



**Contracting Authority:** Italian Agency for Development Cooperation  
Nairobi Office

Food distribution in Democratic Republic of Congo

**Guidelines for grant applicants**

Budget line(s):

Resolution n. 62, 14 December 2017

AID 11336

Emergency program "Maternal and child health, hygiene and protection of the most vulnerable victims of the crisis in DRC".

Reference:

Law 125 August 11, 2014, Decree 197 November 2, 2017, EU PRAG

Deadline for submission of full application:

**9/9/2021 at 12:00 (Nairobi date and time)**

## NOTICE

This is an open call for proposals financed by AICS Nairobi. To apply to this call for proposals, organisations must submit their application to [segreteria.nairobi@aics.gov.it](mailto:segreteria.nairobi@aics.gov.it)

# Table of contents

<b>1. FOOD DISTRIBUTION IN DEMOCRATIC REPUBLIC OF CONGO</b>	
1.1. Background.....	4
1.2. Objectives of the programme and priority issues .....	4
1.3. Financial allocation provided by the contracting authority .....	5
<b>2. RULES FOR THIS CALL FOR PROPOSALS</b>	<b>6</b>
2.1.1. Eligibility of applicants (i.e. lead applicant and co-applicant(s)).....	7
2.1.2. Affiliated entities.....	8
2.1.3. Associates and contractors .....	9
2.1.4. Eligible actions: actions for which an application may be made.....	10
2.1.5. Eligibility of costs: costs that can be included .....	11
2.2. How to apply and the procedures to follow .....	13
2.2.1. Application forms.....	13
2.2.2. Where and how to send applications .....	13
2.2.3. Deadline for submission of applications .....	13
2.2.4. Further information about applications .....	14
2.3. Evaluation and selection of applications .....	14
2.4. Submission of supporting documents for provisionally selected applications .....	18
2.5. Notification of the Contracting Authority's decision .....	18
2.5.1. Content of the decision.....	18
2.5.2. Indicative timetable.....	18
2.6. Conditions for implementation after the contracting authority's decision to award a grant.....	19
<b>3. LIST OF ANNEXES</b>	<b>20</b>

## INTRODUCTION

The program "Maternal and child health, hygiene and protection of the most vulnerable victims of the crisis in DRC" (AID 11336), have been approved by the Deputy Minister of Foreign Affairs and International Cooperation by Resolution No. 62 of 14.12.2017.

A first Call for Proposal (AID 11336) for OSC projects was awarded in November 2020 for a total of €868,464. In light of the new needs caused by the COVID-19 pandemic and the food insecurity in DRC (WFP states 2/3 of the population in DRC is chronically malnourished), the remaining available funds from AID 11336 will be allocated through a Grant with amount of 32. 000 euros for projects in contrast to the malnutrition in Kinshasa.

The person in charge of the procedure is Mr. Davide Bonechi (program officer), the director of AICS Nairobi is Mr. Fabio Melloni, territorially competent also for DRC. The official language of this comparative procedure is English.

### 1.1. BACKGROUND

The Democratic Republic of Congo is the 5th most fragile country in the world: the United Nations estimates that around 13 million people are in need of immediate assistance. Food insecurity continues to increase in the country, with 21.8 million people suffering at acute level. Access to food is becoming increasingly difficult for the majority of the population (WFP estimates that 5 million children are severely malnourished). The food crisis in DRC is the second most serious in the world after Yemen and remains a humanitarian priority for major international organizations. The last Ebola outbreak in 2018/2020 and the current Covid 19 outbreak have exacerbated this crisis situation, especially for women and children marginalized in urban areas.

Food and nutrition crisis have been recurrent in the history of DRC and the population has always been vulnerable to shocks and external events. Consensus exists over the immediate causes of malnutrition and food insecurity in DRC, which include poverty, illiteracy, low availability of clean water supplies, low levels of breastfeeding and dependence on imported grain as a staple.

The internal conflict acute the food and nutrition security in all country but overall in East border and in Kinshasa, with absent resilience to economic shocks and since the escalation of conflict, DRC is facing a major humanitarian crisis. In 2020, the country experienced the worst food crisis with 21.8 million people facing acute food insecurity.

The DRC is among the countries in the world with the lowest human development index (179th out of 189 - UNDP, 201921), with more than 80% of the population surviving below the absolute poverty line. According to data published by Unicef's statistics center, around 15 out of every 100 children do not make it past the age of 5, 1 in 10 dies within the first year of life. Men's life expectancy does not reach 60 years (WHO), only 60% of the adult population is reportedly literate, while there are no official data on the primary schooling rate of children.

Despite the lack of systematic sex disaggregated data collection, there are evidence that acute malnutrition among young children and mothers in DRC has increased in the last years by high rates of disease, such as diarrhea, respiratory tract infections and cholera, and rising rates of food insecurity.

Given the serious nutritional crisis identified in the capital Kinshasa, the Nairobi AICS launch this Call for Proposal, through the PRAG procedure, with the aim to improve the food security in Kinshasa in favor of the extremely vulnerable people.

Food Security is one of the areas of greatest need in DRC. Over 70% of the population is living below the poverty line and the situation worsened dramatically following the COVID-19 pandemic,

which led to higher food prices, reduced income opportunities and a consequent economic decline of households, with a negative impact especially in the metropolitan area of the capital where over 17 million people live.

The fragility of agricultural production in the country, dependence on food imports from neighboring countries, inaccessibility to local markets and soaring prices - together with other phenomena of a mainly anthropogenic nature - have a decisive impact on the already fragile food security first in the capital city Kinshasa.

According to the Integrated Food Security Phase Classification data, of the 66.6 million people analyzed in the Democratic Republic of Congo, 19.6 million (29%) are facing a severe food insecurity crisis, classified in IPC Phase 3 (crisis) of which 5.7 million are classified in IPC Phase 4 (emergency). The capital Kinshasa is classified as a food emergency zone (CPI 4) (along with North Kivu and other critical areas of the country).

The Italian Cooperation has been present in DRC for many years and, more recently, through different emergency interventions. This initiative is coherent with the first call (AID 11336) carried out in 2020 (projects are still ongoing) and with the objectives and goals of the humanitarian aid projects carried out between 2010 and 2020 by the Italian Cooperation: AID 9446, AID 10462, AID 11771, AID 11769, AID 11370 in the sectors of health, protection, education, wash, environment, agriculture and food security.

This call is also in line with the 2021 Food Systems Summit organized by the UN, as well as with the Sendai Framework for Disaster Risk Reduction 2015-2030. T

The call responds to the needs listed in the programmatic document of the Italian Cooperation "Three-year programming and policy document 2019-2021" which describes the modalities of intervention and direction of humanitarian aid initiatives and highlights the importance of strengthening food security in partner countries to ensure the transition from emergency to post-emergency phase.

## **1.2. OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES**

The global objective of this grant Emergency Call for Proposal is to contribute to improving food security in DRC.

The specific objective(s) of this call for proposals is to implement at local level in Kinshasa city the distribution of food

The Expected Outcome foresees to have "Reduced food insecurity through the distribution of food and nutrients for the extremely vulnerable groups in the capital city of Kinshasa".

The Activities foreseen to achieve the Expected Outcome are as follows:

- 1.1 Supporting food security through in-kind distribution actions at individual or household level or target center of food with high nutritional value.
- 1.2 Contrast the nutritional deficiencies through the distribution of supplementary foods (supplements, special foods for malnourished children).

The totality of the grant shall directly address to the main purpose of this call: the food distribution (without complementary cost).

With the eligible cost are not allowed cover human resources, travel, local office, other costs services, others.

The direct beneficiaries should be people in need, with health fragility (as children, pregnant women or people with treatment of HIV-AIDS, chronic diseases such as hypertension, diabetes and other chronic-degenerative diseases, people below BMI 18.5) receiving a monthly food pack per 9 months.

The identification of direct beneficiaries should be provided through disaggregated data by target groups (target groups can be identified according to gender, age, type of disability, vulnerability, etc.).

Proposals must include appropriate and measurable outcome and impact indicators based on baseline data collected or validated by the proposing organizations and related to the target group(s) foreseen for each expected result. Indicators should be in line with the S.M.A.R.T. approach (i.e. specific, measurable, achievable, relevant, time-bound indicators) or other conventionally recognized approaches.

Cross-cutting themes:

**GENDER AND DISABILITY:** Gender and disability issues are one of the cornerstones of the interventions of the Italian Cooperation.

In line with the last AICS 3 Year Planning Document (2019-2021), gender will be prioritized with reference to emergency contexts by ensuring that specific Gender Equality Markers are met in a meaningful way, i.e. that a preliminary gender analysis is carried out and that this approach is reflected in the definition of clear activities and indicators, as well as in a determined budget allocation.

Furthermore, as stated in the "Guidelines for Disability and Social Inclusion in Cooperation Interventions 2018", the promotion of the rights of vulnerable groups and their protection, especially of disabled people, is crucial for the intervention of the Italian Cooperation.

### **Financial allocation provided by the contracting authority**

The overall indicative amount made available under this call for proposals is EUR 32.000 and it finances the entire cost of the action. No co-financing has requested. The contracting authority reserves the right not to award all available funds.

### **Size of grants**

Any grant requested under this call for proposals must fall within the following maximum amount:

maximum amount: EUR 32.000

## **2. RULES FOR THIS CALL FOR PROPOSALS**

These guidelines set out the rules for the submission, selection and implementation of the actions financed under this call, in conformity with the practical guide, which is applicable to the present call, as rules in Decree 192, Nov. 2, 2017 and Law 125, Aug. 11, 2014.

## **2.1 ELEGIBILITY 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).

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

### **2.1.1 Eligibility of applicants (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 a non-governmental organisation and

be established in RDC 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 applicants may not participate in calls for proposals or be awarded grants if they are in any of the situations listed in Section 2.6.10.1 of the practical guide;

In Annex A.2 Section 5 (‘declaration(s) 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 co-applicant(s)

If awarded the grant contract, the lead applicant will become the beneficiary identified as the coordinator in Annex G (special conditions). 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 Annex A.2 Section 5. If awarded the grant contract, the co-applicant(s) (if any) will become beneficiary(ies) in the action (together with the coordinator).

(3) Applicants included in the lists of EU restrictive measures (see Section 2.4. of the PRAG) at the moment of the award decision cannot be awarded the contract<sup>1</sup>.

### **2.1.2 Affiliated entities**

Affiliated entity(ies)

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 applicants (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.

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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 applicants’ 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 applicants 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 Annex A.2 Section 5.

### **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 Annex A.2 Section 4 — ‘Associates participating in the action’.

- 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 may not exceed 9 months.

##### Sectors or themes

Food and Nutrition Security.

##### Location

Actions must take place in Kinshasa city, DRC.

##### Types of action

Actions should consist of impact, price value and coherent sets of activities with clearly defined objectives, target groups and tangible outcomes in line with the overall objective and specific objectives listed under section 1.2.

Actions will have nutrition indicators and seek to demonstrate nutrition outcomes / impact. The log frame of the Action will contain the baseline, targets and verification means of such indicators.

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;

##### Types of activity

List of potential activities (non-exhaustive) foreseen under this Call for Proposals:

Distribution of food and nutrients

Increasing nutrition sensitive awareness and shifting social and behavioural norms in the communities (improving child feeding and caring practices, ensuring access and utilisation of essential maternal and child health and nutrition services, access to clean water etc...);

#### **Financial support to third parties**

Applicants may not propose financial support to third parties.

## Visibility

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

Applicants must comply with the objectives and priorities and guarantee the visibility of the AICS financing (see the Linee guida di comunicazione e identità visiva published at this link [Linee-guida-comunicazione\\_e-identita-vis.pdf](#) (aics.gov.it))

## Number of applications and grants per applicants / affiliated entities

The lead applicant may not submit more than 1 application under this call for proposals.

The lead applicant may not be awarded more than 1 grant under this call for proposals.

The lead applicant may not be a co-applicant or an affiliated entity in another application at the same time.

A co-applicant/affiliated entity may 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**

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);

#### 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 of the guidelines).

#### Eligible indirect costs

The indirect costs incurred in carrying out the action is maximum 7%.

#### Contributions in kind

Contributions in kind is not requested.

#### 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

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;

## **Ethics clauses and Code of Conduct**

### Absence of conflict of interest

The applicant must not be affected by any conflict of interest and must have no equivalent relation in that respect with other applicants or parties involved in the actions. Any attempt by an applicant to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or the contracting authority during the process of examining, clarifying, evaluating and comparing applications will lead to the rejection of its application and may result in administrative penalties according to the Financial Regulation in force.

### Respect for human rights as well as environmental legislation and core labour standards

The applicant and its staff must comply with human rights. In particular and in accordance with the applicable act, applicants who have been awarded contracts must comply with the environmental legislation including multilateral environmental agreements, and with the core labour standards as applicable and as defined in the relevant International Labour Organisation conventions (such as the conventions on freedom of association and collective bargaining; elimination of forced and compulsory labour; abolition of child labour).

### Zero tolerance for sexual exploitation, abuse and harassment:

The AICS applies a policy of 'zero tolerance' in relation to all wrongful conduct which has an impact on the professional credibility of the applicant.

Physical abuse or punishment, or threats of physical abuse, sexual abuse or exploitation, harassment and verbal abuse, as well as other forms of intimidation shall be prohibited.

### Anti-corruption and anti-bribery

The applicant shall comply with all applicable laws and regulations and codes relating to anti-bribery and anti-corruption. The AICS reserves the right to suspend or cancel project financing if corrupt practices of any kind are discovered at any stage of the award process or during the execution of a contract and if the contracting authority fails to take all appropriate measures to remedy the situation. For the purposes of this provision, 'corrupt practices' are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or execution of a contract already concluded with the contracting authority.

### Unusual commercial expenses

Applications will be rejected or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a payee who is not clearly identified or commissions paid to a company which has every appearance of being a front company.

Grant's beneficiaries found to have paid unusual commercial expenses on projects funded by the AICS are liable, depending on the seriousness of the facts observed, to have their contracts terminated.

### Breach of obligations, irregularities or fraud

The contracting authority reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to substantial breach of obligations, irregularities or fraud. If substantial breach of obligations, irregularities or fraud are discovered after the award of the contract, the contracting authority may refrain from concluding the contract.

## **2.2 HOW TO APPLY AND THE PROCEDURES TO FOLLOW**

To apply for this call for proposals, lead applicants need to:

Send all the documents requested attached to this Call for Proposals to [Segreteria.nairobi@aics.gov.it](mailto:Segreteria.nairobi@aics.gov.it).

### **2.2.1 Application forms**

Applications must be submitted in accordance with the instructions on the full applications in the grant application form annexed to these guidelines (Annex A).

Applicants must apply in English.

Clarifications will only be requested when the 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 grant application form and the published annexes which have to be filled in (budget, logical framework) will be evaluated. It is therefore of utmost importance that these documents contain all the relevant information concerning the action.

No additional annexes should be sent.

### **2.2.2 Where and how to send applications**

#### **Mail submission:**

Applications must be submitted via mail at [segreteria.nairobi@aics.gov.it](mailto:segreteria.nairobi@aics.gov.it)

**Please note that incomplete applications may be rejected. Lead applicants are advised to verify that their application is complete using the checklist (Annexes A.1 and A.2, Instructions).**

### **2.2.3 Deadline for submission of applications**

The deadline for the submission of applications is 9/09/2021 at 12:00 (Nairobi date and time). The lead applicant is strongly advised not to wait until the last day to submit its application, since heavy Internet traffic or a fault with the Internet connection (including electricity failure, etc.) could lead to difficulties in submission. The Contacting Authority cannot be held responsible for any delay due to such afore-mentioned difficulties.

Any application submitted after the deadline will be rejected.

#### **2.2.4 Further information about applications**

Questions may be sent by e-mail no later than 14 days before the deadline for the submission of the application to the address(es) below, indicating clearly the reference of the call for proposals:

E-mail address: [segreteria.nairobi@aics.gov.it](mailto:segreteria.nairobi@aics.gov.it)

The contracting authority has no obligation to provide clarifications to questions received after this date.

FAQ will be published in AICS Nairobi web page.

### **2.3 EVALUATION AND SELECTION OF APPLICATIONS**

Applications will be examined and evaluated by the contracting authority through a commission pointed by the Director of AICS Nairobi. All applications 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.

## STEP 1: EVALUATION OF THE FULL APPLICATION

The following will be assessed:

If the full application satisfies all the criteria specified in the checklist (Annex A.2, Instructions). 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

Section	Maximum Score
1. Financial and operational capacity	20
<u>1.1. Do the applicants and, if applicable, their affiliated entity(ies) have sufficient in-house experience of project management?</u>	5
<u>1.2. Do the applicants and, if applicable, their affiliated entity(ies) have sufficient technical in-house expertise (especially knowledge of the issues to be addressed)?</u>	5
<u>1.3. Do the applicants and, if applicable, their affiliated entity(ies) have sufficient management in-house capacity (including staff, equipment and ability to handle the budget for the action)?</u>	5
<u>1.4. Does the lead applicant have stable and sufficient sources of finance?</u>	5
2. Relevance of the action	20
2.1. How relevant is the proposal to the objectives and priorities of the call for proposals and to the specific themes/sectors/areas or any other specific requirement stated in the guidelines for applicants? Are the expected results of the action aligned with the priorities defined in the guidelines for applicants (section 1.2)?	5
2.2. How relevant is the proposal to the particular needs and constraints of the target country(ies), region(s) and/or relevant sectors (including synergy with other development initiatives and avoidance of duplication)?	5
2.3. How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs (as rights holders and/or duty bearers) and constraints been clearly defined and does the proposal address them appropriately? How many direct beneficiaries are involved in the project?	5
2.4. Does the proposal contain particular added-value elements (e.g. innovation, best practices)? [and the other additional elements indicated under 1.2. of the guidelines for applicants]	5
3. Design of the action	15
3.1. How coherent is the design of the action? Does the proposal indicate the expected results to be achieved by the action? Does the intervention logic explain the rationale to achieve the expected results? Are the activities proposed appropriate, practical, and consistent with the envisaged outputs and outcome(s)?	5
3.2. Does the proposal/Logical Framework include credible baseline, targets and sources of verification? If not, is a baseline study foreseen (and is the study budgeted appropriately in the proposal)?	5
3.3. Does the design reflect a robust analysis of the problems involved, and the capacities of the relevant stakeholders?	5
4. Implementation approach	15
4.1. Is the action plan for implementing the action clear and feasible? Is the timeline	5



realistic?	
4.2. Does the proposal include an effective and efficient monitoring system? Is there an evaluation planned (previous, during or/and at the end of the implementation)?	5
4.3. Is the co-applicant(s)'s and affiliated entity(ies)'s level of involvement and participation in the action satisfactory?	5
<b>5. Sustainability of the action</b>	<b>15</b>
5.1. Is the action likely to have a tangible impact on its target groups?	5
5.2. Is the action likely to have multiplier effects, including scope for replication, extension capitalisation on experience and knowledge sharing?	5
5.3. Are the expected results of the proposed action sustainable?- Financially (e.g. financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs)- Institutionally (will structures allow the results of the action to be sustained at the end of the action? Will there be local 'ownership' of the results of the action?)- At policy level (where applicable) (what will be the structural impact of the action — e.g. improved legislation, codes of conduct, methods) - Environmentally (if applicable) (will the action have a negative/positive environmental impact?)	5
<b>6. Budget and cost-effectiveness of the action</b>	<b>15</b>
6.1. Are the activities appropriately reflected in the budget?	5
6.2. Is the ratio between the estimated costs and the expected results satisfactory?	5x2**
<b>Maximum total score</b>	<b>100</b>

\*\* : this scores is multiplied by 2 because of its importance

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 4.3 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.

## STEP 2: VERIFICATION OF ELIGIBILITY OF THE APPLICANT AND AFFILIATED ENTITY (IES)

See point 2.4

### 2.4 SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED APPLICATIONS

No supporting document will be requested for applications for this grant (not exceeding EUR 60 000).

### 2.5 NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

#### 2.5.1 Content of the decision

The lead applicants will be informed in writing of the Contracting Authority's decision concerning their application and, if rejected, the reasons for the negative decision. This letter will be sent by e-mail.

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 (if any)	N/A	N/A
2. Deadline for requesting any clarifications from the contracting authority	26 August 2021	12h00 Nairobi time
3. Last date on which clarifications are issued by the contracting authority	2 September 2021	12h00 Nairobi time
4. Deadline for submission of applications	9 September 2021	12h00 Nairobi time
5. Information to lead applicants on opening, administrative checks (Step 1)	September 2021 Indicative	-
6. Information to lead applicants on the evaluation of the full applications (Step 2)	XX September 2021 Indicative	-
7. Notification of award (after the eligibility check) (Step 3)	September 2021 Indicative	-

8. Contract signature	September 2021	-
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All times are in the time zone of the country of the contracting authority.

This indicative timetable refers to provisional dates (except for dates 2, 3, and 4) 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 applicants agree, if awarded a grant, to accept the contractual conditions of the standard grant contract. Where the coordinator is an organization whose pillars have been positively assessed, it will sign a contribution agreement based on the contribution agreement template. In this case references to provisions of the standard grant contract and its annexes shall not apply. References in these guidelines to the grant contract shall be understood as references to the relevant provisions of the contribution agreement.

### **2.6.1 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.

In this context, a distinction should be made between awarding implementation contracts and subcontracting parts of the action described in the proposal, i.e. the description of the action annexed to the grant contract, such subcontracting being subject to additional restrictions (see the general terms and conditions in the model grant contract).

**Awarding implementation contracts:** implementation contracts relate to the acquisition by beneficiaries of routine services and/or necessary goods and equipment as part of their project management; they do not cover any outsourcing of tasks forming part of the action that are described in the proposal, i.e. in the description of the action annexed to the grant contract.

**Subcontracting:** Subcontracting is the implementation, by a third party with which one or more beneficiaries have concluded a procurement contract, of specific tasks forming part of the action as described in annex to the grant contract (see also the general terms and conditions in the model grant contract).

## **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 sheet
- Annex E: Financial identification form

### DOCUMENTS FOR INFORMATION

- 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 VIII: Finance Guarantee
- Annex IX: standard template for transfer of ownership of assets
- Annex J: information on the tax regime applicable to grant contracts signed under the call.

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