

## **CALL FOR PROJECTS RULES APPLICABLE TO THE AWARD OF GRANT CONTRACTS**

**PROGRAMME NAME:**  
**POST 2020 BIODIVERSITY FRAMEWORK – EU SUPPORT**

**OBJECT OF THE CALL FOR PROJECTS:**  
**GRANT AWARDS FOR A GLOBAL CAMPAIGN FOR NATURE AND PEOPLE**

**AVAILABLE AMOUNT OF THE CALL FOR PROJECTS:**  
**€ 490 000**

**FINANCIAL SIZING OF GRANTS:**  
*Minimum grant amount: € 400 000*  
*Maximum grant amount: € 490 000*

**DATE, TIME AND LOCATION OF THE CALL FOR PROJECTS INFORMATION MEETING:**  
**04/07/2022 AT 3:00 PM (PARIS TIME)**

**TIME AND DATE LIMIT FOR THE SUBMISSION OF THE CONCEPT NOTE AND FULL  
APPLICATION: 03/08/2022 AT 2:00 PM (PARIS TIME)**

## DISCLAIMER

All documents must be submitted at the same time (concept note and full application). During the first stage, only the concept notes will be evaluated. Subsequently, full applications will be evaluated for the shortlisted lead applicants. After assessment of the full applications, the eligibility of the provisionally shortlisted applicants will be verified on the basis of supporting documentation requested by Expertise France and in light of the declaration signed by the lead applicant, submitted at the same time as the full application.

## GLOSSARY

<b>CBD</b>	UN Convention on Biological Diversity
<b>DG INTPA</b>	European Commission's Directorate-General for International Partnerships
<b>FPI</b>	EU Foreign Policy Instrument
<b>GBF</b>	Post-2020 Global Biodiversity Framework
<b>Partners</b>	All relevant stakeholders that can have a positive influence in achieving the Action's objectives
<b>SDG</b>	Sustainable Development Goals
<b>The action</b>	Post-2020 Biodiversity Framework – EU Support
<b>The campaign</b>	A mobilisation for convergence, synergies and the strengthening of a coalition of high ambition stakeholders
<b>The Project</b>	The project selected through this call for projects

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## 1. POST 2020 BIODIVERSITY FRAMEWORK – EU SUPPORT

### 1.1 Context

Global actions to design, finance and implement decisions under the UN Convention on Biological Diversity (CBD) have been insufficient so far to address the biodiversity crisis at the right scale, in particular relating to monitoring or the integration of biodiversity across sectors of society and our economies as part of sustainable development models. More efforts must be channelled to engage in effective and prompt transformative actions and to support governments and stakeholders to step up their ambition and respond to the lack of alignment of national biodiversity commitments with the Post-2020 Global Biodiversity Framework (GBF).

As a matter of fact, transformation requires additional support for the integration of biodiversity governance in a number of new sectors (in particular, production and consumption). Multiple challenges are overlapping to translate the GBF into actionable, nature-positive measures. For instance, once the GBF is adopted by the parties, the capacity to swiftly implement concrete solutions will depend on the willingness of sectoral partners to take action.

The EU Foreign Policy Instrument (FPI) action “Post-2020 Biodiversity Framework – EU Support” was implemented by Expertise France between 2018 and 2021. It was aimed at raising ambition and fostering biodiversity commitments by parties to the Convention on Biological Diversity and other stakeholders in the run-up to the adoption of a transformative Post-2020 Global Biodiversity Framework (GBF). The action implemented activities that helped increase political coherence, synergies between stakeholders and policy and diplomatic biodiversity ambition among State and non-State partners and with Delegations of the European Union in over 20 targeted countries. It helped establish informed positions and a converging approach to biodiversity action, in line with the priorities of the EU and its member states.

For the second phase of the action between January 2022 and December 2024 and financed by the European Commission's Directorate-General for International Partnerships (DG INTPA), the action will show what can be achieved when taking a transformative perspective on key biodiversity topics. It's main objective will be to support concrete transformative actions for the adoption and effective implementation of an ambitious Global Biodiversity Framework, conducive to reaching the vision of “Living in Harmony with Nature”.

Action activities will include (i) Development, creation and contribution to knowledge products in relation to key topics; (ii) Provision of tailored technical assistance in the translation and implementation of the GBF for selected actors in international, regional, national and local settings; (iii) Organisation of events (workshops, conferences, exchanges of experts, dialogues) related to best cases, lessons learnt and key issues; (iv) Support for the visibility and communication of key partners and strategic events; and (v) Coordination of a mobilisation campaign for convergence, synergies, the strengthening and the concrete actions on the ground by a coalition of high ambition stakeholders. Point (v) is the subject for this call for project for a Global Campaign for Nature and People.

## 1.2 Program objectives and priorities

### 1.2.1 Objectives

The project selected through this call for projects will need to fit into the specific objectives of the Post 2020 Biodiversity Framework - EU Support's second phase, namely: (i) to contribute to making the GBF's main strategic components more operational by making best practices, knowledge and tools available to countries and other partners, and (ii) to foster ambitious commitments and actions by key stakeholders for the effective GBF implementation.

Specifically, it will respond to Activity 9 of the action "Coordination of a mobilisation campaign for convergence, synergies and the strengthening of a coalition of high ambition stakeholders".

A cross-sector campaign mobilising stakeholders around key messages aligned with the GBF vision, mission and communications strategy will be implemented by the selected grantee. The project subject of this grant contract will be awarded to one beneficiary organization to work towards the overall and specific objectives presented below.

The **overall objectives** of this call for projects are therefore: (i) to increase stakeholder convergence and agreements on key issues and commitments; and (ii) to expand coalitions to sectors beyond the current biodiversity community, and to other levels of governance.

The **specific objective(s)** of this call for project are:

- to strengthen and deepen a common understanding and messaging on key topics;
- to mobilize a greater number of stakeholders beyond the current basis;
- to integrate and support the localization and appropriation of global initiatives and messages, as well as to actively feed on-the-ground lessons and actions into global mobilization efforts in the action's 10 partner countries<sup>1</sup>.

Expected **results** of the project are:

- A minimum of six joint declarations issued by partners in preparation of and/or following events and campaign activities.
- A minimum of 40 stakeholders at global and/or national levels from at least 5 sectors/dealing with at least 5 topics outside of the traditional environmental community joining the project-supported platform(s) or alliances.

**Cross cutting issues** for the project should include:

- Transformative change and related communication aspects, preferably including already accepted and established wording and concepts to promote transformative actions globally, regionally and at the national level.
- Resource mobilisation from all sources, identifying the key partners and stakeholders to be involved.
- Transparency and accountability embedded in initiatives and commitment platforms.
- The interdependency and potential for benefits from increased coherence between climate change and biodiversity policy.
- Gender equity and human rights as base of the conservation and sustainable use of biodiversity.
- Good governance at all levels, vertically for the global to the local, and horizontally between sectors and groups of stakeholders within and beyond the biodiversity sector.

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<sup>1</sup> Brazil, China, Colombia, Costa Rica, India, Mexico, Morocco, Peru, South Africa and Uganda.

Some of the action's **priority topics** could be of relevance for the project selected, even though topics can go beyond these issues if relevant for the campaign. The following list presents these and their connection to targets in Draft 1 of the GBF.

- Transition to sustainable food production and consumption (GBF Target 10)
- Mobilisation and visibility of green cities and their contributions to biodiversity (GBF Target 12)
- Integrated landscape and seascape approaches as a vehicle for the implementation of the Rio Conventions and SDGs (GBF Targets 1, 8 and Enabling Condition 16)
- Engaging all stakeholders across society and sectors
- Ecosystem restoration
- Sustainable use of genetic resources in local communities (GBF Target 4)
- Mainstreaming in public policy and inclusive governance (GBF Targets 14 and 21, Enabling Conditions 14 and 15).

**Partners** will include all relevant stakeholders that can have a positive influence in achieving the Action's objectives for each of the topics identified as levers for a successful implementation of the global biodiversity framework. Their experience and knowhow will inform priority topic development, as they will serve as experts, actors and influence implementation through their commitment and concrete actions on the ground.

The **geographical scope** of the proposed campaign for the project should be **global**, but also include activities dedicated to its localization and appropriation by stakeholders at the national, subnational and local level in the 10 partner countries of the action, as well as by regional or sub-regional organisations and initiatives in Latin America and the Caribbean, Africa and Asia.

**Potential activities** for the campaign should include the following:

- An efficient **mapping** with a clear methodology to address the challenge to mobilize the relevant target groups coherently with the right partners, taking into account:
  - the global and the local levels (including the national level);
  - large audiences and specific influential target groups, as well as large issues and specific topics;
  - Nature as a general concept, and the GBF and other policy instruments (including the National Biodiversity Strategies and Action Plans).
- **Mobilization** beyond the current basis in line with the specific objectives of the campaign, establishing concrete, quantifiable targets for mobilization and commitment of relevant stakeholders, including, but not limited to the action's identified main stakeholders<sup>2</sup>.
- Support to **deepening the understanding on key topics** relevant to the implementation of the GBF, including integrating and involving global and regional stakeholders' input.
- Enabling and supporting the **localization of key messages** and supporting selected campaigns and outreach initiatives by partners on the ground in the action's 10 partner countries at different levels of governance and regionally;
- **Transferring experiences gained on the ground** to the global level.

Proposals for projects should include as a minimum a coherent **design**, including

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<sup>2</sup> Parties to the Convention on Biological Diversity, civil society (incl. Women, Youth, IPLCs), cities, SNLGs, the private sector, consumers groups, philanthropy, the finance sector, academia and science, international governmental organizations and NGOs, Faith organizations.

- context and definition of challenge;
- a first, indicative definition of an understandable and achievable global ask(s) with a clear message, preferably using an established concept or slogan to raise mobilization;
- a clear plan of action with well-defined outputs and outcomes;
- a preliminary timeline incl. key milestones to orchestrate the campaign activities in coherence with the overall relevant international agenda and the key countries agenda when relevant;
- a preliminary list of potential partners and stakeholders, including letters of support whenever possible;
- a definition of roles and responsibilities with description of the team involved and credible management and steering structure, including coordination with the action.
- a clear plan for quality assurance and risk assessment;
- a plan for monitoring and reporting in line with the expected results of the action's Activity 9;
- a clear and detailed budget
- a clear governance involving the relevant key coalition partners

### **1.3 Total amount of financial support made available by Expertise France**

The indicative total amount made available under this call for projects is EUR 490.000 for one project. Expertise France reserves the right not to allocate all of the available funds.

#### **Grant amounts**

Any request for a grant under this call for projects must lay between the following minimum and maximum amounts:

Minimum amount: EUR 400.000

maximum amount: EUR 490.000

#### **Co-financing percentage**

Any request for a grant under this call for projects must correspond to the percentage lay between the following minimum and maximum percentages of the project's total eligible costs:

minimum percentage: 5% of the project's total eligible costs

maximum percentage: 10% of the project's total eligible costs (also see point 2.1.5).

The balance (i.e. the difference between the total cost of the project and the amount requested from Expertise France) has to be financed by sources other than the European Union budget or the Expertise France budget.

### **1.4 Awarding of grants for similar projects**

By way of derogation from the grant award procedures (see point 3.4 of the Call for Projects Guide issued by Expertise France), Expertise France may award an additional grant contract via direct allocation for the implementation of a similar project to one of the successful applicants designated on conclusion of this call for projects.

Where such a contract is placed by Expertise France, the period during which new contracts may be entered into may not exceed 3 years from notification of the initial grant contract.



## 2. RULES APPLICABLE TO THIS CALL FOR PROJECTS

The call for projects rules define the rules applicable to the submission, selection and implementation of the projects financed under this call for projects and which apply to this call for projects.

### 2.1 Eligibility criteria

There are three sets of eligibility criteria, respectively relating to:

- (1) the parties involved:

the **lead applicant**, i.e. the entity submitting the application form (2.1.1),  
as applicable, its partner(s) (2.1.1),

- (2) projects:

projects eligible for a grant (2.1.4);

- (3) costs:

the types of costs that may be included in grant amount calculations (2.1.5).

#### 2.1.1 *Eligibility of the lead applicant*

Lead applicant

- (1) In order to be able to claim a grant, the lead applicant must meet the following conditions:

- be a legal entity; **and**
- be non-profit; **and**
- belong to one of the following categories: non-governmental organisation, public sector operator, and international (intergovernmental) organisation and
- be established<sup>3</sup> in an eligible State in accordance with the financial instrument employed **and**
- be directly responsible for the preparation and management of the project with the partner(s) and not be acting as an intermediary **and**
- show experience and knowledge on how to integrate climate and other sustainable development issues into a global campaign dedicated to biodiversity by providing at least 5 examples of previous activities within its campaigns or mobilization activities **and**
- show at least one previous or current global campaign scheme implemented involving biodiversity policy and the CBD process to negotiate the GBF, involving activities to raise convergence of non-state actors and common statements by stakeholders or stakeholder

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<sup>3</sup>Establishment is determined on the basis of the organisation's articles of association which must show that the organisation has been founded under an act of law of the country in question and that its registered office is located in an eligible country. In this regard, any legal entity whose articles of association have been created in another country cannot be treated as an eligible local organisation, even if it is registered locally or a "memorandum of understanding" has been signed.

organisations working in sectors/dealing topics outside of the traditional environmental community **and**

- show more than 15 years of experience and the administrative, financial and human resources capacity to implement and report on global campaigns dedicated to issues related to the conservation and sustainable use of biodiversity at the global level by providing the relevant description and information **and**
- show a network capable of implementing campaigns for issues related to the GBF implementation in at least ten countries, of which at least five must be action's partner countries and the capacity to coordinate and support its localization and appropriation at the national level by providing a list of associated organizations, the character of their relationship with the lead applicant and, if not partners directly linked with the lead applicant, prove of their availability and willingness to support the lead applicant in the implementation of the campaign with a Declaration of Support.

(2) Potential applicants may not participate in calls for projects or receive a grant if any situations mentioned in Annex VIII of the draft contract are applicable.

In the grant application form ("lead applicant declaration"), the lead applicant must declare that none of these situations apply either it -or its partner(s) ).

The lead applicant shall act individually, but may involve associates and contractors.

**If the grant is awarded, the lead applicant becomes the beneficiary identified in the Special Conditions. In this regard, it shall assume full financial liability for implementation of the project in compliance with the conditions of the grant contract.** The beneficiary shall be the main point of contact for Expertise France. It shall represent any other partners and acts on their behalf. It shall design and coordinate the implementation of the project.

The partners shall participate in the definition and implementation of the project and the costs they incur shall be eligible in the same manner as those incurred by the lead applicant.

The partners must meet the eligibility criteria that apply to the lead applicant itself.

Partners must sign the "mandate for the main applicant" on the grant application form.

### **2.1.2 Associates and contractors**

The following entities are neither applicants nor partners. They do not have to sign the "beneficiary's mandate":

#### **Associates**

Other organisations or individuals may become involved with the project. Associates participate in the project but cannot claim any benefit under the grant, with the exception of daily allowances and travel expenses. These associates do not have to meet the eligibility criteria set out in 2.1.1. Associates must be mentioned in Part B, Section 6 of the grant application form, entitled "Associates participating in the project".

#### **Contractors**

The beneficiaries and their partners may place contracts. The associates and partners may not simultaneously be project contractors. Contractors are subject to the same rules applicable to the

awarding of contracts set out in Annex IV of the model grant contract.

### **2.1.3      *Eligible projects: for which projects may an application be submitted?***

#### Definition

A project is composed of a set of activities.

#### Duration

The planned initial duration of a project may not be less than 20 months or exceed 22 months.

#### Sectors or themes

Rio Conventions; Biodiversity; Multilateral Environmental Agreements; Governance; Policy implementation; Knowledge Transfer; Stakeholder engagement and mobilization; Advocacy; Communication.

#### Geographical coverage

Projects must be implemented globally, with an additional focus on the following countries: Brazil, China Colombia, Costa Rica, India, Mexico, Morocco, Peru, South Africa, Uganda; and regions: Africa, Asia, Latin America and the Caribbean.

#### Project types

The following types of projects are not eligible:

- Projects solely or mainly consisting of sponsoring the participation of private individuals in workshops, seminars, conferences and congresses;
- Projects solely or mainly consisting of financing individual study or training bursaries;
- Projects solely or mainly consisting of financing internal staff costs;
- Projects solely or mainly consisting of financing the organization of capacity-building-related workshops, seminars, conferences, congresses or trainings.

#### Activity types

The following activities are able to benefit from financing under this call for projects, and within its thematic scope of action:

- Development of communication materials (such as social media assets, videos, infography, ads,...)
- Media campaigns (cross-media)
- Mobilization-related workshops, seminars, conferences, webinars at international and/or regional, national, local levels
- Establishment and moderation of coordination platforms with global, national and/or local stakeholders from various environmental and non-environmental sectors
- Outreach and stakeholder engagement
- Advocacy
- Mobilization of short-term expertise
- Drafting and dissemination of dedicated knowledge products, in articulation with “Post-2020 Biodiversity Framework - EU Support”’s own series.

#### Financial support for third parties<sup>4</sup>

Applicants may not propose to provide financial support to third parties.

#### Visibility

Applicants must take all necessary measures to ensure the visibility of financing by Expertise France and the European Union<sup>5</sup>. Projects financed by Expertise France in whole or in part must, wherever possible, include information and communication activities designed to raise awareness among all or a section of the public regarding the motivation behind the project and behind the support provided by Expertise France in the country or region concerned, and in terms of the results and impact of the support.

Applicants must comply with the specified objectives and priorities and guarantee the visibility of the financing provided by Expertise France.

#### Number of applications and grants per applicant

The lead applicant may not submit more than one application within the context of this call for projects.

The lead applicant may not be awarded more than one (1) grant within the context of this call for projects.

The lead applicant may not simultaneously be a partner in another application.

A partner may not be a partner in more than one (1) application within the context of this call for projects.

A partner may not be awarded more than one (1) grant within the context of this call for projects.

### **2.1.4 Costs eligibility: what costs may be included?**

Only “eligible costs” may be covered by a grant. The different types of eligible and ineligible costs are set out below. The budget constitutes both a cost estimate and an overall ceiling for “eligible costs”.

Recommendations to award a grant are always subject to verifications preceding signature of the grant contract not revealing any issues requiring modification of the budget (e.g. arithmetical errors, inaccuracies, unrealistic costs and ineligible costs). The verification procedure may give rise to clarification requests and lead Expertise France to impose modifications or reductions in order to correct any such errors or inaccuracies. Corrections may not give rise to a higher grant and higher percentage of cofinancing from Expertise France.

Consequently, it is applicants’ interests to provide a **realistic budget and appropriate cost effectiveness**.

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<sup>4</sup>These third parties are neither partners, nor associates nor contractors.

<sup>5</sup> Including showing a disclaimer declaring the origin of funds, the implementing agency and Expertise France and the EU logos.

### Eligible direct costs

In order to be eligible under this call for projects, costs must satisfy the conditions set out in Article 14 of the general conditions of the model grant contract (see Annex F of Call for Proposal Rules).

The salary costs of the national authority's personnel may be eligible to the extent that they are related to the costs of activities that the national authority in question would not incur if the project were not to take place.

### Contingency reserve

The budget may include a contingency reserve up to a maximum of 5% of estimated direct eligible costs. It may only be used with **prior written authorisation** from Expertise France.

### Eligible indirect costs

The indirect costs incurred during implementation of the project may be eligible for fixed-rate financing; the total amount may not exceed 7% of the estimated total of direct eligible costs. Indirect costs are eligible provided they do not include costs recognised under another budget item in the model grant contract. The lead applicant may be asked to support the requested percentage before the grant contract is signed. However, once the fixed rate is specified in the special conditions of the grant contract, no supporting documentation is required from the beneficiary.

Should any applicant or partner be in receipt of an operating grant financed by Expertise France or the EU, indirect costs may not be recorded against their incurred costs in the proposed project budget.

### Ineligible costs

The following costs are not eligible:

- debt and the cost of debt (interest);
- provisions for losses or any future debts;
- costs declared by the beneficiary and financed by another project or work programme in receipt of a grant from Expertise France or the European Union;
- acquisition of land or buildings, unless the purchases are fundamental to the direct implementation of the project, in which case ownership must be transferred in accordance with Article 7.5 of the general conditions of the model grant contract, by the latest on conclusion of the project;
- foreign exchange losses;
- loans to third parties.
- Taxes and VAT

## **2.2 Presentation of the application and procedures to be followed**

### **2.2.1 Contents of the concept note (NOT APPLICABLE)**

Applications must be submitted in line with the instructions relating to the concept note stated in the grant application form annexed to these Rules (Annex A).

Applicants must submit their application in <English, French or Spanish>.

Please note:

1. In the concept note, lead applicants are only required to submit one estimate of the requested grant and one indicative percentage of this contribution with regard to the eligible costs of the project. A detailed budget only needs to be presented by lead applicants invited to submit a full application during the second phase.
2. The elements defined in the concept note cannot be modified in the full application. Expertise France's contribution may not vary by more than 20% from the initial estimate. Lead applicants may adapt the percentage of the required cofinancing subject to the minimum and maximum amounts and the cofinancing percentages set out in section 1.3 of these Rules. The lead applicant may only replace a partner in duly justified circumstances (e.g. bankruptcy of the initial partner). In such a case, the new partner must be similar in nature to the initial partner. The lead applicant may amend the duration of the project if unforeseen circumstances outside the control of the applicants arise after submission of the concept note, duly calling for said change (risk of project non-implementation). In such a case, the duration of the project must remain within the limits specified in the Rules as applicable to applicants. An explanation/justification of the replacement/amendment in question must be provided in a supporting letter or email.  
Applicants' own contributions may be replaced at any time by contributions from other donors.
3. Only the concept note will be evaluated. It is therefore particularly important for this document to contain ALL the pertinent information relating to the project. No supplementary annex is to be sent.  
Any error or major inconsistency relating to the instructions for the concept note may lead to said note being rejected.  
Expertise France reserves the right to request clarification if the information provided does not enable it to carry out an objective evaluation.  
Handwritten concept notes will not be accepted.
4. The concept note must also include all information and documents required to assess applicants' eligibility, as specified in the application form (Annex A).

### **2.2.2 Where and how must the concept note be sent? (NOT APPLICABLE)**

The concept note and the lead applicant declaration (**Annex A - Parts 1 and 2** of the grant application form) must be submitted electronically at the following URL address:

<https://www.marches-publics.gouv.fr/app.php/entreprise/consultation/2044542?orgAcronyme=s2d>

Applications submitted by other means (e.g. by fax or email) or delivered to other addresses will be rejected.

If the lead applicants submit several concept notes (if permitted in the call for projects Rules), each of these should be sent separately.

**Lead applicants should use the checklist to ensure that their concept note is complete (Annex A, Part 2 of the grant application form). Incomplete concept notes may be rejected.**

### ***2.2.3 Deadline for submission of the concept note (NOT APPLICABLE)***

The concept notes submission deadlines are shown on the cover page of these Rules. Proof of submission times is given by the confirmation of receipt of the electronic application.

Any concept notes submitted after the deadline will be rejected.

### ***2.2.4 Other information concerning the concept note (NOT APPLICABLE)***

An information session for this call for projects will be held virtually on 04/07/2022 at 3 PM CET , if necessary.

Applicants may submit their questions electronically, no later than 10 days before the concept note submission deadline, to the address(es) listed below, clearly stating the reference number of the call for projects:

Address for submitting questions: <https://www.marches-publics.gouv.fr/app.php/entreprise/consultation/2044542?orgAcronyme=s2d>

Expertise France is not obliged to provide clarification relating to any questions received after this date.

Responses will be given no later than five days before the concept note submission deadline.

In order to ensure equality of treatment between applicants, Expertise France cannot issue any prior opinion on the eligibility of lead applicants, partners, projects or specific activities.

No individual responses will be given to the questions asked. All questions and answers and other important information provided to applicants during the assessment process will be published in a timely manner and shared with all applicants. You are therefore advised to regularly access the website at the above address in order to stay informed about the published questions and responses.

### ***2.2.5 Full applications***

Lead applicants invited to submit a full application together with their concept notes using Part 3 of the grant application form annexed to these Rules (Annex A). Lead applicants must strictly comply with the format of the grant application form and complete the paragraphs and pages in order.

The elements stated in the concept note may not be modified by the lead applicant in the full application. The contribution from Expertise France may not vary by more than 20% from the initial estimate, even though lead applicants may adapt the percentage of the required cofinancing subject to the minimum and maximum amounts and the cofinancing percentages set out in section 1.3 of these Rules. The lead applicant may only replace a partner in duly justified circumstances (e.g. bankruptcy of the initial partner). In such a case, the new partner must be similar in nature to the initial partner. The lead applicant may amend the duration of the project if unforeseen circumstances outside the control of the applicants arise after submission of the concept note, duly calling for said change (risk of project non-implementation). In such a case, the duration of the project must remain within the limits specified in the Rules as applicable to applicants. An

explanation/justification of the replacement/amendment in question must be provided in a supporting letter or email.

Lead applicants must submit their full applications in the same language as that of their concept note.

Lead applicants must complete the full application form as clearly and carefully as possible in order to aid the evaluation process.

Any error relating to the points mentioned in Part 3 of the grant application form in Annex A , or any significant inconsistency in the full application (inconsistency of the amounts stated in the budget calculation spreadsheets, for example) may lead to the immediate rejection of the application.

Clarification will only be sought if the information provided is unclear, preventing Expertise France from carrying out an objective evaluation.

Handwritten requests will not be accepted.

It should be noted that only the complete application form and published annexes to be completed (budget, logical framework) will be sent to the evaluators (and, as applicable, the assessors). It is therefore particularly important that these documents contain ALL pertinent information relating to the project. **No supplementary annex is to be sent.**

### **2.2.6 Where and how must full applications be sent?**

Lead applicant's full applications (**Annex A - Part 3** of the grant application form) must be submitted [electronically at the following URL address:

<https://www.marches-publics.gouv.fr/app.php/entreprise/consultation/2044542?orgAcronyme=s2d>

Applications submitted by other means (e.g. by fax or email) or delivered to other addresses will be rejected.

If the lead applicants submit several applications (if permitted in the call for projects Rules), each of these should be sent separately.

**Applicants must use the grant application form to ensure that their application is complete (Annex A - Part 3). Incomplete applications may be rejected.**

### **2.2.7 Deadline for full applications**

The deadline for submitting full applications is shown on the cover page of these Rules. Proof of submission times is given by the confirmation of receipt of the electronic application.

### **2.2.8 Further information on full applications**

An information session for this call for projects will be held virtually on 04/07/2022 at 3 PM CET, if necessary.

Applicants may submit their questions by email, no later than **21 days before the full application submission deadline**, to the address(es) listed below, with the call for projects reference clearly stated:



Email address: <https://www.marches-publics.gouv.fr/app.php/entreprise/consultation/2044542?orgAcronyme=s2d>

Expertise France is not obliged to provide clarification relating to any questions received after this date.

Responses will be given no later than **11 days** before the full application submission deadline.

In order to ensure equality of treatment between applicants, Expertise France cannot issue any prior opinion on the eligibility of lead applicants, partners or projects.

No individual responses will be given to the questions asked. All questions and answers and other important information provided to applicants during the assessment process will be published in a timely manner and shared with all applicants. You are therefore advised to regularly access the website at the above address in order to stay informed about the published questions and responses.

### **2.3 Application evaluation and selection**

Applications will be examined and evaluated by Expertise France, if necessary with the support of external assessors. All applications will be evaluated in line with the following stages and criteria.

If examination of the application reveals that the proposed project does not meet the eligibility criteria set out in 2.1.4, the application will be rejected on this basis alone.

**STAGE 1: OPENING, ADMINISTRATIVE VERIFICATION AND VERIFICATION OF THE ELIGIBILITY OF APPLICANTS AND PARTNER(S)****Opening and administrative verification**

At the opening and administrative verification stage, the following elements will be examined:

- Compliance with the deadline. If the deadline has not been met, the application will be automatically rejected.
- Compliance of the application form with all criteria specified on the grant application form. This examination also includes an assessment of the project's eligibility. If any of the requested information is missing or incorrect, the application may be rejected on this basis **alone** and may not be evaluated.

**Verification of eligibility**

Eligibility will be verified on the basis of the supporting documentation requested by Expertise France (see point 2.4).

- Checks will be carried to ensure consistency between the information on the lead applicant's declaration (in the grant application form) and the supporting documents provided. Any missing supporting documentation or inconsistency between the lead applicant's declaration and the supporting documentation may lead to the rejection of the application on this basis alone.
- The eligibility of applicants and partners will be verified in line with the criteria set out in sections 2.1.1, 2.1.2 and 2.1.3.

Any rejected application will be substituted by the next best placed application on the reserve list that complies with the budget limits specified for this call for projects.

**STAGE 2: EVALUATION OF CONCEPT NOTES (NOT APPLICABLE)**

The concept notes passing this control point will be evaluated against the pertinence and overall concept of the proposed project.

Concept notes will be given an overall score out of 50 in line with the breakdown given in the scoring table below. The evaluation will also verify compliance with the instructions on how to complete the concept note, which are included in the grant application form.

The evaluation criteria are divided into sections and subsections. Each subsection is scored between 1 and 5 as follows: 1 = highly unsatisfactory, 2 = unsatisfactory, 3 = average, 4 = good, 5 = very good.

<b>1. Pertinence of the project</b>	Sub-score	<b>30</b>
1.1 To what extent does the proposal meet the objectives and priorities specified in the call for projects?*	5(x2)**	
1.2 To what extent does the proposal satisfy the particular needs and constraints of the target country or countries and/or region(s), including synergy with other initiatives of Expertise France, the EU or international organisations and the absence of duplication?	5(x2)**	
1.3 To what extent are the parties concerned (end beneficiaries, target groups) clearly defined and selected in a strategic manner? Have their needs been clearly defined and are they adequately covered in the proposal?	5	
1.4 Does the proposal contain specific elements providing added value, such as environmental aspects, the promotion of gender equality and equality of opportunity, the needs of disabled persons, the rights of minorities, the rights of the indigenous populations, innovation and best practices <i>as well as the other additional elements mentioned in section 1.2 of the Rules as applicable to applicants</i> ?	5	
<b>2. Project concept</b>	Sub-score	<b>20</b>
2.1 To what extent is the overall design of the project coherent?  In particular, does it include the analysis of problems? Does it take into account external factors and relevant stakeholders?	5(x2)**	
2.2 Is the project feasible and logical vis-à-vis the objectives and anticipated results?	5(x2)**	
<b>TOTAL SCORE</b>		<b>50</b>

\* A score of 5 (very good) will only be awarded if the proposal covers more than the minimum number of required priorities as stated in section 1.2 (programme objectives) of these Rules.

\*\* These scores are multiplied by 2 due to their importance.

Once all of the concept notes have been evaluated, a list will be produced classifying the project proposals by total score.

In the first instance, only the concept notes that have achieved a total score of at least 30 will move on to the preselection stage.

Subsequently, the number of concept notes will be reduced in light of their ranking on the list and the number of concept notes of which the aggregate amount of requested contributions equates to 200% of the available budget for this call for projects. The amount of contributions requested from each concept note will be based on the planned indicative financial allocations.

After evaluating the concept notes, Expertise France will send a letter to all applicants stating whether or not their application was submitted within deadline, notifying them of the reference number allocated to them and whether or not their concept note has been evaluated, including the results of said evaluation. The evaluation committee will then evaluate the applications of the shortlisted lead applicants.

### **STAGE 3: EVALUATION OF FULL APPLICATIONS**

The following points will be evaluated in the first instance:

- The full application complies with all criteria specified in these rules in the application form. This examination also includes an assessment of the project's eligibility. If any of the requested information is missing or is incomplete, the application may be rejected on this basis **alone** and will not be evaluated.

Those full applications passing this control point will then be evaluated in terms of quality, including the proposed budget and the capacity of the applicants and partners, based on the evaluation criteria contained in the scoring table provided below. The evaluation criteria break down into selection criteria and award criteria.

The **selection criteria** help to assess the operational capacity of the applicants and partners and are used to verify that they enjoy the management ability, skills and professional qualifications required for successful implementation of the proposed project. This applies to lead applicants and is based on the analysis of information provided under Annex E.

The **award criteria** help to assess the quality of the applications in terms of the objectives and priorities specified in the Rules and to award grants to the projects that maximise the overall effectiveness of the call for projects. They help to select the applications that will ensure Expertise France is able to satisfy its objectives and priorities. They relate to the pertinence of the project, its consistency with the objectives of the call for projects and the quality, anticipated impact and durability of the project, in addition to its cost effectiveness.

#### *Scoring:*

The evaluation criteria are broken down into sections and sub-sections. Each subsection is scored between 1 and 5 as follows: 1 = highly unsatisfactory, 2 = unsatisfactory, 3 = average, 4 = good, 5 = very good

Scoring table: points system may be adapted with prior approval.

Section	Maximum score
<b>1. Pertinence of the project</b>	<b>/30</b>
<i>Same score obtained from evaluation of the concept note</i>	
<b>2. Effectiveness and feasibility of the project</b>	<b>/30</b>
2.1 Are the proposed activities appropriate, tangible and consistent with the objectives and anticipated results?	15
2.2 Is the project plan clear and feasible?	5
2.3 Does the proposal contain objectively verifiable indicators to evaluate the results of the project? Has an evaluation been provided for?	5
2.4 Is there a satisfactory level of project participation and commitment among the applicants and partners?  <i>If the lead applicant makes an application without partners, the score for point 2.4 will be 10, unless partner participation is mandatory under these Rules as applicable to applicants.</i>	5
<b>3. Durability of the project</b>	<b>/20</b>
3.1 Is the project likely to have a tangible impact on the target groups?	10
3.2 Is the proposal likely to have multiplier effects?  (notably the likelihood of information being reproduced, expanded and shared).	5
3.3 Will the anticipated results of the proposed project have a durable impact? - from a financial point of view ( <i>how will the activities be financed when the funding ends?</i> ) - from an institutional point of view ( <i>will structures exist enabling the activities to continue on project completion? Will the results of the project be appropriated at the local level?</i> ) - at the political level (as applicable) ( <i>what will be the structural impact of the project, e.g. will it lead to better laws, codes of conduct, methods, etc?</i> ) - from an environmental point of view (as applicable) ( <i>will the project have a positive/negative impact on the environment?</i> )	5
<b>4. Budget cost effectiveness of the project</b>	<b>/20</b>
4.1 Are the activities properly reflected in the budget?	10
4.2 Is there a satisfactory relationship between the estimated costs and anticipated results?	10
<b>Maximum total score</b>	<b>100</b>

### **Provisional selection**

After evaluation, a table will be produced of all the applications classified by score. The applications that have obtained the best scores will be provisionally selected until the budget for the call for projects has been exhausted. A reserve list will also be produced using the same criteria. This list will be exploited if more funds become available during the period of validity.

### **2.4 Submission of supporting documents for provisionally selected applications**

Lead applicants whose applications have been provisionally selected or included on the reserve list will be notified in writing by Expertise France. They will be asked to provide the following documents to enable Expertise France to verify their eligibility and, as applicable, that of their partner(s)<sup>6</sup>:

1. An external audit report produced by an approved auditor, certifying the accounts of the lead applicant for the last available financial year where the total amount of the grant is above EUR 750,000 (EUR 100,000 for operating grants). The partners, if any, are not required to submit an external audit report.

This obligation does not apply to public bodies, international organisations, or secondary or higher education institutions.

2. A copy of the lead applicant's most recent financial statements (income statement and balance sheet for the last financial year)<sup>7</sup>. The partners, if any, are not required to submit a copy of their financial statements;
3. The financial identity information sheet (see Annex D of the Rules) duly completed and signed by each applicant (i.e. the lead applicant and its partners, as applicable), accompanied by the requested supporting documentation;
4. A capacity description sheet for the lead applicant (not partners) in accordance with the model attached in Annex E of these Rules, certified by the bank where the payments are to be made.

The documents must be provided in the form of originals, photocopies or scans (showing the company stamps, signatures and dates).

Where such documents are not written in French, English Spanish, a translation into one of the language(s) of the call for projects of the document's pertinent parties proving the eligibility of the lead applicant and, as applicable, of the partners, must be enclosed to enable the application to be analysed.

When these documents are written in a language other than that of the call for projects, it is **strongly** recommended for evaluation purposes to provide a translation in English of the document's pertinent parties proving the eligibility of the lead applicant and, as applicable, of the partners.

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<sup>6</sup>No supporting documentation will be required for grant applications not exceeding EUR 40,000.

<sup>7</sup>This obligation does not apply to individuals who have been awarded a scholarship or who are in greatest need of direct assistance. Public entities and international organisations are likewise exempt. This also does not apply when the accounts, in practice, are the same documents as the external audit report already provided under 2.4.2.



If the aforementioned supporting documentation is not provided before the deadline specified in the request for submission of supporting documentation issued by Expertise France to the lead applicant, the request may be rejected.

After verification of the supporting documentation, the evaluation committee will make a final recommendation to the Managing Director of Expertise France or the latter's delegated representative, who will decide on the awarding of grants.

## **2.5 Notification of the Expertise France decision**

### **Content of the decision**

Lead applicants will be advised in writing of Expertise France's decision regarding their applications and, if rejected, the reasons for the negative decision.

Should an applicant believe they are the victim of an error or irregularity committed during a call for projects procedure, they must refer the matter directly to Expertise France. Expertise France must issue a response within 30 days of receiving the complaint. Furthermore, if the response from Expertise France is unsatisfactory to the applicant, within two months following notification of their decision, said applicant may lodge an appeal with the Registrar of the Paris Administrative Court, 7 rue de Jouy, 75004 Paris, France - <http://paris.tribunal-administratif.fr/>.

### **Indicative timetable**

	<b>DATE</b>	<b>TIME</b>
<b>1. Information meeting (if required)</b>	04/07/2022	3 P.M CET
<b>2. Deadline clarification requests issued to Expertise France</b>	11/07/2022	6 pm CET
<b>3. Last date on which clarifications are given by Expertise France</b>	22/07/2022	6 pm CET
<b>4. Submission deadline for applications</b>	03/08/2022	2 pm CET
<b>5. Notification of lead applicants regarding opening, administrative verifications, eligibility (Stage 1) and evaluation of full applications (Stage 3)</b>	31/08/2022	-
<b>8. Notification of award</b>	15/09/2022	-
<b>9. Signing of the contract</b>	30/09/2022	-

All times are in the local time of Expertise France.

This indicative timetable provides provisional dates (except for dates 2, 3 and 4) and may be modified by Expertise France during the procedure. The applicants shall be duly informed in the event of a change to the deadlines.

## 2.6 Conditions for implementation after a decision by Expertise France to award a grant

Following a decision to award a grant, the beneficiaries will be offered a contract based on the model grant contract (Annex F to these Rules). By signing the application form (Annex A of the Rules), applicants accept the contractual terms set out in the model grant contract in the event that a grant is awarded.

Where implementation of a project requires the beneficiary and, as applicable, its partners to place contracts, such contracts must be placed in accordance with Annex IV of the model grant contract.

## 2.7 Personal data protection and confidentiality

Expertise France undertakes to comply with the regulations in force applicable to the processing of personal data and, in particular, Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 applicable as of 25 May 2018.

### ***Identity and contact details of the Data Controller and its representative:***

Expertise France

40 Boulevard de Port Royal

75005 Paris, France

Represented by its CEO,

Operational Data Controller:

The Information Systems Department represented by its Director

### ***Contact details of the personal data protection officer:***

[informatique.libertes@expertisefrance.fr](mailto:informatique.libertes@expertisefrance.fr)

The legal grounds justifying the data processing correspond to sections c) and e) of Article 6.1 of the GDPR, namely that:

- Processing is necessary to comply with a legal obligation to which Expertise France is subject;
- Processing is necessary for the performance of a mission carried out in the public interest or in the exercise of the public authority vested in Expertise France;

The purposes of the processing are:

- The management and monitoring of this call for projects,
- Managing and monitoring of the award of the grant that is the subject of the call for projects.

The recipients or category of recipients of personal data are exclusively the authorised staff of the contracting authority, ministries, and State operators charged with the signing and performing of the contract, as well as the service providers assisting them in their activities.

Retention period: these data are stored throughout the period during which the contract is signed and performed, as well as for the duration of administrative usefulness (DUA) applicable to the contract.

In accordance with the provisions of Articles 15 to 21 of the GDPR, persons whose personal data are collected have a right of access, rectification and erasure of this information concerning them. They also have a right to restrict processing and to oppose this processing on legitimate grounds. Information rights and any other right of the persons affected by the processing implemented may be exercised with the Expertise France Data Protection Officer.

Individuals whose personal data are collected in connection with the present procedure have the right to lodge a complaint with the French Data Protection Authority (CNIL).

Expertise France undertakes to guarantee the confidentiality of the proposals sent to it and to ensure the security and storage of these proposals.

### 3. LIST OF ANNEXES

#### DOCUMENTS TO BE COMPLETED

Annex A: Grant Application Form (Word format)

Annex B: Budget (Excel format)

Annex C: Description of Action (and logical framework)

Annex D: Financial identification sheet

Annex E: Form setting out the financial and organisational capacities of the applicant

#### INFORMATION DOCUMENTS<sup>8</sup>

Annex F:            Model grant contract

Annex II:	General Terms and Conditions
Annex III:	Budget (Annex B to this document)
Annex IV:	Rules applicable to procurement contracts
Annex V:	Letter for submission of reports and payment requests
Annex VI:	Model narrative and financial report
Annex VII:	Transfer of ownership of assets
Annex VIII:	Integrity commitment

Annex G:            Daily allowance rates (per diem), available at:  
[http://ec.europa.eu/europeaid/funding/about-procurement-contracts/procedures-and-practical-guide-prag/diems\\_en](http://ec.europa.eu/europeaid/funding/about-procurement-contracts/procedures-and-practical-guide-prag/diems_en) (all necessary information is available via the link, publication of the annex is optional)

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<sup>8</sup> These documents should also be published by Expertise France.