



**European Instrument for Democracy and
Human Rights
Country-Based Support Scheme for South
Africa**

**Call for Proposals Information Session
5 December 2011**

European Instrument for Democracy & Human Rights (EIDHR)

2011-2013 Multi-annual Strategy Paper priorities:

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



Call for Proposals Objective:

The enhancement of political, civil, economic, social and / or cultural rights of women and children.

- ❑ Civil society monitoring of actions in South Africa relating to adoption, ratification, and implementation of international human rights commitments, with specific reference to women and children;
- ❑ Promotion of social dialogue in the context of strengthening democratic institutions and human rights, with specific reference to women and children;



Call for Proposal Objectives

- ❑ Promotion and / or mainstreaming of women's rights and gender equality, including through actions aiming at legislative change to promote women's rights, and by means of initiatives by civil society in dialogue with “political society”;
- ❑ Promotion and / or mainstreaming of children's rights; including through actions aiming at legislative change to promote children's rights, and by means of initiatives by civil society in dialogue with “political society”;
- ❑ Achievement and / or exceeding of MDG targets in relation to women and children, including reduction of maternal and child mortality (MDG 4 & 5) and access to primary education (MDG 2), with an emphasis on quality of education.



Type of activities

An indicative and non-exhaustive list of activities include:

- Lobbying and advocacy campaigns
- Activities enhancing the rights of women and children
- Public debates / dialogue sessions
- Monitoring and watchdog activities
- Activities to enhance political participation and representation
- Research in support of advocacy
- Capacity building activities for the mobilisation of the targeted groups
- Activities for strengthening of existing civil society platforms, networks and coalitions, including building of information sharing mechanisms.



Preference to:

- ❑ Piloting, innovation and initiatives with the potential of replication on a greater scale.
- ❑ Partnerships of civil society organisations or, where justified, require the close involvement of a range of in-country organisations and stakeholders.
- ❑ CSO are encouraged to collaborate with community-based organisations and other representative structures of such groups.
- ❑ Potential beneficiaries are encouraged to interact with relevant Government Departments in the implementation of the Action.



Financial allocation provided by the contracting authority

The overall indicative amount:

EUR 890,000.

2011: EURO 590,000

2012: EURO 300,000 TBC (suspension clause)

Minimum and maximum grant amounts:

minimum amount: EUR 150,000

maximum amount: EUR 180,000



Duration and Location

- ❑ **Minimum 24 months, maximum 30 months**
- ❑ **Actions must take place in South Africa**



Terminology

- Grantee/Applicant: An entity signing a grant contract
- Beneficiary of Operation: Final beneficiary of the action
- Target Group: Entities who will be directly affected by the project
- Contracting Authority: European Union represented by the European Commission
- Action: Activity(ies) to be funded
- CN: Concept Note
- FA: Full Application (Full Proposal)



Who may apply - eligibility

In order to be eligible for a grant, applicants **must**:

- be non profit making **and**
- be legal persons **and**
- belong to one of the following categories as defined per Article 10 of the EIDHR Regulation:
- CSOs, including NGOs and independent political foundations, CBOs, private sector agencies, institutions and organisations and networks thereof at local, national, regional and international level;
- Public sector non-profit agencies, institutions and organisations and networks at local, national, regional and international level;



Who may apply - eligibility

- ❑ National, regional and international parliamentary bodies, when this is necessary to achieve the objectives of this instrument and unless the proposed measure can be financed under a related Community external assistance instrument;
- ❑ International and regional inter-governmental organisations as defined in Article 43 of the Implementing Rules of the EC Financial Regulation and
- ❑ be nationals of the beneficiary country (i.e. South Africa) or of a Member State of the European Union, in an official candidate country as recognised by the European Union or in a Member State of the European Economic Area, which are the following countries.



Who may apply - eligibility

- ❑ Member State of the European Union: (Austria, Belgium, Bulgaria, Czech Republic, Cyprus, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom); in an official candidate country as recognised by the European Union: (Croatia, The former Yugoslav Republic of Macedonia, Turkey, Iceland, Montenegro); in a Member State of the European Economic Area: (EU member states +Iceland, Lichtenstein, Norway)- or legal persons as regulated by the Financing Instrument (Regulation N° 1889/2006) establishing EIDHR. This obligation does not apply to international organisations; and
- ❑ be directly responsible for the preparation and management of the action with their partners, not acting as an intermediary.



Partnership and eligibility of partners

- ❑ Applicants SA nationality may act individually or with partner organisations, otherwise applicant must act together with at least one SA partner organisation.
- ❑ Partners: Applicants' partners participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the grant beneficiary. They must therefore satisfy the eligibility criteria as applicable on the grant beneficiary himself and sign the partnership agreement
- ❑ The following are not considered as partners: associates and contractors



Associates and Sub-contractors

“Associates”.

- Associates play a real role but may *not* receive funding from the grant, except per diem and travel cost.
- Associates do not have to meet the eligibility criteria
- Do not sign the partnership statement, but must be informed in Part B section 5.

Contractors”

- are neither partners nor associates, and are subject to the procurement rules set out in Annex IV to the standard grant contract
- The applicant will act as the **lead organisation** and, if selected, as the contracting party (the "Beneficiary").



Number of applications and grants per applicant

- An applicant **may** submit more than **one** application under this Call for Proposals. When an applicant sends several different concept notes each one must be sent separately.
- An applicant **may** be awarded more than **one** grant under this Call for Proposals.
- An applicant may at the same time be partner in another application.
- Partners may take part in more than one application.

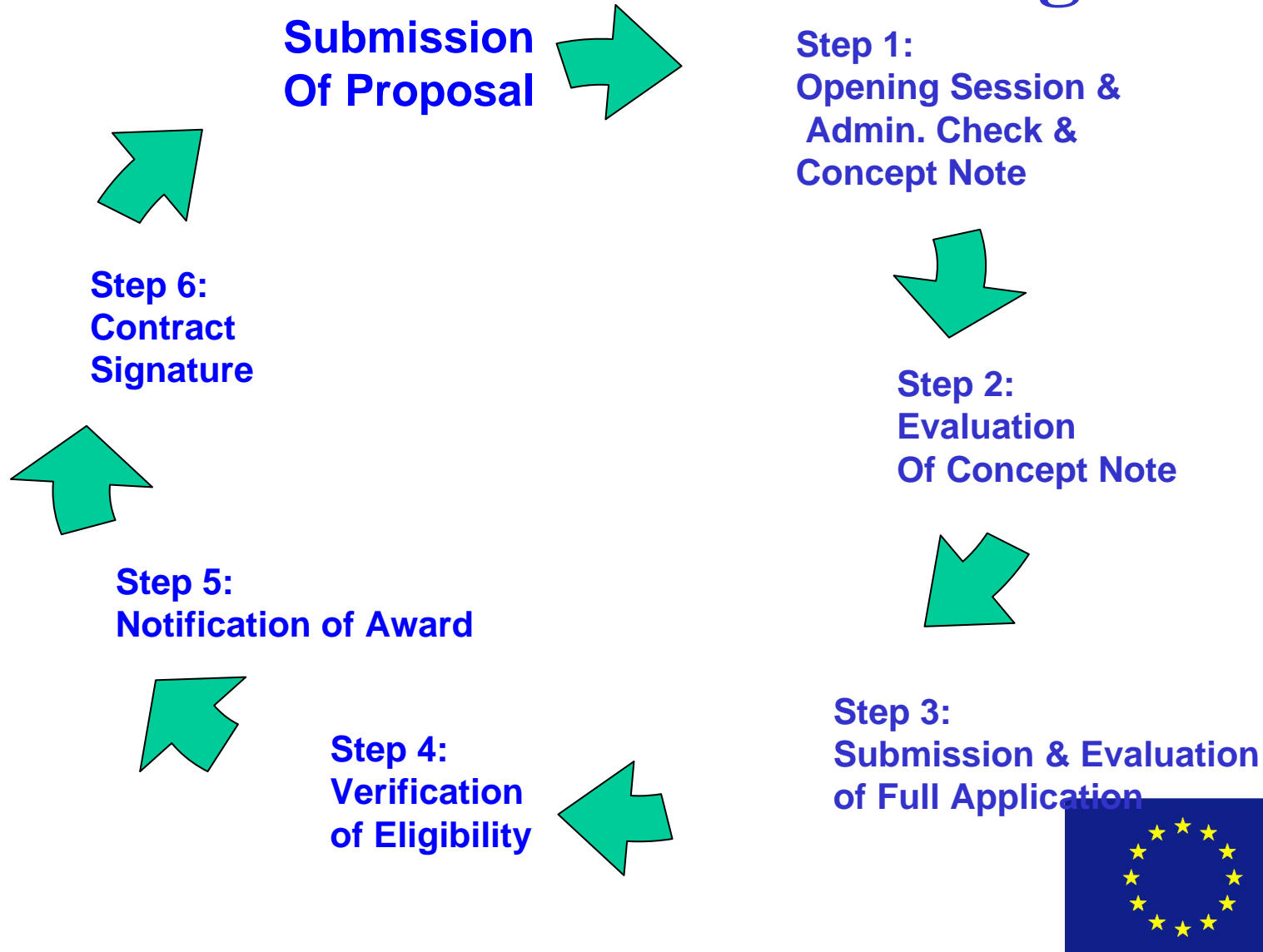


Principles

- ❑ **Equal Treatment** > award process must be impartial
- ❑ **Transparency** > granting, FAQ and awarding will be published
- ❑ **Non-Retroactivity** > EC will only cover costs for activities after signature of contract; except Art.6.2.8 of PRAG
- ❑ **Co-Financing** > EC does not finance the entire operation, only up to 90% of estimated total accepted cost. Co-financing is mandatory!
- ❑ **Non-Profit** > non-commercial: grants may not have the purpose of generating profit



Formal EC Procedure Diagram



STEP 1: OPENING SESSION AND ADMINISTRATIVE CHECK

The following will be assessed:

- Submission before deadline
- Applicants must verify that their application is complete by using the **checklist** (part A section 2 of the grant application form).
- Any error related to points of checklist or any major inconsistency or late submission may lead to rejection of application



Step 2: Evaluation of Concept Notes

- Evaluation Committee assess the relevance and design of the action.
- Concept Notes overall score out of 50 points
- First criteria – Relevance, which points will be transferred to the Full Proposals ≥ 30 points
- Second criteria – Design of the Action ≥ 20
- Only Concept Notes ≥ 30 points will be considered for pre-selection.
- List of selected Concept Notes will be reduced to the number corresponding to twice the available budget for this Call for Proposals in the ranking order.
- Contracting Authority will send to applicants an information letter on the outcome of the administrative and concept note phase

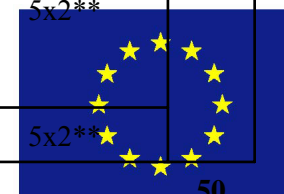


Concept Note – Scoring sheet Concept Note – Scoring sheet

1. Relevance of the action	Sub-score	30
1.1 How relevant is the proposal to the objectives and priorities of the Call for Proposals?*	5x2**	
1.2 How relevant to the particular needs and constraints of the target country (ies) or region (s) is the proposal? (including synergy with other EU initiatives and avoidance of duplication)	5x2*	
1.3 How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs been clearly defined and does the proposal address them appropriately?	5	
1.4 Does the proposal contain specific added-value elements, such as environmental issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, or innovation and best practices /and the other additional elements indicated under 1.2. of these guidelines/?	5	
2. Design of the action	Sub-score	20
2.1 How coherent is the overall design of the action? In particular, does it reflect the analysis of the problems involved, take into account external factors and relevant stakeholders?	5x2**	
2.2 Is the action feasible and consistent in relation to the objectives and expected results?	5x2**	

TOTAL SCORE

50



STEP 3: EVALUATION OF THE FULL APPLICATION

Evaluation of

- ▶ Submission of deadline and checklist
- ▶ quality of application
- ▶ proposed budget; no more than 20% change of budget from Concept Note
- ▶ capacity of the applicant and its partners
- ▶ Relevance will be transferred from Concept Note

Two types of evaluation criteria: **selection** and **award criteria**.



The selection criteria

- ❑ Applicants' financial and operational capacity:
 - ▶ Applicant has stable and sufficient sources of finance to maintain their activity throughout the period of action
 - ▶ management capacity,
 - ▶ professional competencies
 - ▶ qualifications required... to successfully complete the proposed action.

- ❑ this also applies to any partners of the applicant.



The award criteria

- ❑ Depends on quality of the proposal submitted to be evaluated in relation to the set objectives and priorities, to actions which maximise the overall effectiveness of the CfP:
 - ▶ the relevance of the action (Concept Note)
 - ▶ consistency with the objectives of the Call for Proposals
 - ▶ quality
 - ▶ expected impact/sustainability
 - ▶ cost-effectiveness



Scoring of Full Applications

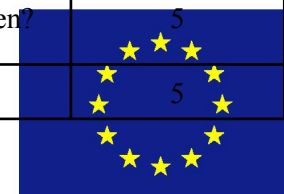
Maximum total score for Full Applications: 100

1. Financial and operational capacity: 20
 - ▶ If the score is less than 12 points, the application will be rejected.
2. Relevance of the action: 30
3. Effectiveness and feasibility of the action: 20
4. Sustainability of the action: 15
5. Budget and cost-effectiveness of the action: 15



Full Application – Scoring sheet

1. Financial and operational capacity	20
1.1 Do the applicant and, if applicable, partners have sufficient experience of project management?	5
1.2 Do the applicant and, if applicable partners have sufficient technical expertise? (notably knowledge of the issues to be addressed.)	5
1.3 Do the applicant and, if applicable, partners have sufficient management capacity? (including staff, equipment and ability to handle the budget for the action)?	5
1.4 Does the applicant have stable and sufficient sources of finance?	5
2. Relevance of the action	30
<i>Score transferred from the Concept Note evaluation</i>	
3. Effectiveness and feasibility of the action	20
3.1 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?	5
3.2 Is the action plan clear and feasible?	5
3.3 Does the proposal contain objectively verifiable indicators for the outcome of the action? Is evaluation foreseen?	5
3.4 Is the partners' level of involvement and participation in the action satisfactory?	5



Full Application – Scoring sheet

4. Sustainability of the action	15
4.1 Is the action likely to have a tangible impact on its target groups?	5
4.2 Is the proposal likely to have multiplier effects? (Including scope for replication and extension of the outcome of the action and dissemination of information.)	5
4.3 Are the expected results of the proposed action sustainable: - financially (<i>how will the activities be financed after the funding ends?</i>) - institutionally (<i>will structures allowing the activities to continue be in place at the end of the action? Will there be local “ownership” of the results of the action?</i>) - at policy level (where applicable) (<i>what will be the structural impact of the action — e.g. will it lead to improved legislation, codes of conduct, methods, etc?</i>) - environmentally (if applicable) (<i>will the action have a negative/positive environmental impact?</i>)	5
5. Budget and cost-effectiveness of the action	15
5.1 Are the activities appropriately reflected in the budget?	5x2*
5.2 Is the ratio between the estimated costs and the expected results satisfactory?	5
Maximum total score	100



Provisional Selection

- ❑ Table listing the applications ranked according to score and within the financial envelope.
- ❑ Reserve list following the same criteria.
- ❑ Contracting Authority will send to applicants an information letter on the outcome of the full application phase and request the provisional selected candidates to provide eligibility supporting documents.



STEP 4: VERIFICATION OF ELIGIBILITY OF THE APPLICANT AND PARTNERS

- The eligibility of the applicant and the partners will be verified according to the required supporting documents as per the Guidelines.
- Documents should be available in PADOR
- Any rejected application will be replaced by the next best placed application in the reserve list that falls within the available financial envelope



Notification of the Contracting Authority's decision

- ❑ The notification of award to the grantees will indicatively take place in June 2012.
- ❑ The contract signature is foreseen for July 2012.



What is PADOR

- ❑ **PADOR** means Potential Applicant Database On-line Registration and managed by Brussels
- ❑ The Applicant shall register it's identification, experience, status of the association / company, audit reports and financial reports in PADOR



How to apply and the procedures to be followed

- ❑ **Prior registration in PADOR for applicants and their partners for this Call for Proposal is compulsory:**
http://ec.europa.eu/europeaid/work/onlineservices/pador/index_en.htm
- ❑ Please read the "Quick guide" available on the website prior to registration.
- ❑ Helpdesk for questions related to the functioning of PADOR:
Europeaid-ON-LINE-REGISTRATION-HD@ec.europa.eu



Application Form

- Applications must be submitted in accordance with the instructions (Guidelines)
- Applicants must apply in English.
- Hand-written applications **will not be accepted.**
- No additional annexes should be sent.



Deadline for submission of Concept Notes

- ❑ Deadline: **31 January 2012**
 - ▶ evidenced by the date of dispatch, the postmark or the date of the deposit slip.
- ❑ Deadline for Hand-deliveries: **17:00** hours local time
 - ▶ evidenced by the signed and dated receipt.
 - ▶ NB: Hand-deliveries arriving after 17:00 will **NOT** be accepted
 - ▶ Deadline for requesting clarifications: 10 January 2012. The Delegation has no obligation to provide further clarifications after this date.



Drafting a Proposal : Concept Note

- Cover page:** Title, Location, Name of applicant, legal and contact details
- Summary:**
 - ▶ Title,
 - ▶ Location
 - ▶ Duration
 - ▶ costs (% EC grant; **in EURO!**)
 - ▶ Objectives,
 - ▶ Target groups
 - ▶ Final Beneficiaries
 - ▶ Estimated results
 - ▶ Main activities
- Relevance**
- Description of Action**
- Checklist and Declaration of the Applicant**



Drafting a Proposal: Full Application (1)

- Action
 - ▶ Budget
 - ▶ Description
 - ▶ Methodology
 - ▶ Duration & indicative action plan (work plan)
 - ▶ Sustainability (impact)



Drafting a Proposal: Full Application (2)

- ❑ Logical Framework (Annex C): Logic of Intervention, incl.
 - ▶ Overall Objective, Project Purpose, Results,
 - ▶ Activities and Indicators of Verification, Sources
 - ▶ and Assumptions/Risks
- ❑ Budget
- ❑ Identity of applicant and partner
 - ▶ Legal information
 - ▶ Management capacity (staff, annual budget/other resources)
 - ▶ Thematic/project/sector experience
 - ▶ Regional experience
- ❑ Checklist, Partnership statement and the Declaration of Applicant



Eligibility of costs

- ❑ Only eligible costs can be taken into account for a grant
- ❑ Eligible direct costs (art. 14 Gen. Conditions) must be :
 - ▶ Incurred during implementation of the action
 - ▶ Must be indicated in the estimated budget
 - ▶ Must be identifiable and verifiable
 - ▶ Must be necessary for implementation of action
 - ▶ Must be reasonable, justified and comply with sound financial management (e.g. economy, efficiency, effectiveness)



Direct Eligible Costs

- Costs of staff assigned to the action;
- Travel and subsistence costs for staff and other persons taking part in action;
- Purchase or rental of equipment & supplies;
- Costs of consumables;
- Costs entailed by contract awarded by beneficiary for purpose of the action;
- Costs deriving from requirements of contract
 - ▶ For ex. Expenditure verification



Contingency reserve and indirect eligible costs

- ❑ A contingency reserve not exceeding 5% of the direct eligible costs may be included in the Budget of the Action. It can only be used with the **prior written authorisation** of the Contracting Authority.
- ❑ The indirect costs incurred in carrying out the action may be eligible for flat-rate funding fixed at not more than 7% of the estimated total eligible direct costs. Indirect costs are eligible provided that they do not include costs assigned to another heading of the budget of the standard grant contract.
- ❑ **‘Contribution in kind’ is not considered as an actual expenditure and are not eligible costs, and may NOT be treated as co-financing. However, if it is foreseen to have ‘contribution-in-kind’, it should reported in Application form 2.1 and Budget Annex**



INELIGIBLE COSTS

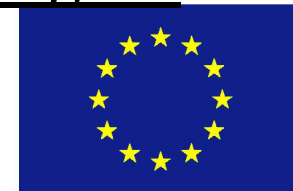
The following costs are not eligible:

- Debts and debt service charges;
- Provisions for losses or potential future liabilities;
- Interest owed;
- Costs declared by the beneficiary and covered by another action or work programme;
- Purchases of land or buildings, except where necessary for the direct implementation of the action, in which case ownership must be transferred to the final beneficiaries and/or local partners, at the latest by the end of the action;
- Currency exchange losses.



TAXES

- ❑ Taxes are not eligible for EU funding (EIDHR) and can therefore not be considered within the eligible costs of the Action.
- ❑ Taxes can however be considered within the **accepted costs** of the Action, under the condition that the grant beneficiary provides proof that he cannot reclaim them.
- ❑ **Accepted costs = eligible costs + taxes**
- ❑ Grants must always be co-financed by the beneficiary for at least 10% of the estimated total accepted costs. Therefore the maximum EU contribution to the estimated total accepted costs is 90 % (with a second ceiling of maximum 100% of the total eligible costs; Guidelines 1.3).
- ❑ Where no taxes are paid, or where these can be reclaimed, the minimum of 10% co-financing is applicable to the **eligible costs**.



Examples: Eligible vs Accepted Costs (1)

- ❑ **Example 1** (no taxes are to be paid or they can be reclaimed) :
 - ▶ Estimated eligible cost of project: € 150.000
 - ▶ Requested funding from EU can go up to 135.000 € (max 90% of eligible costs) – will be rejected
- ❑ **Example 2** (taxes have to be paid and cannot be reclaimed) :
 - ▶ Estimated eligible cost of project : € 150.000
 - ▶ Estimated taxes : € 10.000
 - ▶ Estimated accepted costs : € 160.000
 - ▶ Requested EU contribution can go up to € 144.000 (max 90 % of accepted costs)
 - ▶ 144.000 € represents 96 % of the estimated eligible costs. Will be rejected



Examples: Eligible vs Accepted Costs (1)

- ❑ **Example 1** (no taxes are to be paid or they can be reclaimed) :
 - ▶ Estimated eligible cost of project: € 166.667
 - ▶ Requested funding from EU can go up to 150.000 € (max 90% of eligible costs)

- ❑ **Example 2** (taxes have to be paid and cannot be reclaimed) :
 - ▶ Estimated eligible cost of project : € 166.667
 - ▶ Estimated taxes : € 10.000
 - ▶ Estimated accepted costs : € 176.667
 - ▶ Requested EU contribution can go up to € 159.000 (max 90 % of accepted costs)
 - ▶ 159.000 € represents 95 % of the estimated eligible costs.



Examples: Eligible vs Accepted Costs (2)

- ❑ **Example 3** (taxes have to be paid and cannot be reclaimed) :
 - ▶ Estimated eligible cost of project : € 180.000
 - ▶ Estimated taxes : € 30.000
 - ▶ Estimated accepted costs : € 210.000

- ❑ However in this example the requested EU contribution **cannot** go up to € 189.000 (max 90% of accepted costs), but only up to € 180.000 as the EU contribution is limited o 100 % of the eligible costs, i.e. € 180.000. So beneficiary will be funded only 85%.



Further information for the Application

- ❑ Content questions must be addressed to the central e-mail address: delegation-s-africa-aidhr-cbss@eeas.europa.eu.
- ❑ Q & A of relevance to all applicants, will be published on the internet:
<https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome>
- ❑ and on the Delegation's website <http://www.eusa.org.za>.



THANK YOU

