned migrants, women in business and young entrepreneurs; current state of affairs in the three AA signatory countries; case studies by*

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*country; approximation in projection to SMEs in fields of: food safety, intellectual property, standardization and accreditation in projection to SME; activities of CSOs in the field of SME development, etc. Project output: policy brief.*

- EaP Programme in Agriculture and Rural Development: the Role of Small Businesses

*The suggested projects may cover issues like (but not necessarily be limited to them or cover all of them): the New EU Facility for SMEs; functioning of the institutions regulating and supporting the trade and the private-sector in regard of SMEs; strengthening economic actors and SMEs while adjusting to the new regulatory environment according to the DCFTA; the economic integration of returned migrants, women in business and young entrepreneurs; current state of affairs in the three AA signatory countries; case studies by country; approximation in projection to SMEs in fields of: food safety, intellectual property, standardization and accreditation in projection to SME; activities of CSOs in the field of SME development, etc. Project output: policy brief.*

- EaP Programme in Progress: Status of and Perspective for SMEs

*The project may cover issues like (but not necessarily be limited to them or cover all of them): SME policy in EaP countries; approximation of legislation; adoption of Small Business Acts in EaP countries; existence and efficiency of the State Administrations for SMEs; incentives for SMEs including innovative SMEs; social entrepreneurship in regard to SMEs; SMEs managed by women; SME contributions to the following sectors:* a*lternative energy use, approximation definition of SMI's on the orientation of small businesses act for Europe, trans border cooperation, integration into EU ICT area; etc. Project output: policy brief.*

- Capacity building of the WG2 in the assessment of economic situation in EaP countries under unstable political conditions

*Projects submitted should assess changes and perspectives of the cooperation of these countries with EU and other EaP countries in the nearest future. Project output: policy brief.*


**Priorities of WG3 (Environment, climate change and energy security):**

Priority area 1: Energy Security
Strengthening the role and capacity of Civil Society in promotion of synergies and cooperation between EU and EaP countries for assuring the energy security. Definition of specific criteria of Energy Security including geopolitical, regulatory and infrastructure aspects, exploration of synergies in this field between the EU and EaP countries and development of monitoring tools

Priority area 2 Environment:
Strengthening the horizontal cooperation between the WGs and capacity building of the EaP CSOs in elaboration and monitoring of the Strategic Environmental Assessment (SEA) and

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Environmental Impact Assessment (EIA), as effective instruments for public participation in the decision making process regarding environmental protection and sustainable development in general.

Priority area 3 Climate Change:

Ensuring public participation and monitoring the activities of the Eastern Partnership countries towards preparation of the Paris agreement (including development of INDCs) in order to guarantee ambitious and fair contribution of EaP region to effectively address climate change.

**Priorities of WG4 (Contacts between people):**

- Collaboration and promotion in the area of new cultural policy standards, best practises, reform experiences/tools applied by civil society actors, public institutions, experts and policy makers;
- Monitoring implementation of education policy reform (including Bologna process);
- Increasing the participation of young people in the decision-making process and designing youth policies, monitoring and evaluating of the strategy implementation;
- Developing capacity building advocacy for promoting youth priorities on national and regional agenda in the framework of the EAP (including young people in the conflict areas)

**Priorities of WG5 (Social & Labour Policies and Social Dialogue):**

- Social policy;
- Social dialogue;
- Employment policy.

### 2.2. Mainstreaming Gender Equality

Following the EU principles of gender equality, women leading and participating in the projects, as well as the coverage of the gender aspects in the themes addressed by the projects is highly encouraged.

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## 2.3. Financial allocation per Working Groups and size of sub-grants

The overall amount for this call for proposal is: **270.000 EUR**.

The allocation per WG is the following:

- WG1: 70.000 EUR

- WG2: 50.000 EUR

- WG3: 50.000 EUR

- WG4: 50.000 EUR

- WG5: 50.000 EUR

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

WG 1:
➔ minimal amount per project: EUR 10.000

➔ maximum amount per project: EUR 40.000

WG2, WG3, WG4, and WG5:

➔ minimal amount per project: EUR 10.000

➔ maximum amount per project: EUR 30.000

EaP CSF aims to support several projects per Working Group to ensure that as many members of the Forum can contribute to implementing the EaP CSF Strategy and Work Programme.

## 2.4. Technical eligibility of applicants

**Lead applicant**

In order to be eligible for a grant, the <u>applicant and its partners</u> must:

| Criteria | Applicant | Partner |
|---|---|---|
| Be a legal person; | ✓ | ✓ |
| Be non-profit-making; | ✓ | ✓ |
| Be civil society organisation (CSO); | ✓ | ✓ |

| | | |
|---|---|---|
| Be established in an EaP or EU country | ✓ | ✓ |
| Have participated in any of the EaP CSF Annual Assembly and have been an active member; | ✓ | |
| Be able to receive the grant (funds) on its bank account, provide account statements and have a financial management system in place to ensure clear and adequate reporting procedures. | ✓ | ✓ |

**Partners**

Members of the National Platforms, who have never participated in the Annual Assemblies and delegates attending the annual assembly of the Forum in the capacity of observers can take part in the project proposals, as partners.

### 2.5. Duration and implementation period

Any project financed through this Call for Proposals:

- may not have a duration lower than 2 months, and
- must be implemented between 01 May 2015 and 30$^{th}$ November 2015.

Preliminary (if not final) results should be available and ready to be presented at the EaP CSF Annual Assembly scheduled for 20-21$^{st}$ November 2015.

### 2.6. Eligibility of costs

To be eligible, all costs must be:

- indicated in the estimated Budget proposal;
- incurred during the implementation period;
- necessary for the implementation of the Project;
- identifiable and verifiable, in particular recorded in the accounting records and supported by documents;
- reasonable and comply with the sound financial management and applicable tax and

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social legislation.

The following costs shall <u>not</u> be considered eligible: debts, provisions for losses and future liabilities, currency exchange losses, costs financed by other funds.

### 2.7. Reporting and obligation of information

Following the decision to award a grant, the lead organisation will sign a contract with the EaP CSF Secretariat to implement the project, which includes the following reporting requirements:

- a narrative part, comprising jointly agreed indicators,

- a financial part with detailed list of expenditures and accompanied by supporting documents for subsequent audit purposes.

By signing the agreement, the organisation will agree to authorise both EaP CSF and European Commission to exercise their powers of control on documents and information related to the project. Hence they bear final responsibility for the results of the project.

## 3. HOW TO APPLY

### 3.1. Proposal

The Proposal must be submitted in English.

In case organisations are not able to submit applications in English, proposals in Russian will be accepted on the condition that the project results are also in English to ensure wider dissemination in support of the EaP CSF advocacy work.

The Proposal must be composed of:

- A narrative part (see template in Annex I)
- A budget proposal in EUR (see template in Annex II)

### 3.2. Deadline

Applications must be submitted to the following email address: applications@eap-csf.eu by 10th May 2015, by midnight.

The application should mention the name of lead organisation and the Working Group priority under which it is submitted.

Incomplete or late applications will be rejected.

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## 4. EVALUATION AND SELECTION PROCESS

The evaluation and selection process includes:

### 4.1. Phase 1: Check for technical eligibility

Applications will be checked for technical eligibility by EaP CSF Secretariat.

Applications that satisfy the technical eligibility test will be forwarded to appropriate Working Group Councils.

### 4.2. Phase 2: Rating according to priorities of WG or EaP CSF Strategy

WG Councils will evaluate the possible impact of the project within the pre-defined priorities under point 2.1, make recommendations and rate applications.

To avoid conflict of interest, WG Coordinators or WG Council members who are part of project proposals will not participate in the project assessment and recommendations stage.

WG Councils recommendations and rating, together with the applications will be forwarded to the Independent Selection Panel for final evaluation and decision on award.

### 4.3. Phase 3: Selection Panel decision

The Selection Panel will be composed of four members, where three have voting rights and one has an advisory role:

- The two co-chairs of the EaP CSF Steering Committee, with one vote each;
- One independent expert or a donor representative, with one vote;
- One representative of the EaP CSF Secretariat, with advisory role but no voting right.

The Selection Panel will take the decision based on the recommendations of the Working Group Councils and an evaluation grid that includes the following components:

- Relevance of the project
- Design of the project
- Effectiveness and feasibility of the project

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- Sustainability of the project

In cases where the Selection Panel receives two equally good proposals that are similar in nature and content, the Selection Panel will advise applicants to discuss submitting a joint proposal. The Selection Panel has the right to ask the applicants to address recommendations it may provide for improving proposals before receiving the funding.

However, the budget requested for a joint proposal should not exceed the maximum amount per project set in the call for proposals.

## 5. TIMETABLE

|  | Date |
|---|---|
| Deadline for submission of proposals | 10th May 2015 |
| Notification of award | 26th May 2015 |
| Contract agreement signature | 28th-29thMay 2015 |

## 6. ANNEXES

Annex I: Project proposal template

Annex II: Budget proposal template