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|  | **Call for EXPRESSIONs OF INTEREST FOR A FRAMEWORK AGREEMENT FOR AWARDING GRANTS** |
|  | |
|  | **Programme name:** **SHABAKE II** |
|  | |
|  | **OBJECT of the framework agreement:**  MULTI-AWARDED FRAMEWORK AGREEMENT IN THE CONTEXT OF rAPID RESPONSE MECHANISM FOR THE CRISIS IN LEBANON |
|  | |
|  | **Available AMOUNT of the FRAMEWORK AGREEMENT:**  **€ 714,286 / 765,714 USD\*** |
|  | |
|  | **Financial sizing of grants:**  *Minimum grant amount: $ 50,000*  *Maximum grant amount:* *$ 100,000 (single applications) / $ 150,000 (consortium applications)* |

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| --- | --- |
|  | **Date, time and location of the call for projects information meetings:**  **PLEASE REFER TO THE INDICATIVE TABLE ON PAGE 25** |
|  |  |
|  | **TIME AND DATE LIMIT FOR THE SUBMISSION OF THE documentation: 24/06/2024 at 11:00 (Paris time) / 12:00 (Beirut Time)** |

Introduction

This is a multi-awarded open call for applications for the implementation of the activities selected in the framework of the SHABAKE II project. Initially, the selection of applications will be made on the basis of the eligibility and selection criteria mentioned in these rules. The selected candidates will be designated as partners of the multi award framework agreement.

The eligibility to apply to this call for interest will be verified based on the requirements and supporting documents mentioned in this document requested by Expertise France.

In the second phase, the partners of the framework agreement will be invited at regular intervals to present project proposals on issues related to the emergency mechanism.

Contents

1. shabake 2 Project’s presentation 5

1.1 Context 5

1.2 Program objectives and priorities 5

1.3 Total amount of financial support made available by Expertise France 7

2. Rules applicable to this call for expressions of interest 8

2.1 Eligibility criteria 8

2.1.1 Eligibility of the applicant 8

2.2 Presentation of the application and procedures to be followed 8

2.3 Contents of the application 8

2.3.1 Where and how to apply for the roster 9

2.3.2 Deadline for submission 10

2.3.3 Other information concerning the application 10

2.4 Evaluation and selection 10

2.5 STAGE 1: VERIFICATION OF THE ELIGIBILITY OF APPLICANTS 10

2.6 Evaluation of Roster applications 11

2.7 Submission of supporting documents to complete application form 11

2.8 Notification of Expertise France’s decision 13

3. STAGE 2: Rules applicable to The call for Proposal after roster creation 14

3.1 Eligibility criteria 14

3.2 Presentation of the application and procedures to be followed 15

3.3 Contents of the application (when invited to apply) 15

3.3.1 Where and how must the application be sent? 16

3.3.2 Deadline for submission 16

3.3.3 Other information concerning the application 16

3.4 Evaluation and selection 16

3.5 STAGE 2 CRITERIA: EVALUATION OF PROPOSALS AS PART OF THE ROSTER 17

3.6 Submission of supporting documents for selected applications 18

3.7 Notification of the Expertise France decision 18

3.7.3 Conditions for implementation after a decision by Expertise France to award a grant 19

3.7.4 Personal data protection and confidentiality 19

4. List of annexes 21

# shabake 2 Project’s presentation

## Context

The multiple crises that have impacted Lebanon for several years have led to a serious deterioration in the standard of living of the population and increased the risks of economic, social and political instability in the country. With the onset of the Syrian crisis in March 2011, over one million people had to seek refuge in Lebanon. This influx of refugees has had significant human, social, economic and political repercussions and has weakened the structures of assistance to fragile populations. The last two years have been marked by the collapse of the economy, the October 2019 protests, the COVID-19 pandemic and the Beirut Port blast. **Lebanon constitutes a unique case as a host country, further facing the devastating impact of the unprecedented economic, financial, social and health crises of the last two years**.

Local NGOs play an essential role in crisis contexts in Lebanon, through their proximity to the most vulnerable populations and their presence in the most affected areas of the country. Their activities contribute to improving access to basic services in a context of saturation of public services. They also play a key role in strengthening social cohesion with the growing risk of community tensions. Promoting their role and strengthening their capacities remains a major lever for the sustainability of crisis response actions in the country and has been representing a key objective for the SHABAKE project implemented in Lebanon by Expertise France since 2019.

The second phase of the project, “SHABAKE 2” pursues the same aims regarding building the capacities of local NGOs to respond to the series of crises affecting Lebanon, based on three components. One of the components, **the rapid response component**, funded by the Crisis and Support Centre (CDCS) of the French Ministry for Europe and Foreign Affairs (MEAE), is included in the SHABAKE 2 project in order to allow local NGOs to implement early recovery projects and respond to emergencies through accessing grants for implementing early recovery projects.

For a lasting impact, the SHABAKE project will particularly promote (i) NGOs’ collaboration with municipalities and (ii) overarching cooperation among technically-sound NGOs to ensure better learning and dialogue on ways for reducing vulnerabilities, upon the implementation of the emergency response projects.

## Program objectives and priorities

**The overall objective of the SHABAKE 2 project** covered by this call for projects is to support social cohesion, peace and stability and promote gender equality by engaging civil society organizations to play a vital role in crisis management and to provide sustainable support to vulnerable host communities and Syrian refugees.

**The specific objective of this Call for Interest is to complete a roster of Lebanese non-governmental organizations (NGOs) capable to implement emergency response projects through a rapid response mechanism (RRM).**

The sectors covered by this rapid response mechanism fall under the “early recovery” thematic. Following the UNDP definition of early recovery, “it is an integrated, inclusive, and coordinated approach to gradually turn the dividends of humanitarian action into sustainable crisis recovery, resilience building and development opportunities”[[1]](#footnote-1).

The partnership, between EF and NGOs, will cover sectors complementary to humanitarian approaches aiming to provide immediate relief with medium-term sustainability.

**The call for interest aims to form a list of eligible organisations able to implement projects answering to a crisis, called “Rapid Response Mechanism” (RRM).**

The establishment of the mechanism aims to allow a fast procedural process in terms of contract signature and intervention implementation.

The RRM is composed of two types of response system, allowing to answer different type of crisis: the protracted crisis, and newly arising emergencies.

1. The mechanism for protracted crisis covers responses to the economic and governance crisis, including interventions to cover growing and ongoing needs resulting from the economic collapse, job market strains and livelihood, basic needs and services provision, unmet blast recovery needs etc. Applications are accepted on a **rolling monthly basis**, and will be reviewed and selected each month.
2. Newly arising emergencies: upon the rise of new emergencies, the donor will be able to give orientations to convey the funding towards a specific sector. This could include the follow-up of emergencies such as explosion, localised conflicts, war, political-related crisis (elections related emergencies, localised violence, etc.), damages to infrastructures, etc. The roster will be made aware of the possibility of sending specific applications for those newly arising emergencies. Applications will be accepted, reviewed and selected on a rolling basis.

Inclusion into the component 3 of Shabake 2 project:

The NGOs who are later selected to receive a grant will be involved in Component 3 activities of Shabake 2, especially in the aid localization promotion and within the Communities of Practices. The objective is to facilitate the coordination and exchange of good practices among the rapid response mechanism grantees, and with the other NGOs implementing a grant awarded through SHABAKE 2 project.

**Types of Grants:**

* grants for action.
  + Through this type of grant, the organization should detail all activities pertaining to the implementation of the response to the crises. This type of grant is an implementing commitment – Full assessments cannot be carried out under this grant.

**Duration**

The planned initial duration of a project may not be less than 3 months or exceed 6 months.

**Sectors or themes**

The sectors covered by the implemented grants could include, but not limited to:

* Food security
* Support to income generation activities: Micro and Small and Medium Enterprise (MSME), rehabilitation, refurbishment or financial support, TVET and small grants, support for agricultural services and inputs, cash for work, etc.
* Improving the access to basic services: rehabilitation of small infrastructures in communities, shelter, business assets and equipment, water/irrigation/electricity facilities, schools), debris management, etc.
* Social protection

Several crosscutting principles will be considered for all projects: gender, environment, local approach.

All applicants must adhere to transparency, accountability and a do no harm approach.

**Geographical coverage**

Projects must be implemented in one of the 9 governorates of Lebanon: Akkar, Baalbeck-Hermel, Beirut, Bekaa, Mount Lebanon, North Lebanon, Nabatiyeh, Keserwan-Jbeil and South Lebanon.

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

The indicative total amount made available under this call for projects is € 714,286 / 765,714 USD\*.

**\****inforeuro rates in force in May 2024*

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: USD 50,000

maximum amount (for single applications): USD 100,000

maximum amount (for consortium applications): USD 150,000

**Co-financing percentage**

The grant covers all eligible costs of the project.

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

minimum percentage: 50 % of the project's total eligible costs

maximum percentage: 100 % of the project’s total eligible costs

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 Agence Française de Développement or the Expertise France budget.

In case of co-financing:

* The applicant should clearly present the source of financing of the difference between the expenses.
* The applicant should seek the approval of Expertise France if the balance (i.e. the difference between the total cost of the project and the amount requested from Expertise France), is financed by Agence Française de Développement and/or Expertise France through other projects.

# Rules applicable to this call for expressions of interest

This document defines the rules applicable to the submission and verification of eligibility of applicants who will be selected for contracting under the framework agreement.

## Eligibility criteria

There is one set of eligibility criteria, relating to the organization applying to the roster of the RRM which applies to all parties involved

NGOs/CSOs interested in applying for this call for interest should send in the documents.

The eligibility of the applicant will be assessed according to the criteria set in section 2.1.1

2.1.1 Eligibility of the applicant

In order to be eligible to the framework agreement, the applicant must meet the following conditions:

* be a legal entity
* be a legal **local non-governmental organization** registered in the Ministry of Interior or be a legal local **non-profit civil society organization**, registered towards the First Instance Court in Beirut.
* Have demonstrated project implementation experience in emergency response/recovery for at least two to five years
* be directly responsible for the preparation and management of the project

In addition to having verified the conditions listed above, need to meet either of the following conditions to be eligible to the framework agreement:

* **Either** having a minimum average of yearly budget of 250,000 USD for the past three years and a maximum average of yearly budget of 700,000 USD for the past three years;
* **Or** having a significant operational presence in the South of Lebanon, demonstrated by the completion of at least 4 early recovery response projects implemented in the South governorate or in Nabatiyeh governorate.

## Presentation of the application and procedures to be followed

A list of eligible partners will be added to the existing RRM roster. The participants will then be invited to submit proposals answering to crisis and emergencies. The process for evaluating and selecting the proposal will be described later in this guideline and will be later defined when inviting applicants to apply.

Following the expansion of the RRM roster, the RRM funding window will be open for an initial period of 12 months, with a possibility of renewal after this period.

## Contents of the application

Applicants must submit their application in English.

The application will be formed of the following documents:

* Application Form (Annex I)
* A copy of the organization’s registration documents.
* A copy of the most recent board members declaration from the Ministry of Interior and their Passports for local non-governmental organizations. The copy of this document should be dated to within the previous 6 months or beginning of 2023 the latest.
* A copy of the most recent board members declaration from the First Instance Court in Beirut and their Passports for local non-profit civil society organizations. The copy of this document should be dated to within the previous 6 months or beginning of 2023 the latest.
* A Safety assessment form (Annex XI)
* A copy of the Passports of the Executive Director or equivalent.
* A copy of the organization’s registration documents in the Ministry of Finance, if applicable.
* A copy of the lead’s applicants 3 years audit reports showing their financial statements. The audit report should be carried out by an external third-party certified audit firm/auditor for the last three years. The audit reports should be in USD, or stating the rate whenever it is otherwise. Please note that reports submitted to the Ministry of Interior and to Ministry of Finance serve as a supporting document (Those documents are not official third-party audit reports), yet the presence of a validated Audit report from a third party is a must. Reports produced internally by the organization do not count as an audit report. The audit should show the applicants most recent financial statements (income statement and balance sheet for the provided years).
* The financial identity information sheet (see Annex III-A 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.
* A capacity description sheet for the lead in accordance with the model attached.
* A copy of Sworn Statement on exclusion criteria, signed and stamped by the authorized representative of the entity (Annex IX).
* A copy of the Integrity commitment, signed and stamped by the authorized representative of the entity (Annex X).
* A copy of the Legal Identity Form signed and stamped by the authorized representative of the entity (Annex XII).
* A copy of the VAT/ VAT exemption official documents, if applicable.
* A copy of the lead applicant’s most recent financial statements (income statement and balance sheet for the last financial year) . The partners, if any, are not required to submit a copy of their financial statements.
* A copy of their annual reports (for at least the last two years) if available, highlighting all emergency rapid response expertise.
* When applicable (provided operational presence in the South), letter of completion from donors of project implemented in the South and Nabatiyeh governorates

2.3.1 Where and how to apply for the roster

The documents mentioned in section 2.3 must be submitted *via* PLACE platform: <https://www.marches-publics.gouv.fr>

**Applicants should use the checklist to ensure that their application is complete (Annex I, Part 3 entitled “Instructions and Checklist for call for Interest”. Incomplete applications may be rejected.**

2.3.2 Deadline for submission

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

Any application submitted after the deadline will be rejected.

2.3.3 Other information concerning the application

Several online information sessions will be organised for more information please refer to point 2.8.2 indicative timetable.

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

Address for submitting questions: <https://www.marches-publics.gouv.fr>

Expertise France is not obliged to provide clarification relating to any questions received after the date shown in the indicative timetable presented in point 2.8.2

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 the applicants, projects or specific activities.

## 2.4 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 Stage One Criteria section 2.6

If examination of the application reveals that the proposed project does not meet the eligibility criteria set out in 2.1 and 2.1.1, the application will be rejected on this basis alone.

## 2.5 STAGE 1: VERIFICATION OF THE ELIGIBILITY OF APPLICANTS

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 Evaluation of Roster applications section 2.6.

If examination of the application reveals that the proposed project does not meet the eligibility criteria set out in 2.1, the application will be rejected on this basis alone.

**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 for the application documents with all criteria specified in this call for interest. This examination also includes an assessment of the organization’s eligibility and criteria. . 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 based on the supporting documentation requested by Expertise France. Please refer to sections 2.1,2.1.1, 2.3

* Checks will be carried to ensure consistency between the information on the applicant’s declaration and the supporting documents provided. Any missing supporting documentation or inconsistency between the applicant’s declaration and the supporting documentation may lead to the rejection of the application on this basis alone.

## 2.6 Evaluation of Roster applications

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.

|  |  |  |
| --- | --- | --- |
| **1. RRM Roster selection criteria** | Sub-score |  |
| 1.1 To what extent does the NGO objective and purpose meets the objectives and priorities specified in the call for interest? | 5 |  |
| 1.2 Previous experience in Emergency response projects | 5 (\*2) |  |
| 1.3 Experience relevance to sectors and themes set forth in this call for interest/proposals | 5 |  |
| **TOTAL SCORE** |  | **20** |

Up to 5 organizations will be selected to be part of the RRM roster.

## 2.7 Submission of supporting documents to complete application form

Selected applicants will be notified in writing by Expertise France.

As a reminder the following supporting documents are required in the application (See section 2.3)

* Application Form (Annex I)
* A copy of the organization’s registration documents.
* A copy of the most recent board members declaration from the Ministry of Interior and their Passports for local non-governmental organizations. The copy of this document should be dated to within the previous 6 months or beginning of 2023 the latest.
* A copy of the most recent board members declaration from the First Instance Court in Beirut and their Passports for local non-profit civil society organizations. The copy of this document should be dated to within the previous 6 months or beginning of 2023 the latest.
* A Safety assessment form (Annex XI)
* A copy of the Passports of the Executive Director or equivalent.
* A copy of the organization’s registration documents in the Ministry of Finance, if applicable.
* A copy of the lead’s applicants 3 years audit reports showing their financial statements. The audit report should be carried out by an external third-party certified audit firm/auditor for the last three years. The audit reports should be in USD, or stating the rate whenever it is otherwise. Please note that reports submitted to the Ministry of Interior and to Ministry of Finance serve as a supporting document (Those documents are not official third-party audit reports), yet the presence of a validated Audit report from a third party is a must. Reports produced internally by the organization do not count as an audit report. The audit should show the applicants most recent financial statements (income statement and balance sheet for the provided years).
* The financial identity information sheet (see Annex III-A of the Rules) duly completed and signed by the applicant accompanied by the requested supporting documentation.
* A capacity description sheet for the applicant (not partners) in accordance with the model attached in Annex VIII of these Rules;
* A copy of Sworn Statement on exclusion criteria, signed and stamped by the authorized representative of the entity (Annex IX).
* A copy of the Integrity commitment, signed and stamped by the authorized representative of the entity (Annex X).
* A copy of the Legal Identity Form signed and stamped by the authorized representative of the entity (Annex XII).
* A copy of the VAT/ VAT exemption official documents, if applicable.
* A copy of the lead applicant’s most recent financial statements (income statement and balance sheet for the last financial year). The partners, if any, are not required to submit a copy of their financial statements.
* A copy of the annual reports (for at least the last two years) if available, highlighting all emergency rapid response expertise.
* When applicable (provided operational presence in the South), letter of completion from donors of project implemented in the South and Nabatiyeh governorates.

The previously requested 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 or English, a translation into English of the document’s pertinent parties proving the eligibility of applicant must be enclosed to enable the application to be analysed.

When these documents are written in a language other than English or French, it is **strongly** recommended for evaluation purposes to provide a translation in one of these languages of the document’s pertinent parties proving the eligibility of the applicant.

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 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 selection of organisation.

## 2.8 Notification of Expertise France’s decision

**2.8.1 Content of the decision**

Selected applicants will be advised in writing of Expertise France’s decision regarding their selection 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 Judicial Court, Tribunal de Paris, Parvis du Tribunal de Paris, 75 859 PARIS Cedex 17  
Téléphone : +33 1 44 32 51 51 - <https://www.tribunal-de-paris.justice.fr/75>

**2.8.2 Indicative timetable**

|  |  |  |
| --- | --- | --- |
|  | **DATE** | **TIME** |
| 1. **Information session meeting for interested candidates:**   **Link for registration:**  [**https://ee-eu.kobotoolbox.org/x/zYhrjlae**](https://ee-eu.kobotoolbox.org/x/zYhrjlae) | 3rd of June 2024 | 10:00 a.m. Beirut time |
| 1. **Information session for interested candidates:**   **Link for registration:**  [**https://ee-eu.kobotoolbox.org/x/zYhrjlae**](https://ee-eu.kobotoolbox.org/x/zYhrjlae) | 10th of June 2024 | 10:00 a.m. Beirut time |
| 1. **Deadline clarification requests issued to Expertise France** | 18th of June 2024 | 17:00 Paris Time / 18:00 Beirut Time |
| 1. **Last date on which clarifications are given by Expertise France** | 20th of June 2024 | 17:00 Paris Time/18:00 Beirut Time |
| 1. **Submission deadline for the call for interest** | 23rd of June 2024 | 17:00 Paris Time / 18:00 Beirut Time |
| 1. **Notification of applicants regarding opening, administrative verifications, eligibility (Stage 1)** | 10TH July 2024 | 17:00 Paris Time / 18:00 Beirut Time |
| 1. **Signing the framework agreement** | 17th of July 2024 | TBA |

All times are in the local time of Expertise France.

# STAGE 2: Rules applicable to The call for Proposal after roster creation

This document defines the rules applicable to the submission and verification of the projects submitted by NGOs who were shortlisted to the RRM roster.

## Eligibility criteria

Please refer to point 2.1

In addition to the criteria mentioned in sections 2.1, 2.1.1, please note the following when submitting the application.

1. The application budget should not exceed 40% of the applicant’s annual budget average up to the last three fiscal years.
2. The applicant may subsequently submit proposals of projects with one or more partners (partners making the RRM roster) whenever they will be invited to during the framework agreement validity period. The lead applicant will be directly responsible for the preparation and management of the project with the partners and not acting as an intermediary.
3. Potential applicant may not receive a grant if any situation mentioned in Annex I of the draft contract are applicable.

The eligible project for financing under the framework agreement should:

* not aim to generate profit.
* promote networking and alliance of local actors.
* be inclusive to all vulnerable groups, including refugees and host communities.
* cooperate with municipalities or other local authorities.

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.

Activity types

Activities should be participatory, community-based, gender equality oriented, conflict sensitive, innovative.

Activities should include collaboration with local coordination and networking mechanisms and response frameworks as relevant to enhance information sharing and avoid duplication.

Financial support for third parties[[2]](#footnote-2)

Applicants may propose to provide financial support to third parties.

Applicants may propose to provide financial support to third parties in order to contribute to attainment of the project's objectives.

The maximum amount of such financial support is EUR 10,000 per third party, unless said support is the main objective of the project.

Financial support to third parties may not be the main objective of the project.

In accordance with the conditions set out in these Rules, any lead applicant/individual applicant wishing to reallocate the grant must state the following in the grant application form:

* 1. the objectives and anticipated results of the financial support,
  2. an exhaustive list of the types of activities eligible for financial support,
  3. the categories of people eligible for financial support,
  4. the criteria for selecting and allocating financial support to said persons,
  5. the criteria for determining the exact amount of financial support for each third party; and
  6. the maximum amount that may be reallocated.

These conditions are mandatory in all circumstances. They must be clearly defined in the grant contract to avoid the financial support being reallocated on a discretionary basis.

Visibility

Applicants must take all necessary measures to ensure the visibility of financing by Expertise France, AFD and CDCS. 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.

## 3.2 Presentation of the application and procedures to be followed

The participants will be invited to submit proposals answering to crisis and emergencies. The process for evaluating and selecting the proposal will be described in the guidelines for the call for proposal.

The RRM funding window will be open for an initial period of 12 months, with a possibility of renewal after this period.

3.3 Contents of the application (when invited to apply)

Applicants must submit their application in English.

The application will be formed of the following documents:

* Annexe I – Application Form
* Annexe III – Budget for action
* Annex V – Logical framework.
* Annex W – Workplan
* Annex Y – Project Forecast
* If the financial information submitted initially changed, please submit an updated financial identity information sheet (Annex III - A 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;

If there are any changes in the roster organizations supporting documents (Section 2.3), the organization must notify Expertise France of those changes and should re-submit the supporting documents accordingly.

3.3.1 Where and how must the application be sent?

The application (refer to section 3.2) must be submitted through the following email address:

[*shabake2.rrm@expertisefrance.fr*](mailto:shabake2.rrm@expertisefrance.fr)

**Incomplete applications may be rejected.**

3.3.2 Deadline for submission

The deadline for submission will be set each month according to a monthly funding window. The application deadline is shown on the cover page of these Rules.

Any application submitted after the deadline will be rejected.

3.3.3 Other information concerning the application

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

Address for submitting question: [shabake2.rrm@expertisefrance.fr](mailto:shabake2.rrm@expertisefrance.fr). 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.

## 3.4 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 Stage 2 Criteria (see section 3.5)

If examination of the application reveals that the proposed project does not meet the eligibility criteria set out in 3.1, the application will be rejected on this basis alone.

## 3.5 STAGE 2 CRITERIA: EVALUATION OF PROPOSALS AS PART OF THE ROSTER

Organizations who got shortlisted will have their proposals (Annexes I, III, V, W, Y) evaluated against the following scoring grid.

At the beginning of the evaluation process, the following elements will be examined:

* Compliance with the deadline. If the deadline has not been met, the application will be automatically rejected.
* Compliance for the application documents with all criteria specified in this cal. This examination also includes an assessment of the organization’s eligibility and criteria. If any of the requested information is missing or incorrect, the application may be rejected on this basis **alone** and may not be evaluated.
* Checks will be carried to ensure consistency between the information on the applicant’s declaration and the supporting documents provided. Any missing supporting documentation or inconsistency between the applicant’s declaration and the supporting documentation may lead to the rejection of the application on this basis alone.

Proposals 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 proposals, 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.

|  |  |  |
| --- | --- | --- |
| **1. Pertinence of the application** | Sub-score |  |
| **1.1 To what extent is the application in line with the sectors covered by this call for proposals?** | 5(x2)\*\* |  |
| 1.2 To what extent is the proposed activities addressing interventions gaps in the region? To what extent are the beneficiaries targeted selected in a strategic matter in response to the emergency? Are their needs being covered in the interventions? | 5 (x2) |  |
| 2. Project Interventions | Sub Score |  |
| 2.1 To what extent is the proposed activity coherent? Is the context analysed, the needs identified, and all relevant stakeholders identified? Are the proposed interventions in line with the needs identified? | 5 (x2) |  |
| 2.2 Is the project feasible and applicable given the context and the region? Are the anticipated results achievable? | 5 (x2) |  |
| 2.3 Are the resources, Human and Financial, proposed by the applicant sufficient to implement the intervention proposed? | 5 (x2) |  |
| **TOTAL SCORE** |  | **50** |

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

Once all of applications have been evaluated, a list will be produced classifying the organisations by total score.

## 3.6 Submission of supporting documents for selected applications

Lead applicants whose applications have been selected will be notified in writing by Expertise France. As a reminder, please refer to Section 3.3 for the supporting documents that are required in the application.

The previously requested 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 or English, a translation into English 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 English or French, it is **strongly** recommended for evaluation purposes to provide a translation in one of these languages of the document’s pertinent parties proving the eligibility of the lead applicant and, as applicable, of the partners.

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 selection of organisation.

## 3.7 Notification of the Expertise France decision

**3.7.1 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/>.

|  |  |  |
| --- | --- | --- |
| 3.7.2 Indicative Timetable | **DATE** | **TIME** |
| **1. Opening the RRM funding window** | 24th of June 2024 | 17:00 Paris Time / 18:00 Beirut Time |
| **2. Submission deadline for the Proposal** | 15th of August 2024 | 23h00 Paris time / 24:00 Beirut time |
| **5. Notification of applicants regarding Stage 2** | 26th of August 2024 |  |
| **6. Signing the Grant Contract** | 30th of August 2024 |  |
| **7. Opening of Next funding window** | Mid of each month starting September 2024 | TBD |
| **8. Signature of the grant contract and injection of funds** | The mid of each following month after submission of proposal | TBD |

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

Following a decision regarding the proposals, the organizations will be offered a contract based on the model specific grant contract (Annex F to these Rules). By signing the application form (Annex I of the Rules), applicants accept the contractual terms set out in the model framework agreement 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.

## 3.7.4 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.

# List of annexes

**documents to be completed**

Annex III-A: Financial identification sheet

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

Annex IX: Sworn Statement on exclusion criteria

Annex X: Integrity commitment

Annex XI: Safety Questionnaire

Annex E: Financial and organisational capacities assessment form

Annex XII: Legal Entity Form

Annex A: Application Form

Annex C: Framework agreement for awarding grants

**Information documents[[3]](#footnote-3)**

Annex XI: Model specific grant contract

Annex II: General Terms and Conditions

Annex IV: Rules applicable to procurement contracts

Annex III-B: Letter for submission of reports and payment requests

Annex VI-A: Model narrative report

Annex VI-B: Model Financial report

Annex VII: Transfer of ownership of assets

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> (All necessary information is available via the link, publication of the annex is optional)

\* \* \*

1. https://www.humanitarianresponse.info/en/clusters/early-recovery [↑](#footnote-ref-1)
2. These third parties are neither partners, nor associates nor contractors. [↑](#footnote-ref-2)
3. These documents should also be published by Expertise France. [↑](#footnote-ref-3)