



Contracting Authority: Expertise France

Supporting the private sector development in Lebanon-
Increase the competitiveness of the vegetables and/or the citrus
and/or the avocado value chain(s) in Akkar region

Guidelines for grant applicants

Budget line: 21.030102
of the general budget of the European Union for 2015

Reference: PSD_LEBANON/2017/AKKAR_AGRIBUSINESS/CFP1

Deadline for submission of Full Proposal: 05/12/2017

NOTICE

This is a restricted Call for Proposals. In the first instance, only Concept Notes must be submitted for evaluation. Thereafter, applicants who have been pre-selected will be invited to submit a Full Application Form. After the evaluation of the Full Applications, an eligibility check will be performed for those which have been provisionally selected. Eligibility will be checked on the basis of the supporting documents requested by the contracting Authority and the signed 'Declaration by the Applicant' sent together with the application.

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1. SUPPORTING THE PRIVATE SECTOR DEVELOPMENT IN LEBANON

1.1. BACKGROUND

The Project “Supporting the private sector development in Lebanon” aims contribute to Lebanon’s economic development and job creation by enhancing the productivity and competitiveness of its private sector with a focus on vulnerable groups. It will achieve this by supporting micro, small and medium sized enterprises by increasing their competitiveness and participation in the economy by fostering their development and integration into value chains.

The programme will support the competitiveness of agribusiness and wood processing value chains and will operate in Tripoli, and the Akkar and Beqaa regions. It aims to reorganise small and medium-sized enterprises (SME’s) into stronger groups for more efficient and cost-effective use of inputs and resources; improve market positioning and market access of sme’s; facilitate access to finance and support job creation.

The role of SME’s in the Lebanese economy is significant: they constitute 95% of businesses, however, significant structural issues reduce their competitiveness. The main issues restricting sme production include high production costs caused by high cost of inputs, inability to produce at volume and lack of mechanisation. Sme’s are also isolated from markets, adopt mass marketing strategies where structured market analysis of niche markets is required and they have little negotiating power or access to pricing information. In terms of sme growth, sme’s suffer from low management capacity, inefficient production processes and a high level of informality which reduces their bankability.

Lebanese products from the selected value chains do not compete with international competition in terms of price and quality. For example, in agriculture, fierce international competition from countries such as Turkey and the EU is reducing Lebanon’s market share in traditional Gulf markets. In wood processing, imported furniture products are already taking market share and are lower cost and higher quality than Tripoli furniture. Competitor nations have pushed forward with product improvement, diversification and investment in infrastructure, whereas Lebanese value chains have stagnated. Without sustained product improvement and price competitiveness, Lebanese sme’s will gradually lose market share in domestic markets, and find it harder to enter export markets. Whilst background coordination and support in targeting and reaching markets is critical, it is the support into product improvement that will generate tangible results in terms of value chain efficiency, job creation and household income.

The programme design therefore includes interventions across the entire value chain with a strategic focus on product improvement and market access. All value chains require structured support across all segments of the value chain including, input supply, production, processing, packaging and market access. Access to finance is an important component, but the informality and bankability of sme’s needs improvement before large scale funding applications are viable.

Production volumes for all value chains are low by international standards, so high volume, mass marketing strategies are not applicable to market development. A resource is required in investigating market opportunities in niche and window markets, using market information to improve commercial decision making and structuring product improvement on target market requirements. This would also reduce the information asymmetry, where buyers and wholesalers control price information and gain significantly higher margins than sme’s.

The programme design will address these issues in the following way:

- Establish a Market and Value Chain Information Systems
 - Gather pertinent market pricing and value chain functionality data
 - Disseminate the market information to the broad sme community and assist sme’s in the use of market information to inform commercial decision making
- Define target markets and identify the gaps to meet market requirements
 - Market research analysis

- Develop a customised marketing strategy for each value chain
- Define the target markets' product and commercial requirements
- Design action plans for key stakeholders across the value chains on product improvement requirements to meet target market requirements
- Strengthen commercial links between trading stakeholders
- Delivering the action plans to support each stakeholder in the value chains
 - Offer technical assistance to the broad sme community in product quality/design
 - Generate a programme of product improvement with a small community of sme's who are proactive and willing in product development (such as Global Gap in agriculture and an integrated production platform in wood processing)
 - Develop co-ordinated purchasing of inputs and improved selling practices to improve the negotiating position of sme's and lower production costs
 - Modernise post-harvest, packaging and processing infrastructure and support management capacity to support improved product quality and meet international standards
- Develop a grant programme to offer cost sharing investments into infrastructure and equipment to improve production and processing capacity.
- Strengthening the relationship between the Banking and Financial institutions and the stakeholders across the value chains

1.2. OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

The **overall objective of the project** is to contribute to Lebanon's economic development and job creation by enhancing the productivity and competitiveness of its private sector (with a focus on vulnerable groups) through integrated non-financial and financial intermediation services to groups of Micro, SMEs in the agribusiness and wood processing sectors and the establishment, management and operation of market-oriented value chains and clusters with special focus on enhancement of productivity and competitiveness.

The **specific objectives of the project** are:

- To re-organize MSMEs into stronger groups for a more efficient and cost-effective use of inputs and resources operating in the framework of an adopted and integrated action plan;
- To expand the current market positioning of the MSMEs' target sectors and sub-sectors and to access new markets;
- To facilitate access to finance for needed investments, utilizing available funding instruments;
- To create new and inclusive employment opportunities as a result of increased productions and sales.

The **global objective of this call for proposals** is :

The present call for proposals has for scope the implementation of the project in Akkar region and will contribute to the project objectives by increasing the competitiveness of selected value chain, i.e. vegetables, citrus and avocado, through:

- Providing technical assistance to farmers
- Facilitate the creation of linkages between value chain actors
- Improve post-harvest facilities
- Improve existing or support the creation of new processing facilities
- Improve value chain actor marketing and promotion strategies.
- Facilitate actors upgrading of value chain governance

Activities enabling value chain actors access to finance will be implemented within the "Access to Finance" component of the "Supporting the private sector development in Lebanon" project. They do not fall within the scope of this call.

1.3. FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this call for proposals is EUR **1.600.000**. **Size of grants**

Any grant requested under this Call for Proposals must be one of the following amounts :

either

- **EUR 400.000**

either

- **EUR 800.000**

This means that the contracting Authority may award 2 grants of EUR 800 000, or 1 grant of EUR 800 000 and 2 grants of EUR 400 000 or 4 grants of EUR 400 000. The Contracting Authority reserves the right not to award all available funds.

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

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

The balance (i.e. the difference between the total cost of the action and the amount requested from the Contracting Authority) must be financed from sources other than the European Union Budget or the European Development Fund¹.

1 Where a grant is financed by the European Development Fund, any mention of European Union financing must be understood as referring to European Development Fund financing.

2. RULES FOR THIS CALL FOR PROPOSALS

These guidelines set out the rules for the submission, selection and implementation of the action financed under this call, in conformity with the Practical Guide, which is applicable to the present call (available on the Internet at this address <http://ec.europa.eu/europeaid/prag/document.do?locale=en>).

2.1. ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

(1) the actors:

- The **lead applicant**', i.e. the entity submitting the application form (2.1.1),
- if any, its **co-applicant(s)** (**where it is not specified otherwise the lead applicant and its co-applicant(s) are hereinafter jointly referred as "applicant(s)"**) (2.1.1),
- and, if any, **affiliated entity(ies)** to the lead applicant and/or to a co-applicant(s). (2.1.2);

(2) the actions:

Actions for which a grant may be awarded (2.1.4);

(3) the costs:

- types of cost that may be taken into account in setting the amount of the grant (2.1.5).

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

Lead applicant

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

- be a legal person **and**
- be non-profit-making **and**
- be established in² a Member State of the European Union or countries or territories covered by the ENI Instrument (article 9 of the CIR)³ **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.

(2) Potential applicant may not participate in calls for proposals or be awarded grant if they are in any of the situations listed in section 2.3.3 of the Practical Guide;

² To be determined on the basis of the organisation's statutes, which should demonstrate that it has been established by an instrument governed by the national law of the country concerned and that its head office is located in an eligible country. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if the statutes are registered locally or a 'Memorandum of Understanding' has been concluded.

³ http://ec.europa.eu/enlargement/pdf/financial_assistance/ipa/2014/236-2014_cir.pdf

In Annex A, Part A section 3 of the grant application form ('Declaration by the lead applicant'), the lead applicant must declare that the lead applicant himself, the co-applicant(s) and affiliated entity(ies) are not in any of these situations.

The lead applicant may act individually or with minimum 1 and maximum 3 co-applicant(s).

If awarded the grant contract, the lead applicant will become the beneficiary identified as the Coordinator in Annex G (Standard Grant Contract). The Coordinator is the main interlocutor of the Contracting Authority. It represents and acts on behalf of any other co-beneficiary (if any) and coordinate the design and implementation of the action.

Co-applicant(s)

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

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

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

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

2.1.2. *Affiliated entities*

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

Only the following entities may be considered as affiliated entities to the lead applicant and/or to co-applicant(s):

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

This structural link encompasses mainly two notions:

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

Entities affiliated to an applicant may hence be:

- Entities directly or indirectly controlled by the applicant (daughter companies or first-tier subsidiaries). They may also be entities controlled by an entity controlled by the applicant (granddaughter companies or second-tier subsidiaries) and the same applies to further tiers of control;
 - Entities directly or indirectly controlling the applicant (parent companies). Likewise, they may be entities controlling an entity controlling the applicant;
 - Entities under the same direct or indirect control as the applicant (sister companies).
- (ii) Membership, i.e. the applicant is legally defined as a e.g. network, federation, association in which the proposed affiliated entities also participate or the applicant participates in the same entity (e.g. network, federation, association) as the proposed affiliated entities.

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

By way of exception, an entity may be considered as affiliated to an applicant even if it has a structural link specifically established for the sole purpose of the implementation of the action in the case of so-

called “sole applicant” or “sole beneficiaries”. A sole applicant or a sole beneficiary is a legal entity formed by several entities (a group of entities) which together comply with the criteria for being awarded the grant. For example, an association is formed by its members.

What is not an affiliated entity?

The following are not considered entities affiliated to an applicant:

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

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

The affiliation resulting from control may in particular be proved on the basis of the consolidated accounts of the group of entities the applicant and its proposed affiliates belong to.

The affiliation resulting from membership may in particular be proved on the basis of the statutes or equivalent act establishing the entity (network, federation, association) which the applicant constitutes or in which the applicant participates.

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

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

2.1.3. Associates and Contractors

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

- Associates

Other organisations or individuals may be involved in the action. Such associates play a real role in the action but may not receive funding from the grant, with the exception of per diem or travel costs. Associates do not have to meet the eligibility criteria referred to in section 2.1.1. Associates must be mentioned in Part B section 6 — ‘Associates participating in the action’ — of the grant application form.

- Contractors

The beneficiaries and their affiliated entities are permitted to award contracts. Associates or affiliated entity(ies) cannot be also contractors in the project. Contractors are subject to the procurement rules set out in Annex IV to the standard grant contract.

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

Definition:

An action is composed of a set of activities.

Duration

The initial planned duration of an action shall not exceed 20 months.

Sector: Reinforcing social cohesion, promoting sustainable economic development and protecting vulnerable groups."

Sub sector: Supporting the private sector development in Lebanon

Location: Actions must take place in the following country(ies): The Republic of Lebanon.

Types of action:

The eligible action are the actions aiming at increasing the competitiveness of the vegetables AND/OR the citrus AND/OR the avocado value chain(s), including:

- Type of action 1: Provide technical assistance to farmers
- Type of action 2: Facilitate linkages creation between value chain actors
- Type of action 3: Improve of post-harvest facilities
- Type of action 4: Improve existing or support the creation of new processing facilities
- Type of action 5: Improve of value chain actor marketing and promotion strategies.
- Type of action 6: Facilitate upgrading of value chain governance

The actions should consider both activities that can induce impact with in the lifetime of the project, as well as activities that enable value chain actors to carry out long-term sustainable improvement.

The following types of action are ineligible:

- Actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences and congresses.
- Actions concerned only or mainly with individual scholarships for studies or training courses;
- Actions aiming at the establishment of new citrus orchards (with the exertion of lime, clementine and kumquat).
- Actions aiming at the establishment of new vegetables greenhouses.
- Actions aiming at the establishment of citrus packing and sorting facilities.
- Actions aiming at the establishment of cold storage facilities.
- Actions concerned with the financing of political parties or religious groups.

Activities may include – without being limited to:

(This is a non-exhaustive list)

General:

- To recruit and mobilize a dedicated team to undertake the proposed activities
- To set up and implementation of a monitoring and evaluation plan – related to the proposed activities
- To organize coordination meetings and in site visits
- To participate to national and international events

Under action 1: Provide technical assistance to farmers

- Support farmer in developing common inputs supply buying scheme
- Provide extension services to farmers including farm visits and assessment

- Establish demonstration plot
- Establish farmers field school program and curriculum
- Provide field training on improved production technics, including Integrated Pest Management and organic agriculture
- Provide field training on agricultural production technics including without being limited to pruning, thinning, pest management, soil fertility management, irrigation management
- Provide farmers with small size field equipment and tools, such as: refractometers, pruning shears, safety and security kits, sprayers, etc.
- Organize awareness raising sessions on topic including, without being limited to: reduces pesticides use, water conservation, safety and security, agricultural worker decent work conditions, available finance tool, cooperative work, cooperation and networking, etc.
- Provide technical support to farmer wishing to acquire Global GAP certification
- Promote the introduction of new varieties or convert current crops to more demanded ones (i.e. avocados, lime, clementine or kumquat)

Under action 2: Facilitate linkages creation between value chain actors

- Facilitate linkages between farmers and input suppliers
- Facilitate linkages between farmers and post-harvest facilities
- Facilitate linkages between farmers and agro-food industrialists
- Facilitate linkages between farmers and retailers
- Facilitate linkages between farmers and exporters
- Facilitate linkages between traders and agro-food industrialists
- Facilitate the creation of horizontal linkages between farmers
- Provide training and/or awareness raising sessions on the importance of value chain coordination.

Under action 3: Improve of post-harvest facilities

- Provide training on post-harvest management practices
- Provide technical assistance to post-harvest facilities wishing to engage in global GAP and/or other forms of certification
- Provide technical assistance to post-harvest facilities to increase competitiveness including technical assistance on global management, quality management, innovation management, supply management, strategic management, better use of equipment, improved production techniques, commercial planning, etc.
- Support the establishment of vegetables post-harvest facilities including sorting, grading, cleaning and packaging facilities
- Provide new equipment to existing post-harvest facilities.
- Facilitate post-harvest facilities access to finance

Under action 4: Improve existing or support the creation of new processing facilities

- Provide training on Good Manufacturing Practices
- Provide technical assistance to processing facilities wishing to engage in HACCP, ISO and/or other forms of certification
- Provide technical assistance to processing facilities to increase competitiveness including technical assistance on global management, quality management, innovation management, supply management, strategic management, better use of equipment, improved production techniques, commercial planning, etc.
- Support the establishment processing facilities for vegetables on-farm or within existing structure including farmers' cooperatives. Processing facilities including without being limited to: drying, freezing or pickling of vegetables as well as production of vegetables preparations.
- Provide new equipment to existing processing facilities
- Support the establishment new processing facilities
- Facilitate processing facilities access to finance

Under action 5: Improve of value chain actor marketing and promotion strategies.

- Provide technical support to traders for them to better understand export markets requirements
- Create linkages with new export markets, including linkages with EU based importers

- To offer technical support to companies on how to focus new product development on market requirements
- To directly assist companies in developing new products and sales based on key target markets
- To develop a promotional strategy to assist in sales and distribution
- To work on rebranding the regional producers and their products

Under action 6: Facilitate upgrading of value chain governance

- Facilitate exchange of information between value chain actors
- To collect value chain structural information, sectorial information, products and production (stakeholders mapping, production, prices, inputs, equipment...)
- To disseminate information through adequate media (internet, newsletters, etc...)
- Develop Business to business information exchange platforms

Financial support to third parties⁴

Applicant may not propose financial support to third parties.

Visibility

The applicant must take all necessary steps to publicise the fact that the European Union has financed or co-financed the action. As far as possible, actions that are wholly or partially funded by the European Union must incorporate information and communication activities designed to raise the awareness of specific or general audiences of the reasons for the action and the EU support for the action in the country or region concerned, as well as the results and the impact of this support.

Applicant must comply with the objectives and priorities and guarantee the visibility of the EU financing (see the Communication and Visibility Manual for EU external actions specified and published by the European Commission at http://ec.europa.eu/europeaid/funding/communication-and-visibility-manual-eu-external-actions_en).

Number of applications and grants per applicants / affiliated entities

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

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

The lead applicant may be a co-applicant or an affiliated entity in another application at the same time.

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

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

2.1.5. Eligibility of costs: costs that can be included
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Only ‘eligible costs’ can be covered by a grant. The categories of costs that are eligible and non-eligible are indicated below. The budget is both a cost estimate and an overall ceiling for ‘eligible costs’.

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

- actual costs incurred by the beneficiary(ies) and affiliated entity(ies)
- one or more simplified cost options.

⁴ These third parties are neither affiliated entity(ies) nor associates nor contractors.

Simplified cost options may take the form of:

- **unit costs:** covering all or certain specific categories of eligible costs which are clearly identified in advance by reference to an amount per unit.
- **lump sums:** covering in global terms all or certain specific categories of eligible costs which are clearly identified in advance.
- **flat-rate financing:** covering specific categories of eligible costs which are clearly identified in advance by applying a percentage fixed ex ante.

The amounts or rates have to be based on estimates using objective data such as statistical data or any other objective means or with reference to certified or auditable historical data of the applicant or the affiliated entity(ies). The methods used to determine the amounts or rates of unit costs, lump sums or flat-rates must comply with the criteria established in Annex K, and especially ensure that the costs correspond fairly to the actual costs incurred by the beneficiary(ies) and affiliated entity(ies), are in line with their accounting practices, no profit is made and the costs are not already covered by other sources of funding (no double funding). Refer to Annex K for directions and a checklist of controls to assess the minimum necessary conditions that provide reasonable assurance for the acceptance of the proposed amounts.

Applicant proposing this form of reimbursement, must clearly indicate in worksheet no.1 of Annex B, each heading/item of eligible costs concerned by this type of financing, i.e. add the reference in capital letters to "UNIT COST" (per month/flight etc), "LUMPSUM", "FLAT RATE" in the Unit column. (see example in Annex K)

Additionally in Annex B, in the second column of worksheet no.2, "Justification of the estimated costs" per each of the corresponding budget item or heading applicant must:

- describe the information and methods used to establish the amounts of unit costs, lump sums and/or flat-rates, to which costs they refer, etc.
- clearly explain the formulas for calculation of the final eligible amount⁵
- identify the beneficiary who will use the simplified cost option (in case of affiliated entity, specify first the beneficiary), in order to verify the maximum amount per each beneficiary (which includes if applicable simplified cost options of its affiliated entity(ies))

At contracting phase, the Contracting Authority decides whether to accept the proposed amounts or rates on the basis of the provisional budget submitted by the applicant, by analysing factual data of grants carried out by the applicant or of similar actions and by performing checks established by Annex K.

The total amount of financing on the basis of simplified cost options that can be authorised by the Contracting Authority for any of the applicant individually (including simplified cost options proposed by their own affiliated entities) cannot exceed EUR 60 000 (the indirect costs are not taken into account).

Recommendations to award a grant are always subject to the condition that the checks preceding the signing of the grant contract do not reveal problems requiring changes to the budget (such as arithmetical errors, inaccuracies, unrealistic costs and ineligible costs). The checks may give rise to requests for clarification and may lead the Contracting Authority to impose modifications or reductions

5 Examples:- for staff costs: number of hours or days of work * hourly or daily rate pre-set according to the category of personnel concerned;- for travel expenses: distance in km * pre-set cost of transport per km; number of days * daily allowance pre-set according to the country;- for specific costs arising from the organization of an event: number of participants at the event * pre-set total cost per participant etc.

to address such mistakes or inaccuracies. It is not possible to increase the grant or the percentage of EU co-financing as a result of these corrections.

It is therefore in the applicant's interest to provide a **realistic and cost-effective budget**.

The simplified cost option may also take the form of an apportionment of Field Office's costs.

Field Office means a local infrastructure set up in one of the countries where the action is implemented or a nearby country. (Where the action is implemented in several third countries there can be more than one Field Office). That may consist of costs for local office as well as human resources.

A Field Office may be exclusively dedicated to the action financed (or co-financed) by the EU or may be used for other projects implemented in the partner country. When the Field Office is used for other projects, only the portion of capitalised and operating costs which corresponds to the duration of the action and the rate of actual use of the field office for the purpose of the action may be declared as eligible direct costs.

The portion of costs attributable to the action can be declared as actual costs or determined by the beneficiary(ies) on the basis of a simplified allocation method (apportionment).

The method of allocation has to be:

1. Compliant with the beneficiary's usual accounting and management practices and applied in a consistent manner regardless of the source of funding and
2. Based on an objective, fair and reliable allocation keys. (Please refer to Annex K to have examples of acceptable allocation keys).

A description prepared by the entity of the allocation method used to determine Field Office's costs in accordance with the entity's usual cost accounting and management practices and explaining how the method satisfy condition 1 and 2 indicated above, has to be presented in a separate sheet and annexed to the Budget.

The method will be assessed and accepted by the evaluation committee and the Contracting Authority at contracting phase. The applicant is invited to submit (where relevant) the list of contracts to which the methodology proposed had been already applied and for which proper application was confirmed by an expenditure verification.

At the time of carrying out the expenditure verifications, the auditors will check if the costs reported are compliant with the method described by the beneficiary(ies) and accepted by the Contracting Authority.

Adequate record and documentation must be kept by the beneficiary(ies) to prove the compliance of the simplified allocation method used with the conditions set out above. Upon request of the beneficiary(ies), this compliance can be assessed and approved ex-ante by an independent external auditor. In such a case, the simplified allocation method will be automatically accepted by the evaluation committee and it will not be challenged ex post.

When costs are declared on the basis of such allocation method the amount charged to the action is to be indicated in the column "TOTAL COSTS" and the mention "APPORTIONMENT" is to be indicated in the column "units" (under budget heading 1 (Human resources) and 4 (Local Office) of the Budget).

Eligible direct costs

To be eligible under this call for proposals, costs must comply with the provisions of Article 14 of the General Conditions to the standard grant contract (see Annex G: Standard Grant Contract of the guidelines).

The applicant (and where applicable their affiliated entities) agree that the expenditure verification(s) referred to in Article 15.7 of the General Conditions to the standard grant contract (see Annex G of the

guidelines) will be carried out by the Contracting Authority or any external body authorised by Expertise France.

Contingency reserve

The budget may include a contingency reserve not exceeding 5% of the estimated direct eligible costs. It can only be used with the **prior written authorisation** of the Contracting Authority.

Eligible indirect costs

The indirect costs incurred in carrying out the action may be eligible for flat-rate funding, but the total must not exceed 7% of the estimated total eligible direct costs. Indirect costs are eligible provided that they do not include costs assigned to another budget heading in the standard grant contract. **The lead applicant may be asked to justify the percentage requested before the grant contract is signed.** However, once the flat rate has been fixed in the Special Conditions of the grant contract, no supporting documents need to be provided.

If the applicant or affiliated entity(ies) is in receipt of an operating grant financed by the EU, it may not claim indirect costs on its incurred costs within the proposed budget for the action.

Contributions in kind

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

Contributions in kind will not be treated as co-financing.

However, if the description of the action as proposed includes contributions in kind, the contributions have to be made.

Ineligible costs

The following costs are not eligible:

- debts and debt service charges (interest);
- provisions for losses or potential future liabilities;
- costs declared by the beneficiary(ies) and financed by another action or work programme receiving a European Union (including through EDF) grant;
- purchases of land or buildings, except where necessary for the direct implementation of the action, in which case ownership must be transferred in accordance with Article 7.5 of the General Conditions of the standard grant contract, at the latest at the end of the action;
- currency exchange losses;
- credit to third parties.
- salary costs of the personnel of national administrations
- taxes, including VAT, duties and charges.

2.2. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

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

2.2.1. Concept Note content

Application must be submitted in accordance with the Concept Note instructions in the grant application form annexed to these guidelines (Annex A).

Applicant must apply in English.

Please note :

1. In the Concept Note, lead applicants must only provide an estimate of the requested EU contribution as well as an indicative percentage of that contribution in relation to the eligible costs of the action. A detailed budget is to be submitted only by the lead applicants invited to submit a full application in the second phase.
2. The elements outlined in the concept note may not be modified in the full application. The EU contribution may not vary from the initial estimate by more than 20 %. Lead applicants are free to adapt the percentage of co-financing required within the minimum and maximum amount and percentages of co-financing, as laid down in these guidelines in section 1.3. The lead applicant may replace a co-applicant or an affiliated entity only in duly justified cases (e.g. bankruptcy of initial co-applicant or affiliated entity). In this case the new co-applicant/affiliated entity must be of a similar nature as the initial one. The lead applicant may adjust the duration of the action if unforeseen circumstances outside the scope of the applicants have taken place following the submission of the concept note and require such adaptation (risk of action not being carried out). In such cases the duration must remain within the limits imposed by the guidelines for applicants. An explanation/justification of the relevant replacement/adjustment shall be included in an accompanying letter or email.
3. Only the Concept Note form will be evaluated. It is therefore of utmost importance that this document contains all the relevant information concerning the action. No additional annexes should be sent.

Any error or major discrepancy related to the points listed in the instructions or any major inconsistency in the application e.g. if the amounts in the budget worksheets are inconsistent) may lead to the rejection of the application.

Clarifications will only be requested when the information provided is unclear and thus prevents the Contracting Authority from conducting an objective assessment.

Hand-written Concept Note will not be accepted.

2.2.2. Where and how to send concept notes

The Concept Note together with its relating checklist⁶ and declaration by the lead applicant (to be found in **Part A sections 2 and 3** of the grant application form) must be submitted in one original and two copies in A4 size, each bound. An electronic format of the Concept Note must also be supplied in electronic format (USB Stick) in a separate and single file (i.e. the Concept Note not be split into several different files). The electronic file must contain exactly the same concept note as the paper version enclosed.

The checklist and the declaration by the lead applicant must be stapled separately and enclosed in the envelope.

⁶ Please note that the concept note / full application should not be rejected only because the lead applicant did not submit the checklist or the information in the checklist is not correct.

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

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

Expertise France
PSD Lebanon Team
Office Location : West end bldg, level 10, Pasteur street
Area : Gemayze
City : Beirut, Republic of Lebanon

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

Applicants must verify that Concept Note is complete using the checklist for Concept Note (Part A section 2 of the grant application form). Incomplete concept notes may be rejected.

2.2.3. *Deadline for submission of Concept Notes*

The deadline for the submission of Concept Notes is 03/10/2017 as evidenced by the date of dispatch, the postmark or the date of the deposit slip. In the case of hand-deliveries, the deadline for receipt is at 4 PM (local time) as evidenced by the signed and dated receipt. Any concept note submitted after the deadline will be rejected.

However, for reasons of administrative efficiency, the Contracting Authority may reject any concept note sent in due time but received after the effective date of approval of the concept note evaluation (see indicative calendar under section 2.5.2)

2.2.4. *Further information about Concept Notes*

An information session on this Call for Proposals will be held on 8 September 2017. Time and place of the information session will be published at a later stage on the following website: <https://www.expertisefrance.fr/offer-detail?id=612003>

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

E-mail address: bassem.hanna@expertisefrance.fr and alexis.ghosn@expertisefrance.fr

The Contracting Authority has no obligation to provide clarifications to questions received after this date.

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

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

No individual replies will be given to questions. All questions and answers as well as other important notices to applicants during the course of the evaluation procedure will be published on the following website : <https://www.expertisefrance.fr/offer-detail?id=612003>. It is therefore advisable to consult the abovementioned website regularly in order to be informed of the questions and answers published.

2.2.5. *Full Applications*

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

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

Please complete the full application form carefully and as clearly as possible so that it can be assessed properly.

Any error related to the points listed in the checklist (Part B, section 7 of the grant application form) or any major inconsistency in the full application (e.g. if the amounts in the budget worksheets are inconsistent) may lead to the rejection of the application.

Clarifications will only be requested when information provided is unclear and thus prevents the Contracting Authority from conducting an objective assessment.

Hand-written applications will not be accepted.

Please note that only the full application form and the published annexes which have to be filled in (budget, logical framework) will be transmitted to the evaluators (and assessors, if used). It is therefore of utmost importance that these documents contain ALL the relevant information concerning the action. **No additional annexes should be sent.**

2.2.6. *Where and how to send full applications*

Full applications (i.e. the full application form, the budget, the logical framework and the declaration by the lead applicant) must be submitted in a sealed envelope by registered mail to the address below:

**Expertise France
PSD Lebanon Team
Office Location : West end bldg, level 10, Pasteur street
Area : Gemayze
City : Beirut, Republic of Lebanon**

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

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

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

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

Applicants must verify that their application is complete using the checklist (section 7 of Part B of the grant application form). Incomplete applications may be rejected.

2.2.7. *Deadline for submission of full applications*

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

However, for reasons of administrative efficiency, the Contracting Authority may reject any full application sent in due time but received after the effective date of approval of the full application evaluation (see indicative calendar under section 2.5.2).

2.2.8. *Further information about full applications*

Questions may be sent by e-mail no later than 21 days before the deadline for the submission of full applications to the below address(es), indicating clearly the reference of the call for proposals:

E-mail address: bassem.hanna@expertisefrance.fr and alexis.ghosn@expertisefrance.fr

The Contracting Authority has no obligation to provide clarifications to questions received after this date.

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

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

No individual replies will be given to questions. All questions and answers as well as other important notices to applicants during the course of the evaluation procedure will be published on the following website : <https://www.expertisefrance.fr/offer-detail?id=612003>. It is therefore advisable to consult the abovementioned website regularly in order to be informed of the questions and answers published.

2.3. EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by the Contracting Authority with the possible assistance of external assessors. Application will be assessed according to the following steps and criteria.

If the examination of the application reveals that the proposed action does not meet the eligibility criteria stated in section 2.1, the application will be rejected on this sole basis.

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

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

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

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

The concept notes will receive an overall score out of 50 using the breakdown in the evaluation grid below. The evaluation will also check on compliance with the instructions on how to complete the concept note, which can be found in Part A of the grant application form.

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

Scores

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 <i>[and the other additional elements indicated under 1.2. of the guidelines for applicants]</i> ?	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

**these scores are multiplied by 2 because of their importance

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

First, only the Concept Notes which have been given a score of a minimum of 30 points will be considered for pre-selection.

Secondly, the number of concept notes will be reduced, taking account of the ranking, to the number of concept notes whose total aggregate amount of requested contributions is equal to at least 200% of the available budget for this call for proposals. The amount of requested contributions of each concept note will be based on the indicative financial envelopes for each lot, where relevant.

Following the Concept Note evaluation, the Contracting Authority will send a letter to all applicants, indicating whether their application was submitted prior to the deadline, informing them of the reference number they have been allocated and whether the Concept Note were evaluated and the results of that evaluation. The preselected applicants will subsequently be invited to submit full applications.

(2) **STEP 2 : EVALUATION OF THE FULL APPLICATION**

First, the following will be assessed:

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

The full applications that pass this check will be further evaluated on their quality, including the proposed budget and capacity of the applicants and affiliated entity(ies). They will be evaluated using the evaluation criteria in the evaluation grid below. There are two types of evaluation criteria: selection and award criteria.

The selection criteria help to evaluate the applicant(s)'s and affiliated entity(ies)'s operational capacity and the lead applicant's financial capacity and are used to verify that they:

- have stable and sufficient sources of finance to maintain their activity throughout the proposed action and, where appropriate, to participate in its funding (this only applies to lead applicants);
- have the management capacity, professional competencies and qualifications required to successfully complete the proposed action. This applies to applicants and any affiliated entity(ies).

The award criteria help to evaluate the quality of the applications in relation to the objectives and priorities set forth in the guidelines, and to award grants to projects which maximise the overall effectiveness of the call for proposals. They help to select applications which the Contracting Authority can be confident will comply with its objectives and priorities. They cover the relevance of the action, its consistency with the objectives of the call for proposals, quality, expected impact, sustainability and cost-effectiveness.

Scoring:

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

Evaluation Grid

Evaluation Grid

Section	Maximum Score
1. Financial and operational capacity	20
1.1 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient experience of project management?	5
1.2 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient technical expertise? (especially knowledge of the issues to be addressed)	5
1.3 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient management capacity? (Including staff, equipment and ability to handle the budget for the action)?	5
1.4 Does the lead 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 any evaluation planned?	5
3.4 Is the co-applicant(s)'s and affiliated entity(ies)'s level of involvement and participation in the action satisfactory?	5
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, extension and information sharing.)	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>)	5

- 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. Budget and cost-effectiveness of the action	15
5.1 Are the activities appropriately reflected in the budget?	/ 5
5.2 Is the ratio between the estimated costs and the expected results satisfactory?	/ 10
Maximum total score	100

If the total score for section 1 (financial and operational capacity) is less than 12 points, the application will be rejected. If the score for at least one of the subsections under section 1 is 1, the application will also be rejected.

If the lead applicant applies without co-applicants or affiliated entities the score for point 3.4 shall be 5 unless the involvement of co-applicants or affiliated entities is mandatory according to these guidelines for applicants.

Provisional Selection

After the evaluation, a table will be drawn up listing the applications ranked according to their score. The highest scoring applications will be provisionally selected until the available budget for this call for proposals is reached. In addition, a reserve list will be drawn up following the same criteria. This list will be used if more funds become available during the validity period of the reserve list.

(3) STEP 3: VERIFICATION OF ELIGIBILITY OF APPLICANTS AND AFFILIATED ENTITY(IES)

The eligibility verification will be performed on the basis of the supporting documents requested by the Contracting Authority (see section 2.4). It will only be performed within the available budget for this call for proposals.

- The declaration by the lead applicant (section 8 of Part B of the grant application form) will be cross-checked with the supporting documents provided by the lead applicant. Any missing supporting document or any incoherence between the declaration by the lead applicant and the supporting documents may lead to the rejection of the application on that sole basis.
- The eligibility of applicant and the affiliated entity(ies) will be verified according to the criteria set out in sections 2.1.1, 2.1.2 and 2.1.3.

Any rejected application will be replaced by the next best placed application on the reserve list that falls within the available budget for this call for proposals.

2.4. SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED APPLICATIONS

Applicants who have been provisionally selected or listed under the reserve list will be informed in writing by the Contracting Authority. They will be requested supply the following documents in order to allow the Contracting Authority to verify the eligibility of the applicants, (if any) of the co-applicant(s) and (if any) of their affiliated entity(ies):

1. The statutes or articles of association of the lead applicant, (if any) of each co-applicant and (if any) of each affiliated entity⁷. Where the Contracting Authority has recognised the lead applicant's, or the co-applicant(s)'s, or their affiliated entity(ies)'s eligibility for another call for proposals under the same budget line within 2 years before the deadline for receipt of applications, it should be submitted, instead of the statutes or articles of association, a copy of the document proving their eligibility in a former call (e.g. a copy of the Special Conditions of a grant contract received during the reference period), unless a change in legal status has occurred in the meantime⁸. This obligation does not apply to international organisations which have signed a framework agreement with the European Commission.
2. An external audit report produced by an approved auditor, certifying the lead applicant's accounts for the last financial year available where the total amount of the requested EU contribution exceeds EUR 750 000 (EUR 100 000 for an operating grant). The external audit report is not required from (if any) the co-applicant(s) or affiliated entities.
3. A copy of the lead applicant's latest accounts (the profit and loss account and the balance sheet for the last financial year for which the accounts have been closed)⁹. A copy of the latest account is neither required from (if any) the co-applicant(s) nor from (if any) affiliated entity(ies).
4. Legal entity sheet (see Annex D of these guidelines) duly completed and signed by each of the applicant (i.e. by the lead applicant and (if any) by each co-applicant), accompanied by the justifying documents requested there.
5. A financial identification form of the lead applicant (not from co-applicant(s)) conforming to the model attached as Annex E of these guidelines, certified by the bank to which the payments will be made. This bank should be located in the country where the lead applicant is established.

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

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

Where these documents are in an official language of the European Union other than one of the language of the call for proposals, it is **strongly** recommended, in order to facilitate the evaluation, to provide a translation of the relevant parts of the documents, proving the lead applicant's and, where applicable, co-applicants' and affiliated entity(ies)' eligibility, into the language of the call for proposals.

After verifying the supporting documents, the evaluation committee will make a final recommendation to the Contracting Authority, which will decide on the award of grant.

NB : In the eventuality that the Contracting Authority is not satisfied with the strength, solidity, and guarantee offered by the structural link between the applicant and its affiliated entity, it can require the submission of the missing documents allowing for its conversion into co-applicant. If all the missing documents for co-applicants are submitted, and provided all necessary eligibility

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

8 To be inserted only where the eligibility conditions have not changed from one call for proposals to the other.

9 This obligation does not apply to natural persons who have received a scholarship or that are in most need in receipt of direct support, nor to public bodies and to international organisations. It does not apply either when the accounts are in practice the same documents as the external audit report already provided pursuant to section 2.4.2.

criteria are fulfilled, the above mentioned entity becomes a co-applicant for all purposes. The lead applicant has to submit the application form revised accordingly.

2.5. NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

2.5.1. *Content of the decision*

Applicants will be informed in writing of the Contracting Authority's decision concerning their application and, if rejected, the reasons for the negative decision.

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

2.5.2. *Indicative timetable*

	DATE	TIME
1. Information meeting	08/09/2017	From 9.00 a.m. to 11 a.m. https://www.expertisefrance.fr/offer-detail?id=612003
2. Deadline for requesting any clarifications from the Contracting Authority	11/09/2017	-
3. Last date on which clarifications are issued by the Contracting Authority	21/09/2017	-
4. Deadline for submission of Concept Notes	03/10/2017	16:00 (Beirut, Lebanon)
5. Information to lead applicants on opening, administrative checks and concept note evaluation (STEP 1)	20/10/2017	-
6. Invitation to submit full applications	20/10/2017	-
7. Deadline for submission of full applications	05/12/2017	16:00 (Beirut, Lebanon)
8. Information to lead applicants on the evaluation of the full applications (STEP 2)	18/12/2018*	-
9. Notification of award (after the eligibility check) (STEP 3)	January 20, 2018*	-
10. Contract(s) signature	February 10, 2018*	-

* Provisional date

All times are in the time zone of the country, the Republic of Lebanon.

This indicative timetable refers to provisional dates (except for date under number 1) and may be updated by the Contracting Authority during the procedure.

2.6. CONDITIONS FOR IMPLEMENTATION AFTER THE CONTRACTING AUTHORITY'S DECISION TO AWARD A GRANT

Following the decision to award a grant, the beneficiary(ies) will be offered a contract based on the standard grant contract (see Annex G of these guidelines). **By signing the application form (Annex A of these guidelines), the applicant agree, if awarded a grant, to accept the contractual conditions of the standard grant contract.**

Implementation contracts

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

3. LIST OF ANNEXES

DOCUMENTS TO BE COMPLETED

- Annex A: Grant Application Form (Word format)
- Annex B: Budget (Excel format)
- Annex C: Logical Framework (Excel format)
- Annex D: Legal Entity Sheet¹⁰
- Annex E: Financial identification form

DOCUMENTS FOR INFORMATION¹¹

- Annex G: Standard Grant Contract
 - Annex II: general conditions
 - Annex IV: contract award rules
 - Annex V: standard request for payment
 - Annex VI: model narrative and financial report
 - Annex VII: model report of factual findings and terms of reference for an expenditure verification of an EU financed grant contract for external action
 - Annex VIII: model financial guarantee
 - Annex IX: standard template for transfer of ownership of assets
- Annex H: Daily allowance rates (Per diem), available at the following address:
http://ec.europa.eu/europeaid/funding/about-procurement-contracts/procedures-and-practical-guide-prag/diems_en (as all necessary information is available via the link the publication of the annex is optional)
- Annex J: Information on the tax regime applicable to grant contracts signed under the call.
- Annex K: Guidelines and Checklist for assessing Budget and Simplified cost options.

Useful links:

Project Cycle Management Guidelines

http://ec.europa.eu/europeaid/aid-delivery-methods-project-cycle-management-guidelines-vol-1_en

The implementation of grant contracts

A Users' Guide

<http://ec.europa.eu/europeaid/companion/document.do?nodeNumber=19&locale=en>

Financial Toolkit

http://ec.europa.eu/europeaid/funding/procedures-beneficiary-countries-and-partners/financial-management-toolkit_en

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

* * *

¹¹ These documents should also be published by the Contracting Authority.