

IADSA Italian ó Albanian Debt for Development SWAP Agreement

CALL FOR PROPOSALS REF. N^o. IADSA/2013/01

GUIDELINES

CALL FOR PROPOSALS

This Call for Proposals is the second Call in the framework of the Italian-Albanian Debt for Development SWAP Agreement (IADSA), an initiative of the current Italian-Albanian Development Cooperation Programme to support social development in Albania by providing financial resources for the implementation of projects proposed by concerned Albanian Public Institution. Eligible Projects must be:

- based on the strategic priorities included in the National Strategy for Development and Integration – NSDI (2007-2013) with updated sectoral and crosscutting strategies and the National Action Plan for Implementation of the Stabilization and Association Agreement (SAA) of the Republic of Albania;
- in line with priority areas identified by the Italian Albanian Development Cooperation Programme; and
- related to the following objectives and areas of intervention: inclusive education, vocational education and training (VET) health, social inclusion and employment generation.

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1. BACKGROUND INFORMATION

Albania and Italy are strictly tied by an historical relationship, not only for geographical reasons.

The Italian Development Cooperation starts its activities in 1991 and, over the last two decades, Italy has been until present one of the major bilateral donor active in the country, the biggest commercial partner and the first destination of Albanian emigration.

Over the years, the Italian Cooperation has assisted Albania in its transition towards democracy and the market economy. The Italian Official Development Assistance (ODA) disbursed in Albania amounts to about 700 million Euros with the purpose of facing the 1990^s emergencies, supporting modernization of public infrastructures, fostering sustainable socio-economic growth, promoting democratization and institutional strengthening and, in recent years, accompanying the country's integration into EU.

Nowadays, the Italian Development Cooperation (IDC) strategy and objectives are framed into the National Strategy for Development and Integration (NSDI) which is at the core of the alignment and harmonization process of the international partners of Albania. The areas of intervention are agreed at bilateral level on a multiannual basis and are focused mainly on agriculture and rural development, private sector development for which Italy plays the leading role among the European donors, and social development.

IDC strategy and objectives promote a participative approach, with particular attention to gender equality and environmental protection, and with the active participation of the Italian local administrations, through the decentralized cooperation, and full participation of the Italian and Albanian civil society through the NGOs.

The intense relationship of the whole "Sistema Italia" with the Albanian partners, has entailed to Italy the official role of *facilitator donor* in the framework of the European initiative "Fast Track Initiative on Division of Labour" (FTI-DoL), which has included the principles adopted by the Paris Declaration, the Accra Agenda for Action on Aid Effectiveness and the Busan Partnership for Effective Development Cooperation.

Further opportunity of inclusive partnership of the "Sistema Italia" in Albania is provided by the Italian Albanian Debt for Development Swap Programme (IADSA). The overall strategy behind the Italian-Albanian Debt for Development Swap Agreement (IADSA) follows the core principles agreed at bilateral level between the Parties in the framework of the Italian-Albanian Development Cooperation Protocol for 2010-2012, which reflects the Paris Declaration on Aid Effectiveness as well as the European Code of Conduct.

In compliance with the Agreement on the "Debt-for-Development-Swap" between the Council of Ministers of the Republic of Albania and the Government of the Republic of Italy, the Ministry of Finance of the Republic of Albania and the Ministry of Foreign Affairs of

Italy (MAE) ó Directorate General for Development Cooperation (DGCS) ó have established a Counterpart Fund (CPF) and the related Management Committee with its Technical Support Unit (TSU).

2. THE IADSA PROGRAMME

The IADSA Programme represents an innovative financing instrument for Albania and intends to support social development initiatives promoted by the Albanian public institutions at national and local level for a total financial contribution of EUR 20 million over five years (2012-2016). The IADSA responds to the most advanced principles of development effectiveness by promoting social cohesion on a territorial basis and supporting balanced regional development, social equity and job creation to sustain Albania on its way to joining the European Union. This funding mechanism allows the use of financial resources otherwise destined to repay to Italy the debts previously contracted for the infrastructure development of the Country. The IADSA finances development projects jointly screened and approved in the framework of the bilateral Development Assistance Programme.

In this framework, the Ministry of Finance of the Republic of Albania and the Italian Embassy in Tirana have established the IADSA Management Committee, composed by the Italian Ambassador and the Minister of Finance of the Republic of Albania. The Management Committee is supported by a Technical Support Unit (TSU) and assisted by the Development Cooperation Office of the Italian Embassy, Ministry of Finance and the Department for Strategy and Donor Coordination at the Council of Ministers of the Republic of Albania.

Projects are selected through Calls for Proposals, periodically launched by the TSU, to which all Albanian Public Institutions are entitled to apply. Collaboration or partnerships with Albanian and/or Italian NGOs, and/or Italian Regions and Local Authorities and/or International Organizations (IIOO) are permitted for the partial or total implementation of the projects.

Eligible Projects must be based on the strategic priorities of the Albanian Government included in the National Strategy for Development and Integration, updated sectoral and crosscutting strategies and National Action Plan for Implementation of the Stabilization and Association Agreement (SAA) and related to the following priority areas: inclusive education, vocational education and training, public health including preventive health care, emergency and first-aid, social and economic inclusion of vulnerable categories (among others people with disabilities, children, rural women, unemployed youth etc.), employment generation and sustainable rural community development in marginalized areas.

2.1. IADSA Rationale

From the establishment of democracy, Albania has experienced large political, institutional and socioeconomic changes, achieving the status of an upper middle-income country as a result of the reforms adopted, which need to be consolidated in accordance with the new challenges arising from the current level of development. As a matter of fact, Albania has a great development potential, deriving its comparative advantages from its geographical position, human resources and physical endowments.

The Albanian society needs significant improvement in social development also by integrating marginal and vulnerable groups, who mainly include low-income and other vulnerable households (e.g. youth and rural unemployed, single parents, households belonging to minority ethnic groups, people with disabilities etc.). The delivery of good quality social services is an important aspect of living standards and ensures social cohesion. At the same, social policies have to be oriented towards the respect of human rights, equality and nondiscrimination. Accordingly, integrated and coherent policies aim to achieve balanced regional development to reduce inequalities between regions. The improvement of the quality and efficiency of the public administration to deliver the social services and its commitment to the implementation of the NSDI is key to successfully meet the challenge of European integration.

The rationale of IADSA is to make available additional financial resources for upgrading social services as well as supporting labour integration and social promotion programmes together with assistance aimed at sustaining processes of reform, human capital development, expansion of an advanced knowledge-based society, participatory planning and promotion of social trust and solidarity, consensus over common set of objectives, balanced regional development and social cohesion.

2.2. The specific objectives of this 2nd Call for Proposals

The **specific objectives** of this 2nd Call for Proposals may be summarized as follows (1):

- a. To contribute to the development of quality and inclusive education to ensure that no child is left behind and reduce gender gaps;
- b. To promote Vocational Education and Training (VET) in accordance with the demands of the labour market, in order to contribute to the development of an advanced knowledge-based society, including lifelong learning initiatives;

¹ The following objectives identified for this 2nd Call for Proposals are the ones to which the Applicants have to refer in the preparation of their Project Proposals.

- c. To support the public primary health care system to offer good quality and effective basic services to improve the health of the population, by also addressing inequality in health care service provision in rural disadvantaged areas;
- d. To support programmes of preventive health care (e.g. oncologic prevention for women) and public health campaigns, including health protection initiatives;
- e. To sustain social inclusion of those at risk of poverty and exclusion (e.g. people with disabilities, minorities, children, the long-term unemployed, especially those with low and no skills and disadvantaged women, etc.);
- f. To support employment programmes for young people, women in need, persons with disabilities, Roma and Egyptians.
- g. To encourage rural territories to explore new ways to become or to remain competitive in order to overcome lack of employment opportunities (LEADER approach).

2.3. Strategy

The overall strategy behind the IADSA Programme follows the core principles agreed at bilateral level between the Parties in the framework of the Italian ó Albanian Development Cooperation Protocol for 2010 ó 2012, which reflects the Paris Declaration on Aid Effectiveness as well as the European Code of Conduct.

Following the partnership for development effectiveness core principles, the IADSA Programme welcomes partnerships and complementarity aiming at maximising the impact of every partner's input. Efforts to bring in new partnerships, and promote innovation and mutual accountability have proven their effectiveness in delivering results as well as complementary with other programmes and actions.

On the basis of the criteria of the OECD - Development Assistance Committee (DAC), the evaluation of the Project Proposals will be carried out according to the following core principles.

Relevance

According to the *relevance* criteria, it will be assessed how the expected outcome of the Project proposal will contribute to the achievement of the objectives of the IADSA Programme, the National and Local Strategies and Policies of the Republic of Albania and the priorities of the target groups and final beneficiaries.

Effectiveness

According to the *effectiveness* criteria, it will be assessed to what extent: i) the activities included in the Project proposal are appropriate, practical and consistent with objectives and expected results and ii) the identified outcomes are measurable through objectively verifiable indicators.

Sustainability

Sustainability is concerned with measuring whether the benefits of an activity are likely to continue after external funding has been withdrawn. The results of the Project need to be institutionally, environmentally, socially as well as financially sustainable.

3. RULES OF THIS CALL FOR PROPOSALS

3.1. Eligibility criteria

3.1.1. Eligibility of Applicants: who may apply

The Albanian Public Institutions, at central and local level ⁽²⁾

- with non profit status (i.e. excluding shareholder public companies)

and

- directly responsible for the preparation and management of the Project with their partners, not acting as an intermediary.

3.1.2. Partnerships and eligibility of partners

Applicants may act individually or in consortium with any other Albanian Public Institution and/or partner organisations which must satisfy the following eligibility criteria:

- be legal persons

and

- be non profit making

and

- be an Albanian civil society organisation such as non-governmental organisation (NGO), independent foundation (not political party), community based organisation as defined by Article 10 (a) of Council Regulation (EC) No 1889/2006

or

- Italian non-governmental organisation (NGO) eligible under the Italian Law 26.02.1987 n. 49

or

- Italian Regions and Local Authorities

or

- international (inter-governmental) organisations as defined by Article 43 of the Implementing Rules to the EC Financial Regulation ⁽³⁾.

² Represented by the concerned legal authority with autonomous financial management (i.e. the Minister, Mayor, Chair of Commune, Chair of the Qark, Prefect)

Applicants/partners participate in designing and implementing the Project, and the costs they incur are eligible in the same way as those incurred by the Applicant.

The IADSA Programme will accept sub-contractors different from partner public institutions and/or organisations specified in the Proposals, subject to the procurement rules set out in Annex H.

The Applicant will act as the lead organisation and, if selected, as the contracting party (the "Executing Entity") even if the partner/s is/are other Albanian Public Institution/s. In such a case, the Applicant will be the sole responsible institution towards the IADSA Management Committee.

Potential Applicants and their partners may not participate in the IADSA Calls for Proposals or be awarded grants if they are in any of the situations listed in Section 2.3.3 of the EU Practical Guide to contract procedures (available from the following Internet address):

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

In Annex A "Partnership Statement" of the Grant Application Form, partners must declare that they do not fall into any of these situations.

3.1.3. Eligible Projects

Objectives

All Projects must be aimed at achieving **at least one** of the specific objectives of the IADSA Programme, as specifically identified for this 2nd Call for Proposals and listed under Section 2.2.

Location

The Project must take place in **Albania** ⁽⁴⁾.

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

4 Specific activities may be implemented in neighbouring countries of Albania, provided that their costs are fully covered by other funding sources clearly described in the Grant Applicant Form (Annex A) and identified as co-financing in the Budget Form (Annex D). The costs for such activities are not eligible for the IADSA grant.

Duration

The duration of a Project **may not exceed 24 months**.

Projects not eligible

The following types of Project are ineligible:

- Projects concerned only or mainly with sponsorships for participation in workshops, seminars, conferences, congresses;
- Projects concerned only or mainly with scholarships for studies or training courses;
- Conferences as well as research activities can only be funded if 1) they are duly justified and they fall under objectives of the Project and 2) they form part of a wider range of activities to be implemented in the lifetime of the Project, designed to achieve concrete and tangible results;
- Technical Assistance and/or Trainings can only be funded if they are duly justified and coherent with the specific objectives of the Projects, and fundamental to achieve tangible results (technical assistance and training delivery will be considered as activities);
- Projects which consist entirely or in most part of preparatory works or studies;
- Projects supporting political parties;
- Core funding of the Applicants or (where relevant) its partners;
- Deficit funding and capital endowments;
- Financial subventions to other organisations;
- Purchase of land, building and offices;
- Retroactive financing for projects that are already in implementation or completed;
- Projects taking place outside of Albania;
- Purchase of equipment (unless necessary for the successful execution of the project);
- Projects mainly concerned with investments in construction/reconstruction of social and economic infrastructure in absence of a defined collaboration between the pertinent Local Authority and involved Regional Directorate (such collaboration shall be formalized through partnership and the legal representative of the Partner shall complete and sign the Partnership Statement included in ANNEX A, Section III).

Number of applications and grants per Applicant and its Partner(s)

- An Applicant may submit more than one application under this Call for Proposals, provided that they are referring to different IADSA Specific Objectives as listed under Section 2.2;
- An Applicant may at the same time be partner in another application;
- Albanian Public Institutions as partners may take part in more than one application;
- Any other Partner may take part only in one application under this Call for Proposals.

3.1.4. Eligibility of costs: costs which may be taken into consideration for the grant

Under this Call for Proposals, any grant awarded by the IADSA Management Committee will amount between 200,000 to 500,000 Euro equivalent (⁵).

Applicants shall indicate the entire budget in Albanian LEK by detailing all costs including those financed from the Applicant's or partners' own resources (e.g. wages, social security charges, rent and any other recurrent and capital costs) and specifying sources of finance.

Moreover, as guarantee of motivations of Applicants and Projects complementarities and in order to promote partnership creation/strengthening through co-funding mechanisms, the IADSA Management Committee encourages Applicants for cost-sharing and direct contribution of financial nature or in kind consisting in project inputs and/or activities. Cost-sharing and/or direct contribution will be considered in the evaluation grid.

Only eligible costs can be taken into account for a grant. These are listed below. Note that the eligible costs must be based on real costs, not lump sums (except for subsistence costs such as per diem).

In the process of verification of the costs, the Technical Support Unit (TSU) of the IADSA Management Committee may request clarifications.

It is therefore in the Applicant's interest to provide a **realistic and cost-effective budget** with all justifications to ease the verification process.

Eligible direct costs

To be eligible under this Call for Proposals, costs must:

- ó be necessary for carrying out the proposed Project and comply with the principles of sound financial management, in particular value for money and cost-effectiveness;
- ó have actually been incurred by the Applicants or their partners during the implementing period for the Project. All expenditures must be liquidated before the final report is finalised;

⁵ Equivalent to Albanian LEK at the exchange rate issued by the Central Bank of Albania on the date of publication of the present Call for Proposals (December 9, 2013).

- be recorded in the Applicant's or the Applicant's partners' accounts or tax documents, be identifiable and verifiable, and be backed up by originals of supporting documents.

Subject to the procurement procedures (Annex H) being respected, eligible direct costs borne by the Applicant and his partners may include:

- ó the cost of staff assigned to the Project, corresponding to actual salaries plus social security charges and other remuneration-related costs. Salaries and costs must not exceed those normally borne by the Applicant or his partners, as the case may be, unless it is justified by showing that it is essential to carry out the Project;
- ó travel and subsistence costs for staff and other persons taking part in the Project, provided they amount within the maximum of 5% of the Project direct eligible costs and do not exceed those normally borne by the Applicant or his partners;
- ó purchase or rental costs for equipment and supplies (new or used) specifically for the purposes of the Project, and costs of services, provided they correspond to market rates;
- ó the cost of consumables;
- ó costs arising directly from the requirements of the contract (dissemination of information specific to the Project, translation, printing, insurance, etc.) including bank costs;
- ó taxes, including VAT, due by the Applicant only in relation to the Project's activities (or by the Applicant's partners).

Eligible indirect costs (overheads)

Administrative costs not exceeding 7% of the total amount of eligible costs of the Project may be claimed as indirect costs to cover the administrative overheads incurred only by the Applicant's Partners, if applicable.

Overheads must be identifiable and verifiable, and related expenses be backed up by originals of supporting documents.

Contributions in kind

Any contribution in kind made by the Applicant or any other source, which must be listed in the Grant Application Form (Annex A Section I paragraph 3), does not represent actual expenditure and are not eligible costs. They will not be treated as co-financing by the Applicant or his partner if they are costs related to day-by-day functioning of respective structures.

Direct contribution of financial nature or in kind consisting in project inputs and/or activities, including the cost of staff assigned to the Project may be considered as co-financing in the budget for the Project when paid by the Applicant or his partners. As for the overhead costs, co-financing must be identifiable and verifiable by supporting documents.

Ineligible costs

The following costs are not eligible:

- ó debts and provisions for losses or debts;
- ó interest owed;
- ó items already financed in another framework;
- ó credits to third parties.

3.2. How to apply and the procedures to follow

3.2.1. Grant Application Form

Proposals must be submitted using the Grant Application Form annexed to these Guidelines (Annex A). Applicants should keep strictly to the format of the application and fill in the paragraphs and the pages in order.

In the Grant Application Form, the Applicant should be precise and provide enough details, particularly on how the aims of the Project will be achieved, the benefits that will flow from it and the way in which it is relevant to the IADSA objectives under this Call for Proposals. It should be completed carefully and as clearly as possible so that it can be assessed properly.

Any error related to the points listed in the Checklist (section IV of the Grant Application Form) or any major inconsistency in the proposal (e.g. the amounts and/or activities mentioned in the budget are inconsistent with those mentioned in the Grant Application Form) may lead to the immediate rejection of the proposal.

Clarifications will only be requested by the TSU of the IADSA Management Committee when information provided are unclear.

3.2.2. How and where to send the Proposals

Full Proposals (Grant Application Form in **ANNEX A**, Legal Entities Form in **ANNEX B**, Supporting documents for Applicants listed in **ANNEX C**, Budget Form in **ANNEX D**, Action Plan in **ANNEX E** and Supporting Document for Partners in **ANNEX F**, the latter has to be filled if applicable) must be submitted in one original and 2 copies. The complete grant application form, budget and action plan must also be supplied in electronic format (CD-Rom). The electronic format must contain **exactly the same** proposal as the paper version enclosed. Each component of the Proposal (Grant Application Form, Budget and Action Plan), must be submitted in a separate and unique electronic file (for ex. the grant application form must not be split into several different files).

The Partnership Statements in ANNEX A and the Legal Entities Form in ANNEX B must be signed and stamp in original. The absence of original signatures or stamps will cause immediate rejection of the proposal.

Applicants must apply in **English**. Hand-written Proposals will **not** be accepted.

So as to facilitate the processing of Proposals, please present the original dossier and the 2 copies in A4 size, each bound (please, do not use plastic cover). After the award of the successful projects, the copies of the Project Proposals that have not been approved for funding will be kept at the TSU for a maximum period of three months after which they will be destroyed if not picked up by the Applicant.

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

Postal address (including hand delivery and private courier service):

IADSA Programme
at the premises of the ATK (Albanian Agency for the Management of the
Loans) 1st floor
Rruga Sami Frasheri
Tirana - Albania

To the attention of the Technical Support Unit

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

Where an Applicant sends two different proposals, each one has to be sent separately.

The **outer envelope** must bear the **reference number of the call for proposals**, and the words "Not to be opened before the opening session". The envelope shall contain the Grant Application Form (Annex A), Legal Entities Form in (Annex B), Supporting documents for Applicants (Annex C), Budget Form (Annex D), Action Plan (Annex E) and Supporting Document for Partners if any (Annex F).

Applicants must verify that their Proposal is complete. Incomplete Proposals will be rejected.

3.2.3. Deadline for receipt of Proposals

The deadline for the receipt of full Proposals is **17.03.2014 at 12:00 a.m.** local time. Any Proposal received after the deadline will automatically be rejected even if the postmark indicates a date preceding the deadline or if the delay is due to the private courier service.

3.2.4. Further information

Questions may be sent by e-mail or by fax no later than 14 days before the deadline for the receipt of proposals to the addresses listed below, indicating clearly the reference of the call for proposals:

E-mail address: tsu@iadsa.info

Fax: + 355 (0) 4 243 1046

Replies will be given no later than 10 days before the deadline for the receipt of proposals.

In the interest of equal treatment of Applicants, the Technical Support Unit (TSU) of the IADSA Management Committee cannot give a prior opinion on the eligibility of an Applicant, a partner or a project.

Questions that may be relevant to other Applicants, together with the answers, will be published on the internet at the IADSA website (<http://www.iadsa.info>) in the FAQ page, available in Albanian, Italian and English.

3.3. Evaluation and selection of proposals

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

3.3.1. STEP 1: Administrative check

The following will be assessed:

- Respect of the deadline. If the deadline has not been respected the proposal will automatically be rejected (see para 3.2.3).
- Missing or incorrect information. If any of the requested information is missing or is incorrect, the proposal will be rejected on that **sole** basis and the proposal will not be evaluated further.
- The absence of original signatures or stamps in the Partnership Statements in ANNEX A and in the Legal Entities Form in ANNEX B will cause the immediate rejection of the proposal on that sole basis.

3.3.2. STEP 2: Eligibility verification

The eligibility verification (see para 3.1.) will be performed as follows:

- The Declaration by the Applicant and its partner/s, if any (Sections II and III of the Grant Application Form) will be cross-checked with the supporting documents provided by the Applicant and its partner/s, if any (respectively listed in Annex C and in Annex F). Any missing supporting document or any incoherence between the Declaration by the Applicant and the supporting documents may lead to the automatic rejection of the Proposal on that sole basis;
- The eligibility of the Applicant, the partners, the project, timeframe and costs will be verified according to the criteria set out in sections 3.1.1., 3.1.2., 3.1.3 and 3.1.4.. If the proposal does not fulfil the eligibility criteria, the proposal will not be evaluated further.

3.3.3. STEP 3: Evaluation of the Proposal

An evaluation of the quality of the project proposals will be carried out according to the criteria set out in the Evaluation Grid included below. There are two types of evaluation criteria: selection criteria (listed in section 1. of the Evaluation Grid) and award criteria (listed in sections 2, 3, 4, and 5 of the Evaluation Grid).

The selection criteria are intended to assess the Applicants' managerial and operational capacity to ensure that they:

- have the management capacity, professional competencies and qualifications required to successfully complete the proposed project within the specified timeframe. This also applies to any partner of the Applicant.

The award criteria enable the selection of proposals against the Call for Proposals objectives and strategy. They also cover such aspects as quality, expected impact, feasibility within proposed timeframe, sustainability and cost-effectiveness. These criteria may allow the IADSA Management Committee to award grant to projects which maximise the overall effectiveness of this Call for Proposals.

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

Evaluation Grid

Section 1. Managerial and operational capacity	Score
1.1 Do the Applicant and partners, if applicable, have sufficient experience of project management ?	5
1.2 Do the Applicant and partners, if applicable, have sufficient technical expertise ? (notably knowledge of the issues to be addressed)	5
1.3 Do the Applicant and partners, if applicable, have sufficient management capacity ? (including staff, equipment and ability to handle the budget for the project)?	5
Total score:	15

Please note that if a total score lower than *adequate* (10 points) is obtained for Section 1, the full application will be eliminated by the Evaluation Committee.

Section 2. Relevance of the project	Score
2.1 How relevant is the proposal to the objectives and priorities specified in this Call for Proposals (relevance to the National Strategy for Development and Integration (2007-2013), updated sectoral and crosscutting strategies and National Action Plan for Implementation of the SAA as well as the Italian - Albanian Development Assistance Programme)?	5x2
2.2 How relevant to the particular needs and constraints of the target areas is the proposal? (including synergy with other Italian Development Cooperation initiatives and avoidance of duplication)	5x2
2.3 How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs been clearly defined and does the proposal address them appropriately?	5
2.4 Does the proposal contain specific added-value elements, such as innovation and best practices and/or co-financing by the Applicant or Partners (if any), and/or effective measures for addressing gender equality, and/or establishing new partnerships among local public entities (if applicable) and/or complementarities with other projects/programmes ?	5
Total score:	30

Section 3. Effectiveness and feasibility of the project	Score
3.1 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results (how coherent is the overall design of the project)?	5
3.2 Is the action plan clear and feasible?	5
3.3 Does the proposal contain objectively verifiable indicators for the outcomes of the project?	5
3.4 Is the target beneficiaries' level of involvement and participation in the project satisfactory?	5
Total score:	20

Section 4. Sustainability of the project	Score
4.1 Is the project likely to have a tangible impact on its target groups?	5
4.2 Is the proposal likely to have multiplier effects? (Including scope for replication and extension of the outcome of the project and dissemination of information.)	5
4.3 Are the expected results of the proposed project sustainable : <ul style="list-style-type: none"> - financially (<i>how will the activities be financed after the funding ends?</i>) - institutionally (<i>will structures allowing the activities to continue be in place at the end of the project? Will there be local ownership of the results of the project?</i>) - at policy level (where applicable) (<i>what will be the structural impact of the project e.g. will it lead to improved legislation, codes of conduct, methods, etc?</i>)? - environmentally (where applicable) (<i>will the action have a negative/positive environmental impact?</i>) - socially (<i>will the project have a positive social impact on women, children and youth, disadvantaged groups and minorities</i>) 	5 x 2
Total score:	20

Section 5. Budget and cost-effectiveness of the project	Score
5.1 Are the activities appropriately reflected in the budget?	5x2
5.2 Is the ratio between the estimated costs and the expected results satisfactory?	5
Total score:	15

Section 6. Total score	Score
6.1 Managerial and operational capacity	15
6.2 Relevance of the project	30
6.3 Effectiveness and feasibility of the project	20
6.4 Sustainability of the project	20
6.5 Budget and cost-effectiveness of the project	15
Maximum total score:	100

Provisional selection - Following the evaluation, a table listing the proposals ranked according to their total score and within the available financial envelope will be established by the TSU of the IADSA Management Committee.

3.4 Notification of the IADSA Management Committee's decision

3.4.1. Content of the decision

Applicants will be informed in writing by the Technical Support Unit (TSU) of the IADSA Management Committee on the decision concerning their Proposal.

A decision to reject a Proposal or not to award a grant will be based on the following grounds:

- the Proposal was received after the closing date;
- the Proposal was incomplete or otherwise non-compliant with the stated administrative conditions;

- one or more of the requested supporting documents were not provided before the set deadline;
- the Applicant or one or more of its partners was not eligible;
- the project was ineligible (e.g. the project proposed is not in line with the IADSA scope and objectives under this Call for Proposals, the proposal exceeds the maximum duration allowed, the requested contribution is lower or higher than the minimum/maximum allowed, etc);
- the Applicant's managerial and operational capacity was not sufficient;
- the proposal was considered technically and financially unfeasible;
- although the proposal fulfils the quality criteria required for a favourable opinion, another proposal of a similar nature was awarded a higher score;
- two proposals were submitted by the same Applicant and selected for financing, but the Applicant does not have the managerial and operational capacity required to implement the projects all together.

The IADSA Management Committee 's decision to reject a Proposal or not to award a grant is final.

4. LIST OF ANNEXES

ANNEX A: GRANT APPLICATION FORM (WORD FORMAT)

ANNEX B: LEGAL ENTITIES FORM (WORD FORMAT)

ANNEX C: SUPPORTING DOCUMENTS FOR APPLICANT

ANNEX D: BUDGET (EXCEL FORMAT)

ANNEX E: ACTION PLAN (EXCEL FORMAT)

ANNEX F: SUPPORTING DOCUMENTS FOR PARTNERS

ANNEX G: PROJECT AND FINANCING CONTRACT

ANNEX H: GUIDELINES FOR PROJECT IMPLEMENTATION

ANNEX I: TEMPLATE FOR PARTNERSHIP AGREEMENT