



EU Enlargement

**Information Session on Call for Proposals:
CBC Albania Kosovo* under IPA II
EuropAid/154390
EU Delegation - Albania
February 2017**



CBC Albania Kosovo

Call for Proposals

2014 & 2015 allocations

Global Objective of the CBC Programme :

To foster socio economic development and strengthen neighbourly relations through encouraging cooperation among people, communities and institutions



CBC AL KS

1st Call for Proposals (IPA 2)

Priorities retained for this call for proposal :

- Priority 1: Encouraging tourism, culture and natural heritage
- Priority 2: Investing in youth, education and skills



Priorities and results

SPECIFIC OBJECTIVES	RESULTS
Tourism, cultural and natural heritage are valorised as a way to promote the economic development of the area	1.1 The quality of tourism services and products is improved to become more competitive
	1.2 Cultural, historical, and natural heritage is better preserved and promoted
The socio-economic integration of the youth is fostered	2.1 Access to education, skills and employment for young people is improved
	2.2 Youth networking and exchanges are enhanced

Each project proposals must be focused on one priority and one of its related specific objectives.



CBC AL KS

1st Call for Proposals (IPA 2)

Duration of the Action, Financial Allocations & Size of Grants

TOTAL EUR 2,040,000 (EU contribution)

Minimum EU Contribution (€): EUR 250,000

Maximum EU Contribution (€): EUR 500,000

Maximum (%): 85% of estimated eligible costs

The Action has to be implemented for a minimum of 18 months to a maximum of 30 months. No extensions will be allowed.



CBC AI KS

1st Call for Proposals (IPA 2)

■ ACTIVITIES

Activities must be implemented and have an impact on both sides of the border, and in particular in the following areas:

Albania: Lezha region, Kukes region

Kosovo: **West economic region** (Municipality of Peja, Decan, Gjakove, Istog, Kline, Junik) and **South economic region** (Municipality of Prizren, Dragash, Rahovec, Suhareke, Malisheve, Mamusha)



Type of activities

Priority 1 Indicative list:

- Initiatives to restore, preserve and upgrade cultural and historical sites
- Promotion of joint tourist sites and offers, sharing good practices, strategies and plans to extend tourism actions and improve standards of the tourism offer
- Promote entrepreneurship and competitiveness of local tourism enterprises (accommodation, restauration, tourist guides) across the border including sport and health tourism
- Assessment and certification of the quality of products and services offered across the border
- Know-how and skills transfer by introducing new technologies, new marketing and promotion techniques, including mapping, us of ICT, multi-media, research in tourism and service provision



Priority 1 cont.

- Introduction and dissemination/promotion of an integrated touristic mapping (historic, natural, health, active and gastronomy)
- Develop and promote existing/new regional brands of typical local products (agro-food products, handicrafts, etc.) in the programme area
- Organisation of local festivals, fairs, competitions, sports events across the border
- Publication of tourism leaflets and books in Albanian and foreign languages, creation or improvement of tourism related webpages or websites.
- Small scale infrastructures interventions (including the upgrade of less known but potential touristic site and paths/accessibility infrastructure) provided that they do not represent the bulk of the Action budget



Type of activities

Priority 2 Indicative list:

- Investing in education, including vocational education and lifelong learning by developing joint education and training programmes and infrastructure
- Provision of training courses for new qualifications in the eligible area to better satisfy the labour and skills demand of the local market
- Joint initiatives to sustain youth self-employment, start-up businesses, exchanges and networking, introducing innovative practices and state of the art technology etc.
- Exchange programs, networking activities such as sports tournament, cultural events to reinforce the links between education and vocational training providers of the two countries



Priority 2 cont

- Prevention of school drop outs especially in rural areas through the provision of services (i.e. transport) and infrastructures (dormitories, laboratories, etc.)
- Students' and teachers' exchanges
- Specific actions to promote gender equality in all levels of the educational and VET system
- Promoting health and healthy lifestyle in schools
- Encourage the participation of youth at the decision making process at local level
- Strengthen partnership between youth groups to undertake joint initiatives



CBC KS-AL

1st Call for Proposals (IPA II)

IMPORTANT:

- The activities listed are not exhaustive and appropriate innovative actions can be financed.
- Applicants must take into account the Impact, Result and Input indicator specified in the guidelines.
- Actions should integrate cross cutting issues at project level, such as: gender equality, inclusion of minorities, inclusion of persons with disabilities, anti-discriminatory practices, protection of environment.



CBC with Albania

1st Call for Proposals (IPA II)

Methodology:

- Actions must foresee cooperation of the cross-border Lead applicant and co-applicant(s) in:
 - joint development: Lead applicant and co-applicant(s) cooperate in designing the action, filling in a joint application form; AND
 - joint implementation: grant beneficiaries coordinate, in the frame of the operation, their activities across the border, and carry out most of the project activities together and not as independent, unrelated, and country-bound initiatives;



CBC with Albania

1st Call for Proposals (IPA II)

Foresee cooperation of the cross-border Lead applicant and co-applicant(s) in either:

- joint staffing: staff on both sides of the border act as one project team (e.g. some staffers carry out their duties for all entities in the partnership: procurement, financial management, overall coordination, training planning, etc.); OR
- joint financing: activities are financed by the Lead applicant's and co-applicant(s)'s budget;
- or both joint staffing and financing.



Eligibility Criteria - 1

Applicants (Applicant): Who may apply?

- ✓ be a legal person; and
- ✓ be established in either Albania or Kosovo or have a registered local branch office properly registered/established in Albania or Kosovo; and
- ✓ be directly responsible for the preparation and management of the action with the co-applicant(s) and affiliated entity(ies), not acting as an intermediary; and
- be non-profit making for the purpose of this call



Eligibility Criteria – 1a

Applicants must be a be a specific type of institution or organization such as:

- Central, regional and local government units (ministries, municipalities, departments, agencies)
- Local tourist organisations
- Civil society organisations
- National Parks, bodies and organisation for nature protection
- Chambers of Commerce and Chambers of Crafts and Trades
- Professional associations, and associations of SME's
- Education and training institutions (e.g. primary schools, VET schools, Universities, etc.)
- Cultural institutions such as museums, libraries, orchestras, etc.
- Research, development and innovation (RDI) institutions
- Agencies for local or regional development
- public bodies acting as service providers
- local authorities, local governments and their institutions, associations of municipalities,



Eligibility Criteria - 2

The lead applicant and co-applicant(s) **must represent different legal entities** and must not be country branches of the same organisation or institution.

- If the lead applicant is established in Albania at least one co-applicant must be established in Kosovo* and vice-versa
- Co-applicants must satisfy the eligibility criteria as applicable to the lead applicant



Eligibility Criteria - 3

Affiliated Entities – must satisfy the eligibility criteria applicable to the Lead applicant and co-applicant(s)

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

Associates

- Other organisations involved in the action but who 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 of the applicant and co-Applicant(s).

Contractors

- Contractors are neither co-applicants nor associates, and are subject to the procurement rules set out in Annex IV to the standard grant contract.



Eligibility Criteria - 5

Ineligible Actions:

- 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 or research;
- actions aimed at the upgrading of infrastructure and equipment in privately owned facilities;
- preparatory studies or preparation of preliminary design for works to be carried out within the project;
- actions without a tangible cross-border impact;
- actions linked to political parties;
- actions including commercial and profit-making activities ;
- actions which fall within the general activities of competent state institutions or state administration services, including local government;
- actions confined to charitable donations;
- actions covered and financed by other EU funded programmes;



Eligibility Criteria – 6

Number of proposals and grants

- An entity may not submit more than one application as Lead applicant under this call for proposals.
- A Lead applicant may at the same time be a co-applicant or affiliated entity in maximum one other application.
- A co-applicant may not take part in more than two applications.

- *Non-compliance with the above will result of exclusion of all applications concerned.*

- In all cases, the capacity of the entity (applicant or co-applicant) to implement more than one grant will be assessed.



Eligibility Criteria - 7

Financial support to third parties (sub-granting)

- **Applicants must not propose financial support to third parties.**
- **Sub-granting is not allowed under this call**



Eligibility Criteria - 8

Eligibility of costs

All costs must be expressed in EURO (€)

- ✓ Eligible direct costs – must comply with Art. 14 of GC
- ✓ Contingency reserve (max 5%, and subject to CA's prior approval)
- ✓ Eligible indirect costs (administrative costs max 7%)
- ✓ The applicant should provide a realistic and cost-effective budget

Note: *Simplified Cost Option may be used for 1.3 Per diems, 2.2. Local transportation and 4.0 Local Office – Refer to Annex K for instructions*

Visibility

- Applicants are requested to include in their Full Applications and Budget (minimum recommended 2%) their planned measures to guarantee the visibility of the activities implemented



Eligibility Criteria - 10

Ineligible costs:

- value added tax (VAT) except when it is non-recoverable under national VAT legislation;
- the decommissioning and the construction of nuclear power stations;
- investment to achieve the reduction of greenhouse gas emissions from activities falling under Annex I to Directive 2003/87/EC of the European Parliament and Council of 13 October 2003;
- the manufacturing, processing and marketing of tobacco and tobacco products;
- undertakings in difficulties as defined under Union State aid rules;
- investment in airport infrastructure unless related to environmental protection or accompanied by investment necessary to mitigate or reduce its negative environmental impact;
- debts and debt service charges (interest on debt);



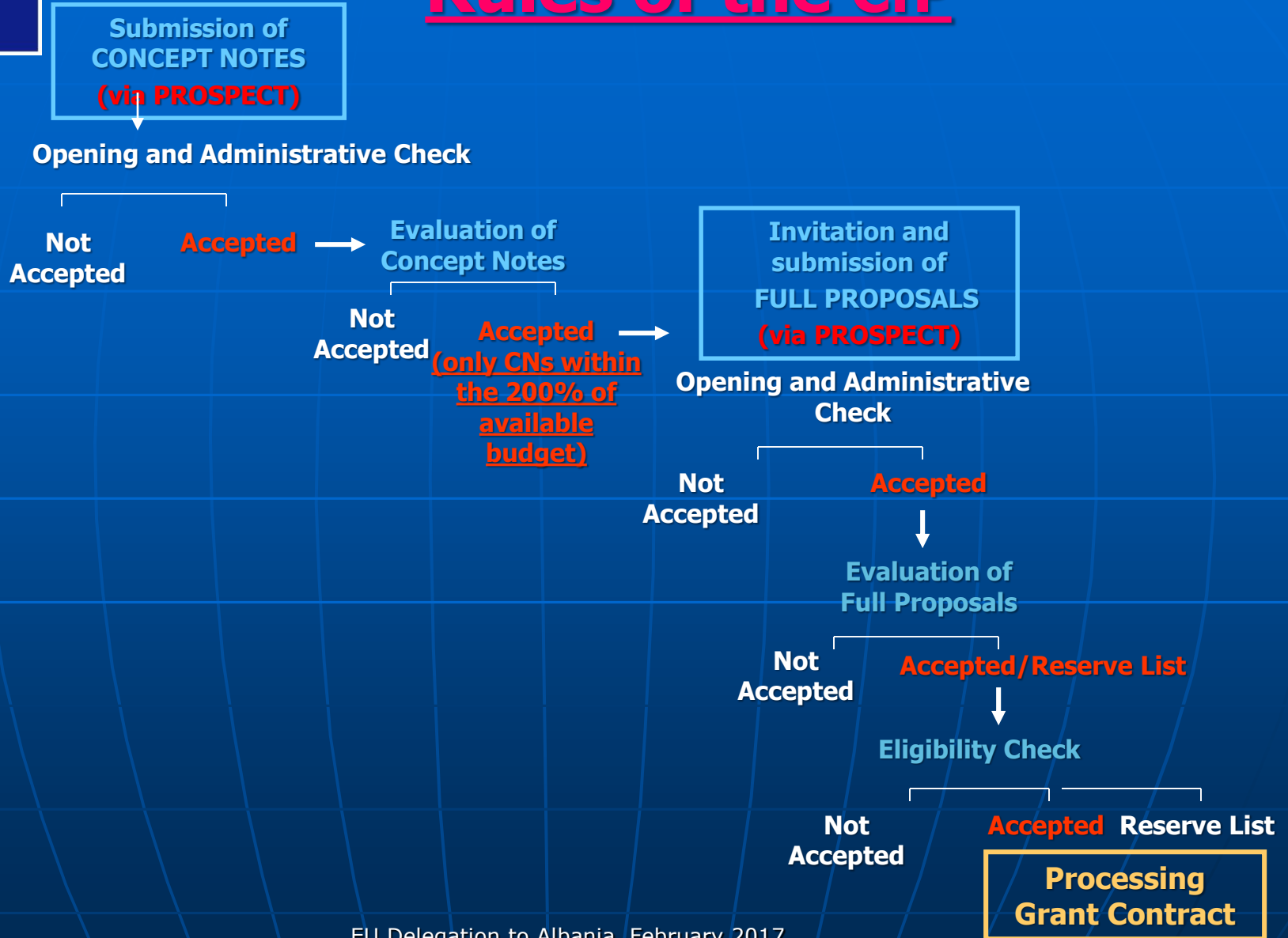
Eligibility Criteria – 10a

Ineligible costs:

- provisions for losses or potential future liabilities;
- cost declared by the beneficiaries and financed by another operation or work programme receiving a Union grant;
- currency exchange losses;
- credits to third parties;
- fines, financial penalties and expenses of litigation;
- the purchase of land not built on and land built on in the amount of more than 10% of the total eligible expenditure of the operation if it is justified by the nature of the operation.
- **In addition, the following costs are not eligible either:**
 - consultant fees between the beneficiaries for services or work carried out within the project;
 - remuneration of any kind for staff of any of the beneficiaries being hired as external experts or freelance consultants;
 - taxes, customs and import duties and levies and/or charges having equivalent effect.



Rules of the CfP





Rules of the CfP

Restricted Call for Proposals (on-line submission via PROSPECT):

- **Step 1:**
Submission of Concept Notes only
- **Step 2:**
**Only pre-selected applicants submit
Full Application**



Concept Note phase

- Use Template provided and follow the instructions given regarding the length of document
- Concept note should give a snapshot of the full grant application
- It must only mention an estimate of the EU contribution and the indicative percentage of EU contribution
- Respect layout parameters:
 - Font size cannot be smaller than Arial 10 with 2 cm margins
 - Max. 5-pages limit for the entire concept note
- Maintain section headings and provide responses immediately underneath the guide questions in each heading.



Submission of Concept Note

- Within the deadline: **16 March 2017 at 12:00h.**
Tirana time
- ✓ On-line via PROSPECT
(<https://webgate.ec.europa.eu/europeaid/prospect>)
- ✓ Using Annex A.1 – Concept Note
- ✓ In English
- ✓ Costs expressed in EURO
- ✓ Please do not forget the Checklist
- Incomplete Concept Notes may be rejected



Evaluation of Concept Note - 1

STEP 1: OPENING SESSION & ADMINISTRATIVE CHECK

- **The deadline has been respected**

- **Concept Note satisfies criteria mentioned in the Checklist:**
 - ✓ Followed the instructions
 - ✓ In English
 - ✓ Action in the country
 - ✓ Duration of the action: 18-30 months
 - ✓ Request for contribution within limits stated in the respective thematic priority (250,000 € - 500,000 €)
 - ✓ PADOR Registration number for the Lead applicant, and the co-applicants
 - ✓ Declaration by the applicant and Checklist: filled in and signed

- **Will include the eligibility check of the action**



Evaluation of Concept Note - 2

- ***Evaluation of the Concept Note***
 - ✓ Covering the **relevance** and **design of the action**
 - ✓ The Concept Note will be given an **overall score out of 50** points.
 - ✓ The **evaluation criteria** are divided into headings and subheadings. Each subheading will be given a score between **1 = very poor** to **5 = very good**.



Evaluation of Concept Note

Result of the Concept Note Evaluation

- 1) Minimum 30 points for pre-selection, list created ranking the CNs based on scores (list per priority)
- 2) Highest ranking CNs whose aggregate amount reaches at least 200% of the available budget per priority, will be pre-selected and will be invited to submit Full Application (invitation will appear in the PROSPECT profile of the lead applicant)
- 3) Pre-selected Applicants will be given a min of 45 days to submit the Full Application



Full Application

- **Use the full application form template** provided. Applications submitted using other templates will be automatically disqualified.
- Respect format layout parameters:
 - **Font size** (Arial 10) and **spacing** must be respected
 - Page limits for each of the sections must be respected
- Section headings and guide questions **must not** be deleted/modified.
- Answers must be provided underneath each guide question.
- Provide brief yet adequate information.
- **Remember** - Full Application is the detailed version of the Concept Note and should therefore be coherent with it



Evaluation of Full Application - 2

■ *Evaluation of the Full Application*

- 1) **Applicants' financial and operational capacity**: stable and sufficient sources of finance, management capacity, professional competencies and qualifications.
- 2) **Quality of the proposals** vis-a-vis objectives and priorities: relevance of the action, consistency with the objectives of the CfP, quality, impact, sustainability and cost-effectiveness.

The Full Application will be given an **overall score out of 100 points**.

Evaluation criteria are divided into headings and subheadings. Each is given a score between 1 = very poor and 5 = very good.



Evaluation of Full Application – 3

Verification of Eligibility of Lead applicants and Co-Applicants

- ✓ Cross-checking of Declaration by the applicant with the supporting documents.
- ✓ Verification of eligibility of Lead applicant, co-applicant/s and other partners, and the action.
- ✓ If necessary, rejected proposals will be replaced by the next best placed proposal in the reserve list.



Evaluation of Full Application – 4

SUBMISSION OF SUPPORTING DOCUMENTS – Verification of Eligibility

1. **Statutes or articles of association** of applicants (Lead applicant and co-applicant(s)) and affiliated entity(ies)
2. **Legal entity sheet** (in Annex D) completed and signed by the Lead applicant and co-applicant(s)
3. **Financial identification form** from the Applicant (not from the co-applicant(s)), given in Annex E, certified by the bank to which the payments will be made.



Evaluation

NOTIFICATION OF THE DECISION:

Applicants will be informed in writing of the Contracting Authority's decision concerning their application and the reasons for the decision. Notification will appear in the on-line PROSPECT profile of the lead applicant



PADOR: **Potential Applicant Data** **On-Line Registration Service**

- **PADOR** is a database for organisations
- **PADOR** registration is compulsory for any Call for Proposals,
- **PADOR** registration is mandatory for Lead applicant, co-applicant(s) and affiliated entity(ies).
- **PADOR** registration:
http://ec.europa.eu/europeaid/pador_en
- **PADOR** helpdesk:
Europeaid-IT-support@ec.europa.eu



PROSPECT

- PROSPECT is an electronic system developed for **the management of calls for proposals in the field of external action**
- **PROSPECT on-line submission of applications.** It allows applicants to submit the proposals online, follow up the status of the application in real time, and receive the evaluation results instantly online! The applicants will also receive an automatic notification in case a new document (Clarifications, Corrigendum, etc.) is published for your call.
- **PROSPECT information (manual, e-learning, FAQ, presentation, etc.)**
<https://webgate.ec.europa.eu/europeaid/prospect>
- **PROSPECT helpdesk:**
Europeaid-IT-support@ec.europa.eu



Indicative* Timetable

	DATE	TIME*
Information meetings (3)	<i>February 2017</i>	-
Deadline for request for any clarifications from the Contracting Authority	<i>23 February 2017</i>	-
Last date on which clarifications are issued by the Contracting Authority	<i>3 March 2017</i>	12:00
Deadline for submission of Concept Notes	<i>16 March 2017</i>	<i>12:00 CET</i>
Information to applicants on the opening & administrative check and concept note evaluation (step 1)	<i>4 April 2017</i>	-
Invitations to submit Full Application Form	<i>7 April 2017</i>	
Deadline for submission of Full Application Form	<i>26 May 2017</i>	
Information to applicants on the evaluation of the Full Application Form (step 2)	<i>15 June 2017</i>	-
Notification of award (after the eligibility check) (step 3)	<i>30 June 2017</i>	-
	<small>EU Delegation to Albania February 2017</small>	
Contract signature	<i>July 2017</i>	-



Information for Applicants

Questions:

- By e-mail AND **no later than 21 days before the deadline** for the submission of proposals (concept note and full application) to :
DELEGATION-ALBANIA-TENDERS@eeas.europa.eu

Answers:

- **No later than 11 days** before the deadline for the submission of proposals .
- Questions & Answers published on the EuropeAid and EU Delegation's website.
- In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, co-applicants or of Actions.



THANK YOU

FOR

YOUR ATTENTION

EU Delegation - Albania
February 2017