



Call for Proposals Rules Applicable to the Award of Grant Contracts	
Project Name:	Iraqi Women Economic Empowerment (IWEE)
Objective of the call for proposals:	The general objective of the call for proposals is to contribute to the economic empowerment of women in Iraq.
Available amount of the call for proposals:	Up to € 6,200,000.00
Financial sizing of grants:	Minimum grant amount: € 300,000.00 Maximum grant amount: € 600,000.00
Deadline for the submission of the Concept Notes:	20/01/2025 at 12:00 noon Paris Time

DISCLAIMER

During the first stage, only concept notes (parts 1 and 2 of the grant application form or ANNEX A) and supporting documents (ANNEX C) should be submitted. The supporting documents will be reviewed only for concept notes with scores higher than 30 points and only for the highest scored applications until exhaustion of 200% of the envelope allocated to this call.

Subsequently, only shortlisted and eligible lead applicants will be invited to submit a full application.

After an assessment of the full applications, capacity assessment visits will be conducted to confirm the capacity and eligibility of the proposals and applicants.

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1. THE IRAQI WOMEN ECONOMIC EMPOWERMENT PROJECT

1.1 Context: Women Entrepreneurship in Iraq

Iraq has experienced significant challenges over the past two decades due to waves of conflict and violence. The 2003 invasion led to a regime change, economic turmoil, and power struggles among various armed groups, including the rise and fall of the Islamic State. Despite ongoing localised violence, Iraq is currently experiencing its most stable period since 2003.

Iraq's economy heavily relies on the oil sector, which accounts for over 99% of exports and 85% of government revenue. This dependency makes the economy highly vulnerable to oil price fluctuations. Public employment is saturated, with the government as the largest employer, and unemployment remains high, particularly among women, the youth and displaced populations.

Entrepreneurship in Iraq is largely informal, with very little support from the financial sector. Doing business is challenging due to insufficient financial resources and complex processes. Informal activities dominate, with 68% of the labor force engaged in informal work, and most MSMEs (Micro, Small, and Medium-sized Enterprises) are informal.

Women's participation in the business world is significantly low, often working alongside their spouse or a family member. They face major challenges, including limited access to financing and cultural barriers, on top of generally lower levels of education. It is estimated that women own only 5% of very small businesses and none of the medium-sized enterprises.

Empowering women entrepreneurs in Iraq is crucial for socio-economic development and stability. Enhancing women's access to education, vocational training, financial resources, and supportive policies can drive economic growth, reduce poverty, and foster social cohesion. Successful women entrepreneurs act as role models, inspiring other women and contributing to the broader economic recovery and development of Iraq.

By fostering a conducive environment for women entrepreneurs, Iraq can leverage the untapped potential of half its population, leading to more inclusive and sustainable development.

1.2 The Iraqi Women Economic Empowerment project

The general objective of the project is to contribute to the economic empowerment of women in Iraq, and thus improving women's livelihoods by increasing their financial resources, by fostering the development and creation of businesses run by them. The project, funded by the French Development Agency (AFD) with a total budget of 10 million euros, started at the end of January 2024 and will run for a duration of 36 months. It is implemented by Expertise France, a subsidiary of AFD Group. The majority of the funds will be directly managed by the Iraqi Civil Society Organizations (CSO) partners of the project in several Iraqi governorates. The structures will be selected through calls for proposals published during the project inception period.

The project has 3 components:

- Component 1. Support women entrepreneurial ecosystem structuration.
- Component 2. Support the creation of micro-businesses run by women in Iraq.
- Component 3. Support the development of existing companies run by women in Iraq.

The project will be implemented over a 36-months period (3 years minimum), starting from January 2024.

1.3 About the Team France:

The French Development Agency (AFD)

The French Development Agency (AFD) is a key player in promoting sustainable development and combating poverty globally. As France's primary agency for development and international solidarity, it supports projects aimed at climate action, economic growth and social equality, including the improvement of women's condition. Partnering with governments and various organizations, the AFD's efforts contribute significantly to achieving sustainable development goals, demonstrating the impact of strategic financial support and collaboration in driving global progress. As the funder of this project, the agency is strongly involved in the development of the private sector and the support of women entrepreneurship in Iraq.

Expertise France

Expertise France is France's public agency and inter-ministerial actor in charge of international technical cooperation, the second largest in Europe. As a subsidiary of the AFD Group, it designs and implements projects that sustainably strengthen public policies in developing and emerging countries. Expertise France works in key areas of development: governance, economy, security, climate change, health, education and more. Alongside its partners, it contributes to achieving the Sustainable Development Goals (SDGs).

French embassy in Iraq

The French embassy in Iraq (political section, cultural and cooperation section) ensures to highlight and operationalise France's priorities in all areas of development, including women empowerment, education and governance. The embassy promotes coordination between relevant departments of the French Ministry for Europe and Foreign Affairs, development agencies and international stakeholders. Its communication section is also committed to promoting the outcomes of all projects implemented thanks to French public fundings.

2. CALL FOR PROPOSALS: SUPPORTING IRAQI WOMEN ENTREPRENEURS

2.1 Objectives of the call:

The general objective of the IWEE project is to contribute to the economic empowerment of women in Iraq, and thus improving women's livelihoods by increasing their access to financial resources.

This call for proposals seeks specifically to support Iraqi women entrepreneurs through grants to CSOs to support women's entrepreneurship.

Applicants can choose to apply under one or both of the following specific objectives:

- 1) Support the **creation of micro-enterprises by women** (ideation, creation and pre-seed stages): this includes assistance in developing essential and specific skills for entrepreneurs, such as soft skills, management, accounting and vocational training. Financial support will also be provided, through financial institutions or the CSO's. The CSO's are encouraged to propose innovative access to finance solutions.
- 2) Support **existing businesses founded, owned and managed by women** looking to grow their business (pre-acceleration/acceleration stage): this component aims to strengthen the capabilities of existing female-led enterprises. Here also, the component will consist of technical support for women entrepreneurs as well as the CSO's are encouraged to propose innovative access to finance solutions.

Applicants can also choose to address both specific objectives.

All the projects are also expected to contribute **to strengthen the women entrepreneurial ecosystem in Iraq**. The IWEE project will provide capacity-building activities for ecosystem actors, promoting the development of

networks, organizing study visits abroad for the CSOs and communication activities. It also includes awareness-raising actions, such as promoting women entrepreneurs' success stories, to encourage vocations among potential local women entrepreneurs and to sensitize their entourage and community.

The IWEF project will promote, during its implementation period, a partnership-oriented approach between Expertise France and the selected CSOs and among CSOs, in order to strengthen the ecosystem and enhance the impact of the project.

The project's expected results and objectively measurable performance indicators are as follow (all applicants must aim for one or the two specific objectives cited above and contribute to all or part of these results):

COMPONENT 1 - Support women entrepreneurial ecosystem structuration

- **Result 1:** The female entrepreneurial ecosystem is strengthened in Iraq.
 - Satisfaction rate of CSOs financing and supporting women's entrepreneurship projects has risen.
 - Number of people trained to support female entrepreneurship has risen.
 - Increase of requests for support from women to the CSOs.

Activity 1.1: Support the emergence of women's initiatives in the Iraqi entrepreneurship ecosystem (capacity building)

- An exhaustive analysis about CSOs experience/ability to work on women entrepreneurship is available.
- Number of CSOs trained to female entrepreneurship has risen.
- Two study visits were carried out.
- Number of participants to study visits (including the number of female entrepreneurs) has risen.

Activity 1.2: Awareness and promotion (advocacy) of female entrepreneurship in Iraq

- Number of awareness-raising events carried out has risen.
- Number of beneficiaries and/or partners presentations in national or international events has risen.

COMPONENT 2 - Support the creation of micro-businesses run by women in Iraq

- **Result 2:** Iraqi women are trained and encouraged to start and develop their own micro-business
 - Number of women benefiting from a technical support to create their micro-business by the CSOs has risen.
 - Number of women receiving a financial support to create their micro-business (disaggregated by age, by region and type of project) by the CSOs has risen.
 - Level (%) of satisfaction among women entrepreneurs with the services provided by CSOs has risen.

Activity 2.1: Support Iraqi CSOs to provide technical and financial assistance to women setting up micro-businesses

- % of female micro-businesses created after having successfully achieved the support programs has risen.
- % of women who have received access to finance through our program has risen.
- Vulnerable women among women successfully completed the program.
- CSOs successfully implemented adapted programs for women, in line with beneficiaries' expectations.

Activity 2.2: Set up a technical assistance mechanism to support the creation of structures dedicated to women's entrepreneurship and/or their integration into the labour market

- Up to 2 feasibility studies conducted to identify the possible creation of structures dedicated to women entrepreneurship.

COMPONENT 3 - Support the development of existing companies run by women in Iraq

- **Result 3:** Existing Iraqi companies run by women are supported in their economic development
 - Number of existing women-run businesses benefiting from a technical and financial support to develop their activities has risen.
 - Level of satisfaction among women entrepreneurs with the support provided by CSOs has risen.

- Number of jobs that benefited from the project has risen or had been maintained.
- Activity 3.1: Support Iraqi CSOs to provide technical and financial assistance to existing women-led businesses in the pre-acceleration phase

- CSOs successfully implemented adapted programs for women, in line with beneficiaries' expectations.

% of women owned-businesses that were able to develop after successfully receiving both financial and technical support has risen.

2.2 Budget

The indicative total amount made available under this call for proposals is EUR 6,200,000.00. Expertise France reserves the right not to allocate all of the available funds.

2.3 Grant amounts

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

Minimum amount: EUR 300,000.00

Maximum amount: EUR 600,000.00

This amount should cover all the costs for the action including financial support to third parties (see 2.4).

Contracts will be issued in Euros.

2.4 Financial support to micro-enterprises founded by women or existing businesses founded and managed by women

It is mandatory for all projects to include the provision of financial solutions to micro-enterprises founded by women or existing businesses founded and managed by women. This financial support must represent at least 50% (for component 2) and 60% (for component 3) of the total eligible cost of the action. The beneficiary will be responsible for the monitoring and control of all the expenses made by the micro-enterprises in the framework of this financial support – especially making sure that they provide all needed documents (invoices, proofs of payment...) – and, if applicable, they also will be responsible for the recovery of the ineligible and/or not justified expenses.

It is highly recommended for the applicant CSOs to partner with a Microfinance institution (MFI) to ensure that the third-party financing to female entrepreneurs is carried out in accordance with established procedures.

Note: The chosen financial institution must be different from the commercial bank hosting the lead applicant's account used to receive the grant from the IWEE project.

In order to be selected under this call, the applicant CSOs that choose to directly manage third-party financing should demonstrate their ability to do so by providing all relevant proofs and information (previous similar and relevant experiences during a period of minimum 3 years, adequate financial mechanisms and human resources, etc.). Expertise France reserves the right to consider admissible or not these proofs and information.

If the beneficiary and its partner(s) choose to provide reimbursable loans to micro-enterprises founded by women or existing businesses founded and managed by women, they must ensure that, during the duration of the action, the reimbursed funds will be reinjected into the same type of activity. At the end of the action, the planned allocation of reimbursed funds will be submitted for approval to Expertise France which reserves the right to recover them.

2.5 Co-financing

The grant can cover up to 100% of the eligible costs of the project.

However, up to 40% co-financing (from sources other than the AFD or Expertise France) can be provided by the applicant. Co-financing of the action by the applicant will be considered positively in the evaluation of the proposal. Structuration of the co-funding will be reviewed on a case by case basis with the selected applicants, should the case present itself.

3. RULES APPLICABLE TO THIS CALL FOR PROPOSALS

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

3.1 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 and its **partner(s)** (3.1.1).

- (2) The project:

The **specifications of projects** eligible for a grant (3.1.3).

- (3) Costs:

The **types of costs** that may be included in grant amount calculations (3.1.4).

3.1.1 Eligibility of the lead applicant

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

Conditions	Supporting documentation
<p>Legal conditions:</p> <ul style="list-style-type: none"> It has been legally established for at least 3 years prior to the date of publication of this call for proposals; It has an official registration certificate from the NGO directorate in Baghdad or KRG, according to the designated areas of implementation; Being a legal entity; Being a non-profit organization, or being aware that no margin could be generated with the budget of this project. 	Registration certificate
<p>Ethical conditions:</p> <ul style="list-style-type: none"> It has no known affiliation with any of the existing political parties in Iraq; It has not been blacklisted, bankrupted, or received any criminal convictions; The institution and key managers do not figure on the list of sanctions of the UN, the EU and France; It has no known affiliation with any of the existing political parties in Iraq; It has not been in a state of or have been the subject of bankruptcy, liquidation, legal settlement, safeguarding, cessation of 	Verifications by project team

<p>activity, or being in any analogous situation;</p> <ul style="list-style-type: none"> • It has no conviction pronounced less than five years ago by a judgment having force of res judicata in the country in which the Contract is carried out, for fraud, corruption or any offense committed in the context of the procurement or execution of a contract (in the case of such a conviction, there is the possibility to attach a Declaration of Integrity including additional information that would allow to consider that this conviction is not relevant in the framework of the Market); • It has no administrative sanction pronounced less than five years ago by the Union European or by the competent Iraqi authorities, for fraud, corruption or any offense committed in the context of the procurement or the execution of a contract (in the case of such a conviction, there is the possibility to attach a Declaration of Integrity including additional information that would allow to consider that this conviction is not relevant in the framework of the Market); • It has no conviction pronounced less than five years ago by a judgment having force of res judicata, for fraud, corruption or for any offense committed in the framework of the procurement or execution of a contract financed by the AFD; • It has not received any criminal convictions; • The institution and key managers do not figure on the list of sanctions of the UN, EU, France or the USA; • It has not been the subject of a termination declared to its sole fault during the five recent years, due to a serious or persistent breach of its contractual obligations during the execution of a previous contract, provided that this sanction has not been the subject of a dispute on its part in progress or which has given rise to a court decision overturning the termination to its sole fault; • It has fulfilled its obligations relating to the payment of its taxes according to the legal provisions in Iraq or those of the country of the project owner; • It has not been subject to an exclusion decision pronounced by the World Bank and not appearing as such on the list published at this electronic address http://www.worldbank.org/debarr (in the event of such an exclusion decision, the organization can provide additional information which would allow consideration that this exclusion decision is not relevant in the context of the Market); • It has not produced false documents or 	
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<p>been guilty of false declaration(s) while providing the information required by the project owner within this framework;</p> <ul style="list-style-type: none"> • The applicant and none of the members of its group or its suppliers, contractors, consultants and subcontractors, should be in any of these conflict-of-interest situations: <ol style="list-style-type: none"> 1. Shareholder controlling the Project Owner or subsidiary controlled by the Project Owner, unless the resulting conflict has been brought to the attention of Expertise France and resolved to its satisfaction; 2. Having business or family relations with a member of the project owner implied in the procurement process or the supervision of the resulting contract, unless the resulting conflict has been brought to the attention of Expertise France and resolved to its satisfaction; 3. Control or be controlled by another bidder or consultant, be placed under the control of the same company as another bidder or consultant; receive from another bidder or consultant or assign to another bidder or consulting directly or indirectly for grants; have the same legal representative than another bidder or consultant; maintain directly or indirectly contacts with another bidder or consultant allowing the applicant to have and provide access to the information contained in the respective offers or proposals, to influence them, or to influence the decisions of the project owner; 4. Be engaged for an intellectual services mission which, by its nature, is incompatible the project owner mission; • In the case of a procedure related to the procurement of a work, furniture or equipment contract: <ol style="list-style-type: none"> 1. Having prepared or having been associated with a consultant who has prepared specifications, plans, calculations and other documents used as part of the procurement procedure; 2. Being itself, or one of the firms with which it is being affiliated, recruited, or to be done, by the Project Owner to carry out the supervision or control of the work within the framework of the Contract. 	
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<p>Financial capacity conditions:</p> <ul style="list-style-type: none"> • It has spent above a threshold of 500 million IQD (350 thousand euros) for the last 3 years; • It can provide financial statements for 2022 and 2023 and at least one of them should have been audited by a reputable auditing company; • It can provide certificates of good management from previous financial support from international donors. 	<ul style="list-style-type: none"> - Financial statements - Audit report - Certificates of good management from previous international donors
<p>Technical capacity conditions:</p> <ul style="list-style-type: none"> • It has a track record of conducting activities supporting women's economic empowerment, improved livelihood of vulnerable women, and women entrepreneurs; • It can present an assessment of the impact of their activity in this field; • It has a demonstrated ability to dialogue with the government regarding women's economic empowerment and women entrepreneurship, and offer policy advice for the government, the private sector, and other relevant institutions; • At least some of the key staff members have good reporting and communication skills in Arabic and English; • Being directly in charge of the preparation and management of the action adapted to each entrepreneur category chosen (micro, small, middle sized) with the partner, and not being only an intermediate; • Showing the relevant technical skills and knowledge to implement the proposed action. The lead applicant should deliver a description of the organization activities, with the most recent annual report, and a presentation of its experiences should be indicated in the application; • Being available and ready to be supported in women economic inclusion and E&S/climate approaches. 	<ul style="list-style-type: none"> - Description and internal reports from previous projects/activities - External evaluation reports - Records of activity with the government such as participation in governmental committees, recommendation or thankful letters from government entities - CV of key staff members highlighting language skills in Arabic and English - Social media posts (outreach posts, announcements of cooperation posts, implementation videos, etc.). This evidence will demonstrate how the organisation promotes its activities and approaches the competent audience.

Potential applicants may not participate in this call for proposals or receive a grant if any situations mentioned in Annex VIII of the contract are applicable.

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

Partnerships between multiple organizations are encouraged, especially to strengthen the network logic among actors in the ecosystem of women's entrepreneurship in Iraq. The IWEE project will provide legal support for partnership contract preparation.

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 act on their behalf. It shall design and coordinate the implementation of the project.

Partner(s)

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.

In general, the partners must meet the eligibility criteria that apply to the lead applicant itself, however, in addition to the categories stated in 3.1.1, partners must sign the "Mandate for the main applicant" on the grant application form.

The below specific eligibility criteria apply to the financial institution partner:

Conditions	Supporting documentation
<p>Legal conditions:</p> <ul style="list-style-type: none"> • It has been legally established for at least 3 years prior to the date of publication of this call for proposals; • It has a valid registration certificate as a financial institution and operates in accordance with Iraqi law. In case it is operating as a CSO, it should have all paperwork in order; • Being a non-profit organization, or being aware that no margin could be generated with the budget of this project. 	<p>Registration certificate</p>
<p>Ethical conditions:</p> <ul style="list-style-type: none"> • It has no known affiliation with any of the existing political parties in Iraq; • It has not been in a state of or have been the subject of bankruptcy, liquidation, legal settlement, safeguarding, cessation of activity, or being in any analogous situation; • It has no conviction pronounced less than five years ago by a judgment having force of res judicata in the country in which the Contract is carried out, for fraud, corruption or any offense committed in the context of the procurement or execution of a contract (in the 	<p>Verification by project team</p>

<p>case of such a conviction, there is the possibility to attach a Declaration of Integrity including additional information that would allow to consider that this conviction is not relevant in the framework of the Market);</p> <ul style="list-style-type: none"> • It has no administrative sanction pronounced less than five years ago by the Union European or by the competent Iraqi authorities, for fraud, corruption or any offense committed in the context of the procurement or the execution of a contract (in the case of such a conviction, there is the possibility to attach a Declaration of Integrity including additional information that would allow to consider that this conviction is not relevant in the framework of the Market); • It has no conviction pronounced less than five years ago by a judgment having force of res judicata, for fraud, corruption or for any offense committed in the framework of the procurement or execution of a contract financed by the AFD; • It has not received any criminal convictions; • The institution and key managers do not figure on the list of sanctions of the UN, EU, France or the USA; • It has not been the subject of a termination declared to its sole fault during the five recent years, due to a serious or persistent breach of its contractual obligations during the execution of a previous contract, provided that this sanction has not been the subject of a dispute on its part in progress or which has given rise to a court decision overturning the termination to its sole fault; • It has fulfilled its obligations relating to the payment of its taxes according to the legal provisions in Iraq or those of the country of the project owner; • Have not been subject to an exclusion decision pronounced by the World Bank and not appearing as such on the list published at this electronic address http://www.worldbank.org/debarr (in the event of such an exclusion decision, the organization can provide additional information which would allow consideration that this exclusion decision is not relevant in the context of the Market); • Have produced false documents or been guilty of false declaration(s) while providing the information required by the project owner within this framework; • The applicant and none of the members of its group or its suppliers, contractors, consultants and subcontractors, should be in any of these conflict-of-interest situations; 	
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<ul style="list-style-type: none"> • Shareholder controlling the Project Owner or subsidiary controlled by the Project Owner, unless the resulting conflict has been brought to the attention of Expertise France and resolved to its satisfaction; • Having business or family relations with a member of the project owner implied in the procurement process or the supervision of the resulting contract, unless the resulting conflict has been brought to the attention of Expertise France and resolved to its satisfaction; • Control or be controlled by another bidder or consultant, be placed under the control of the same company as another bidder or consultant; receive from another bidder or consultant or assign to another bidder or consulting directly or indirectly for grants; have the same legal representative than another bidder or consultant; maintain directly or indirectly contacts with another bidder or consultant allowing the applicant to have and provide access to the information contained in the respective offers or proposals, to influence them, or to influence the decisions of the project owner; • Be engaged for an intellectual services mission which, by its nature. 	
<p>Financial capacity conditions:</p> <ul style="list-style-type: none"> • It has the ability to manage funds at the scale relevant for this call for proposals, in the context of international cooperation. 	<ul style="list-style-type: none"> - Financial statements - Audit report - Certificates of good management from previous international donors
<p>For technical capacity conditions, at least two of the below conditions must be verified:</p> <ul style="list-style-type: none"> • It has a track record of conducting activities supporting women's economic empowerment, improved livelihood of vulnerable women and women entrepreneurs; • It has a demonstrated ability to dialogue with the government regarding women's economic empowerment and women entrepreneurship, and offer policy advice for the government, the private sector, and other relevant institutions; • At least some of the key staff members have good reporting and communication skills in Arabic and English. 	<ul style="list-style-type: none"> - Description and internal reports from previous projects/activities - External evaluation reports - Records of activity with the government such as participation in governmental committees, recommendation or thankful letters from government entities - CV of key staff members highlighting language skills in Arabic and English

3.1.2 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 3.1.1. 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.

3.1.3 Eligible projects: which projects can be submitted?

Definition

A project is composed of a set of activities.

Duration

The activities must be implemented over a period up to 24 months.

Sectors or themes

As stated in section 2.1, **the general objective of all funded projects must be to support Iraqi Women Economic Empowerment through entrepreneurship.**

They must do so by choosing at least one of the following specific objectives. It is possible for a project to select both specific objectives:

- a) **support the creation of micro-enterprises founded by women¹** (ideation, creation and pre-seed stages), AND/OR
- b) **support existing businesses founded and managed by women²** looking to grow their business (pre-acceleration and acceleration stages).

Moreover, all projects are also expected to contribute to **strengthening the women entrepreneurial ecosystem in Iraq.**

Projects supporting women-led businesses with a focus on technology, agriculture and green solutions to climate change challenges will be considered positively for criteria 1.4 of the concept notes evaluation matrix ("added value").

Geographical coverage

Projects must be implemented in Iraq (federal Iraq and KRG).

Eligible actions

An action is a readable and coherent set of activities designed to meet the specific needs of target groups and achieve particular objectives within a limited time frame.

Consequently, the project must involve the implementation of a new action, or the expansion of the activities of a current action to other subjects or other situations. Measurable and verifiable performance indicators must be proposed by the applicant.

The proposed actions must fall within the general and specific objectives of this call for proposals (see 2.1).

¹ Founded by women: micro-enterprises created by a woman and based on her skills, in both rural and urban areas.

² Managed by women: the business has been created by a woman, she currently leads it and wants to expand it based on her skills.

The following types of actions are not eligible:

- Actions solely or mainly consisting of sponsoring the participation of private individuals in workshops, seminars, conferences, and congresses.
- Actions solely or mainly consisting of financing individual study or training scholarships.
- Actions consisting exclusively or primarily of capital expenditures, such as the purchase of land, buildings, equipment, and vehicles.
- Actions consisting exclusively or primarily of the purchase of small equipment or inputs, the purchase of equipment must be duly justified and fit within the coherence of the action.
- Actions that financially and/or politically support political parties or religious groups.
- Actions including aspects of religious and political proselytism.
- Actions including aspects of discrimination.

Activity types

Eligible activities within the projects must directly contribute to the objectives of this call for proposals.

Projects must include:

- Technical and financial assistance to women setting up micro-businesses
 - Development of business plans
 - Access to micro-loans and grants
 - Skills training and development
- Technical and financial assistance to existing women-led businesses
 - Business development programs
 - Market expansion support
 - Access to funding and investment

Projects may also include, for example (this list is indicative):

- Communication and dissemination of best practices, awareness raising, advocacy and promotion of women entrepreneurship in Iraq
 - Media campaigns
 - Public seminars and conferences
 - Community outreach programs
- Capacity-building for the actors involved in women's entrepreneurship
 - Workshops and training sessions
 - Development of resource kits and guides
 - Establishment of mentorship and networks
- Organization of activities, events, entrepreneurial competitions, hackathons, etc.
 - Entrepreneurial boot camps
 - Innovation challenges
 - Networking events
- Development of technical and economic partnerships, creation of networks
 - Collaboration with industry experts
 - Formation of consortia or alliances
 - Establishing cross-sector partnerships
- Research on the creation of centers dedicated to women's entrepreneurship, the integration of women into the labor market or legal and policy advice centers
- Joint activities with public institutions and/or local authorities
 - Creation of consultation and cooperation mechanisms between civil society actors and state actors
 - Policy advocacy and development workshops

- Support for market access
 - Organizing trade fairs and exhibitions
 - Facilitating connections with potential buyers and suppliers
- Monitoring and evaluation activities
 - Regular assessment and reporting of project impact
 - Development of measurable performance indicators

Financial support for third parties³

Applicants **must include in their project design** (activities, budget and theory of change) the financial support to third parties in order to reach the project's objectives.

These third parties **must be micro-enterprises⁴ founded by women and/or existing businesses founded and managed by women.**

In accordance with the conditions set out in these Rules, the lead applicant must state the following in the grant application form:

- (i) the objectives and anticipated results of the financial support,
- (ii) an exhaustive list of the types of activities eligible for financial support,
- (iii) the categories of people eligible for financial support,
- (iv) the criteria for selecting and allocating financial support to said persons,
- (v) the criteria for determining the exact amount of financial support for each third party, and
- (vi) 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 and support by Team France (Expertise France, AFD, French Embassy in Iraq). Projects financed and/or implemented by Team 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, results and impact behind the project and behind the support provided in the country or region concerned.

Applicants must comply with the specified objectives and priorities and guarantee the visibility of the financing and support provided by Team France. Communication and visibility guidelines will be shared after contracting.

Number of applications and grants per applicant

- The lead applicant may not submit more than one application within the context of this call for proposals.
- The lead applicant may not be awarded more than one grant within the context of this call for proposals.
- The lead applicant may not simultaneously be a partner in another application.
- A partner may not be awarded more than one grant within the context of this call for proposals.

3.1.4 Costs eligibility: what costs may be included?

Only "eligible costs" may be covered by the 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".

Decisions to award a grant are always subject to verifications preceding the 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

³These third parties are neither partners, nor associates nor contractors.

⁴ Per Iraqi MoP, a micro business has 1 - 3 employees and a capital of under 10 Million Iraqi dinar.

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 co-financing from Expertise France.

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

Eligible direct costs

In order to be eligible under this call for proposals, costs must satisfy the conditions set out in Article 14 of the general conditions of the model grant contract.

Eligible indirect costs

The indirect costs incurred during implementation of the project may be eligible for fixed-rate financing. The total amount of indirect costs is included in the total amount of the grant and 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 will 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 another operating grant financed by Expertise France or the AFD, 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 another international donor (Expertise France or AFD).
- 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 at the end of the project.
- Foreign exchange losses.
- The salary costs for the national authorities' personnel.
- Taxes.

3.2 Presentation of the application and procedures to be followed

3.2.1 Contents of the concept note

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.

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 is only required for 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 co-financing subject to the minimum and maximum amounts and the co-financing 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 the rejection of the said note.
Expertise France reserves the right to request clarification if the information provided does not allow to carry out an objective evaluation.
Handwritten concept notes will not be accepted.

Submission of supporting documents

Applicants are asked to submit supporting documents to prove their eligibility (see section 3.1 on eligibility).

All information and documents required to assess applicants' eligibility (Annex C) must be submitted alongside the concept note.

The documents must be provided in the form of originals, photocopies or scans (showing the company stamps, signatures and dates). When these documents are written in a language other than English, it is **strongly** recommended for evaluation purposes to provide a translation in English of the document's pertinent parties proving the eligibility of the expense made by the lead applicant and, as applicable, by 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 awarding of grants.

3.2.2 Where and how must the concept note be sent?

The concept notes and the lead applicant declaration (**Annex A - Parts 1 and 2** of the grant application form) must be submitted electronically at the following address: www.xxxxxxxxxxxxxxxxxxxxxx.com. However, if you

encounter any difficulties in submitting your application, please write to us at the following address: IWEEproject@expertisefrance.fr.

Applications submitted by other means (e.g., by mail) or sent to other email addresses will be rejected.

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.

3.2.3 Deadline for submission of the concept note

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

Any concept note submitted after the deadline will be rejected.

3.2.4 Other information concerning the concept note

One information session will be held before the concept note submission deadline. The details will be announced after the publication of the call for proposals.

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: [<link to the PLACE platform or another chosen platform. If no discussion option is available, give a non-personal email address created for this purpose and with restricted access>](#)

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

Answers 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 answers 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.

3.2.5 Full applications

Lead applicants invited to submit a full application following the shortlisting of their concept notes must do so 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 co-financing, subject to the minimum and maximum amounts and the co-financing 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 English.

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 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.**

3.2.6 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 address: www.aaaaaaaaaaaaaaaaaaaaa.com]. However, if you encounter any difficulties in submitting your application, please write to us at the following address: IWEEproject@expertisefrance.fr.

Applications submitted by other means (e.g., by mail) or sent to other addresses will be rejected.

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

3.2.7 Deadline for full applications

The deadline for submitting full applications will be communicated in the letter sent to the shortlisted lead applicants.

3.2.8 Further information on full applications

Applicants may submit their questions by email, no later than 10 days before the full application submission deadline, to the address(es) listed below, with the call for proposals reference clearly stated:

Email address: <[link to the PLACE platform or another chosen platform. If no discussion option is available, give a non-personal email address created for this purpose and with restricted access](#)>

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

Answers will be given no later than five 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 answers 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.

3.3 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.

3.3.1 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 concept note 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.

3.3.2 Stage 2: evaluation of concept notes

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.

1. Relevance of the project	Sub-score	30
1.1 To what extent does the proposal meet the objectives and priorities specified in the call for proposals?	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 women economic inclusion and equality of opportunity, the needs of disabled persons, the rights of minorities, the rights of the indigenous populations, innovation and best practices, the presence of co-funding?	5	
2. Project concept	Sub-score	20
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) **	
TOTAL SCORE		50

** 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 at least 200% of the available budget for this call for proposals. The amount of contributions requested from each concept note will be based on the planned indicative financial allocations.

Detailed Verification of Supporting Documents

Eligibility will be verified based on the supporting documentation requested by Expertise France. This verification will only be conducted for applications that have been provisionally selected based on their scores and are within the budget limits specified for this call for proposals.

During this stage, verifications will be carried out to ensure consistency between the information in the lead applicant's declaration (as provided in the grant application form) and the supporting documents submitted. Any missing documents or inconsistencies between the declaration and the supporting documents may result in the rejection of the application.

The eligibility of applicants and partners will be verified according to the criteria set out in the call for proposals. It is important to note that this administrative eligibility check occurs after the proposal evaluation and only for projects that fall within the total budget allocation.

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.

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 whether or not their concept note has been evaluated, including the results of said evaluation and the amount allocated to them, if applicable. The shortlisted lead applicants will then be invited to submit a full application.

3.3.3 Stage 3: evaluation of full applications

The following points will be evaluated in the first instance:

- Compliance with the submission deadline. If the deadline has not been met, the application will be automatically rejected
- 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 **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 proposals. 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 proposals 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
1. Relevance of the project	/30
<i>Same score obtained from evaluation of the concept note</i>	
2. Effectiveness and feasibility of the project	/30
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?	5
3. Durability of the project	/20
3.1 Is the project likely to have a tangible impact on the target groups? Is the cost/impact ratio adequate?	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 practises, 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>) - at the social level (<i>will the results of the project lead to the increase of decision-making capacity among women?</i>)	5
4. Budget cost effectiveness of the project	/20
4.1 Are the resources needed to deliver the project activities properly reflected in the budget?	/10
4.2 Is there a satisfactory relationship between the estimated costs and anticipated results?	/10
Maximum total score	100

3.3.4 Stage 4: provisional selection

Only applications for which the total cumulative amount of the contributions requested is equal to at least 120% of the budget available for this call for proposals will be shortlisted.

A presentation and question-and-answer (Q&A) session will be organised for the shortlisted projects before a panel of judges, to allow time for discussion with the applicants and to raise any questions they may have about the proposed actions.

The panel will award a score out of 50, which will be added to the score awarded for the evaluation of full applications. The final score for the evaluation of the application file will be the sum of the score /100 (technical evaluation) and the score /50 (jury), for a total of 150 points, then out of 100.

Applicant's level of expertise and operational capacity	/15 points
How well the project presented matches the project objectives	/20 points
The pitcher's ability to convince the jury	/15 points
TOTAL	/50 points

The applications with the highest final score will be provisionally selected until the budget for this call for proposals is exhausted and a capacity assessment visit is conducted. A reserve list will also be drawn up according to the same criteria.

The capacity assessment visit will assess the operational capacity of the applicants and partners and is 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 the partnering Financial institution.

In case of failure during the capacity assessment visit, the final award will be granted to the next in line in the waiting list (providing they passed the capacity assessment visit).

3.4 Notification of the Expertise France decision

3.4.1 Content of the decision

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

Should an applicant believe there has been an error or irregularity committed during the call for proposals procedure, he 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/>.

3.4.2 Indicative timetable

	DATE	TIME
1. Launch of the call for proposals	05/12/2024	
2. Publication of video guide to applicants	09/12/2024	
3. Information meeting online	12/12/2024	
4. Deadline of clarification requests issued to Expertise France	06/01/2025	
5. Publication of FAQ by Expertise France	09/01/2025	-
6. Submission deadline for concept notes	20/01/2025	12:00 Noon Paris Time
7. Notification of lead applicants regarding opening, administrative verifications, eligibility and evaluation of the concept note. Invitations to submit a full application.	16/02/2025	-
8. Workshops for full applications	17/04/2025 Baghdad 20/04/2025 Erbil	
9. Deadline to submit the full application	02/04/2025	12:00 Noon Paris Time
10. Panels	Between 17/02/2025 and 02/04/2025	-
11. Capacity assessment visits	Between 17/02/2025 and 02/04/2025	
12. Notification of lead applicants regarding evaluation of full applications.	13/04/2025	
13. Notification of award	17/04/2025	-

All times are in Baghdad Time.

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.

3.5 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.

3.6 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

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 proposals,
- Managing and monitoring of the award of the grant that is the subject of the call for proposals.

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.

4. LIST OF ANNEXES

IT SHOULD BE NOTED THAT ALL ANNEXES SHOULD BE ADAPTED AS SET OUT IN THE CALL FOR PROPOSALS AND PUBLISHED AT THE SAME TIME AS THE RULES.

DOCUMENTS TO BE COMPLETED

Annex A: Grant Application Form (Word format)

Annex B: Budget (Excel format)

Annex C: Financial and organisational capacities form

Annex D: Beneficiary profile

Annex E: Sworn statement on exclusion criteria, the absence of conflict of interest

INFORMATION DOCUMENTS⁵

Annex F: template Grant contract (specific conditions)

Annex I - Description of action

Annex II: General Terms and Conditions

Annex III: Budget (Annex B to this document)

Annex IV: Rules applicable to procurement contracts

Annex V: Submission of reports and payment request

Annex VI: Model narrative and financial report

Annex VII: Transfer of ownership of assets

Annex VIII: Integrity undertakings

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)

* * *

⁵ These documents should also be published by Expertise France.