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|  | **Call for Climate and Environmental Justice projects in Albania** |
|  | |
|  | **Programme name:**  **Climate and Environmental Justice (CEJ) Grants scheme** |
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|  | **OBJECT of the call for projects:**  Grant awards forsupporting CSO coalitions in Albania to promote Climate and Environmental Justice |
|  | |
|  | **Available AMOUNT of the call for projects:**  **€190 000,00** |
|  | |
|  | **Financial sizing of grants:**  *Minimum grant amount: €120,000*  *Maximum grant amount: €190 000* |

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| --- | --- |
|  | **Date, time and location of the call for projects information meeting: 03/02/2025 at 10:00 Am (Paris time)**  <https://collab-ef.wimi.pro/airtime/#/?room=531dafa6975f813efbabd14e181c3fec> |
|  |  |
|  | **TIME AND DATE LIMIT FOR THE SUBMISSION OF THE CONCEPT NOTE: 05/03/2025 at 16:00 AM (Paris time)** |

Disclaimer

For limited call for projects. During the first stage, only concept notes (parts 1 and 2 of the grant application form) should be submitted for assessment. Subsequently, shortlisted lead applicants will be invited to submit a full application. After an assessment of the full applications, the eligibility of the provisionally selected applicants will be checked based on the supporting documents requested by Expertise France and the declaration signed by the lead applicant, submitted at the same time as the full application.

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# Climate and Environmental Justice Grant Scheme

## Context

The overall objective of the Climate and Environmental Justice (CEJ) Converge project is to enhance access to justice and the effectiveness of public participation in environmental matters, in the Western Balkans, thereby contributing to convergence towards European standards.

* Project Budget: 2 million EUR
* Financed by: Agence Française de Développement - AFD
* Duration: Mai 2024 – November 2026 (30 months)
* Countries: Albania, North Macedonia, Montenegro.
* Implementing agency: Expertise France
* The project office. Project staff is based in Tirana, Albania.
* Inception phase: June – December 2024, Product: Assessment of the Environmental Justice in the Western Balkan Countries (Albania, North Macedonia and Montenegro)
* Main Project Components: Component 1 - Access to environmental justice; Component 2 – Public Participation in environmental decision making; Component 3 – Civic engagement in environmental justice through the Climate and Environmental Justice Grant Scheme for Albania and North Macedonian CSOs.

Productive dialogues with environmental and justice CSOs during the inception phase of the project have laid the groundwork for sector needs understanding, particularly where CSO coalitions show interest in participating in the Climate and Environmental Justice in Albania and North Macedonia. The Call of the Grant Scheme would assist them in establishing coalitions among the environmental and justice CSOs but also with other relevant institutions in addressing and providing solutions to the environmental problems. While the fist component of this project will work directly to assist improving the environmental knowledge and skills of the judiciaries, and bring environment in their agenda of the initial and continues education, this grant scheme will facilitate the work of the CSOs with the vulnerable communities of the polluted sites, to improve their understanding of the right to participate and enhance their ability to exercise these rights to report and take legal actions against environmental violations.

## Program objectives and priorities

The priority of the Climate and Environmental Justice Grant Scheme is to facilitate the enforcement of the environmental justice through promoting environmental participatory approach, and facilitating access to justice in Albania and North Macedonia.

The **overall objective** of this call for projects is: to enable the civil society coalitions in Albania to participate in climate and environmental justice matters, enhance their ability to contribute, and support local communities exercising their right to participate in addressing climate and environmental problems at the level they occur, with a special focus on women.

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

1. Improving public understanding of the right to participate in climate and environmental matters and enhance their ability to exercise this right through access to justice.
2. Assisting the public report and take legal actions against environmental violations.

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

The indicative total amount made available under this call for projects is EUR 190 000.00. Expertise France reserves the right not to allocate all of the available funds.

**Grant amounts**

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

minimum amount: EUR 120 000.00.

maximum amount: EUR 190 000.00.

**Co-financing percentage**

The grant covers all eligible costs of the project.

## Awarding of grants for similar projects

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

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

# Rules applicable to this call for projects

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

## Eligibility criteria

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

1. the parties involved:

the **lead applicant**, i.e. the entity submitting the application form (2.1.1),

as applicable, its partner(s) (2.1.1),

1. projects:

projects eligible for a grant (2.1.4);

1. costs:

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

2.1.1 Eligibility of the lead applicant

Lead applicant

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

* be a legal entity]; **and**
* be non-profit; **and**
* be established[[1]](#footnote-1) in an eligible State in accordance with the financial instrument employed.
* be directly responsible for the preparation and management of the project with the partner(s) and not be acting as an intermediary [**and**]
* have environment and/or justice be on the core of their CSO activities

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

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

The lead applicant must act with one or more partner(s) in accordance with the provisions below.

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

**Partner(s)**

Partnership is mandatory, therefore CSOs must establish a coalition with minimum two partners.

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

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

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

2.1.2 Associates and contractors

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

Associates

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

Contractors

The beneficiaries and their partners may place contracts. The associates and partners may not simultaneously be project contractors. Contractors are subject to the same rules applicable to the awarding of contracts set out in Annex IV of the model grant contract.

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

Definition

A project is composed of a set of activities.

Duration

The planned initial duration of a project may not exceed 15 months.

Sectors or themes

Environmental justice, public participation in the environmental decision making.

Geographical coverage

Projects must be implemented in Albania.

Project types

Projects which bring environmental and justice CSOs together with the other relevant stakeholders in providing solutions to the environmental problems, by addressing the three pillars of Arhus Convention implementation, improving public information, participation on environmental decision making and access to justice.

The following types of project 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

* Actions which facilitate the work of environmental and justice CSOs with the vulnerable communities of the polluted sites, **to improve their understanding of the right to participate and exercise these rights to report and take legal actions against environmental violations**.
* Actions which **give voice to the local vulnerable groups "victims" of environmental crime** and their actions, **promote good practices, involve media to tell stories about impact of good/bad practices of public participation processes and access to justice cases**, **organise Public Awareness Campaigns** to educate citizens on their environmental rights and how they can engage with the justice system.
* Actions which **effectively monitor the legal and institutional framework** on the frame of public participation and access to justice processes; **monitor and report violations**; **launch initiatives that equip local communities with tools and training to monitor environmental violations, document evidence, and report these cases** through formal justice channels or to CSOs for legal follow-up; **develop Digital Platform for Reporting Violations**, where citizens and CSOs can report environmental violations and track the progress of legal actions.
* Actions which **educate young people on environmental participatory processes and environmental rights**; **train CSOs on environmental law, litigation strategies, and how to engage effectively in public participation**; **promote the development of Legal Toolkits for Environmental Justice in help of for CSOs and communities, particularly for marginalized groups**, providing them with step-by-step guidance on how to file environmental cases, access relevant legal frameworks (national and international), and use legal resources for environmental justice.
* Actions which **initiate and manage strategic litigations**; **identify and support high-profile cases that can set legal precedents in the country**, influencing national policy on environmental justice, including **alternative legal solutions such as Alternative Dispute Resolution (ADR); provide guidance toolkits to support community-based mediation initiatives** to resolve environmental disputes without going to court, focusing on quicker resolutions for local conflicts.
* Actions which **promote Corporate Social Responsibility (CSR) Partnerships**, engage the private sector through (CSR) programs to fund environmental justice initiatives.

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

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

Visibility

Applicants must take all necessary measures to ensure the visibility of financing by Expertise France and AFD. Projects financed by Expertise France, wherever possible, must communicate results and impact of the support provided by Expertise France, in the country or region concerned.

Applicants must comply with the specified objectives and priorities and guarantee the visibility of the financing provided by Expertise France. Project should purpose visibility actions as part of their proposal which might include but not be limited to: project website, project Facebook and Instagram pages, communication campaigns, visibility events etc. Up to 5 percent of the budget should be dedicated to the visibility actions.

Number of applications and grants per applicant

The lead applicant may not submit more than 1 application within the context of this call for projects.

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

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

A partner may not be a partner in more than 2 applications within the context of this call for projects.

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

2.1.4 Costs eligibility: what costs may be included?

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

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

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

Eligible direct costs

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

Contingency reserve

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

Eligible indirect costs

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

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

Ineligible costs

The following costs are not eligible:

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

## Presentation of the application and procedures to be followed

**Limited call for projects**

2.2.1 Content 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, the applicants from environment and justice sectors are indicating their willingness to work together in the implementation of the project. The rational of the partner’s coalition selection should be clearly explained.
2. In the concept note, lead applicants are only required to submit one estimate of the requested grant and one indicative percentage of this contribution with regard to the eligible costs of the project. A detailed budget only needs to be presented by lead applicants invited to submit a full application during the second phase.
3. 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.

1. Only the concept note will be evaluated. It is therefore particularly important for this document to contain ALL the pertinent information relating to the project. No supplementary annex is to be sent.

Any error or major inconsistency relating to the instructions for the concept note may lead to said note being rejected.

Expertise France reserves the right to request clarification if the information provided does not enable it to carry out an objective evaluation.

Handwritten concept notes will not be accepted.

1. The concept note must also include all information and documents required to assess applicants’ eligibility, as specified in the application form (Annex A).

2.2.2 Where and how must the concept note be sent?

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

www.xxxxxxxxxxxxxxxxxxxxxx.com

Applications submitted by other means (e.g. by email) or delivered to other 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.**

2.2.3 Deadline for submission of the concept note

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

Any concept notes submitted after the deadline will be rejected.

2.2.4 Other information concerning the concept note

An information session for this call for projects will be held on 23/12/2024 at 10:00 am Paris Time.

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](mailto:xx@xx.xx) 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.

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

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

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

2.2.5 Full applications

Lead applicants invited to submit a full application 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 cofinancing percentages set out in section 1.3 of these Rules. The lead applicant may only replace a partner in duly justified circumstances (e.g. bankruptcy of the initial partner). In such a case, the new partner must be similar in nature to the initial partner. The lead applicant may amend the duration of the project if unforeseen circumstances outside the control of the applicants arise after submission of the concept note, duly calling for said change (risk of project non-implementation). In such a case, the duration of the project must remain within the limits specified in the Rules as applicable to applicants. An explanation/justification of the replacement/amendment in question must be provided in a supporting letter or email.

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

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

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

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

Handwritten requests will not be accepted.

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

2.2.6 Where would the full application be sent?

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

www.xxxxxxxxxxxxxxxxxxxxxx.com]

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

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

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

2.2.7 Deadline for full applications

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

2.2.8 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 projects reference clearly stated:

Email address: <[link](mailto:xx@xx.xx) 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[>](mailto:xx@xx.xx)

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 full application submission deadline.

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

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

## Application evaluation and selection

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

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

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

**Opening and administrative verification**

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

* Compliance with the deadline. If the deadline has not been met, the application will be automatically rejected.
* Compliance for 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.

**Verification of eligibility**

Eligibility will be verified on the basis of the supporting documentation requested by Expertise France (see point 2.4). It will be solely conducted for applications that have been provisionally selected based on their score and within the limits of the budget specified for this call for projects.

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

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

**STAGE 2: EVALUATION OF CONCEPT NOTES**

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. Pertinence of the project** | Sub-score | **30** |
| 1.1 To what extent does the CSO coalition selection satisfy objectives and priorities specified in the call for projects? \* | 5(x2)\*\* |  |
| 1.2 To what extent does the proposal meet the objectives and priorities specified in the call for projects? | 5 |  |
| 1.3 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 |  |
| 1.4 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 |  |
| 1.5 Does the proposal contain specific elements providing added value, such as environmental aspects, the promotion of gender equality and equality of opportunity, the needs of disabled persons, the rights of minorities, the rights of the indigenous populations, innovation and best practices, as well as the other additional elements mentioned in section 1.2 of the Rules as applicable to applicants? | 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 to, at least 200% of the available budget for this call for projects. The amount of contributions requested from each concept note will be based on the planned indicative financial allocations.

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

**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 evaluation criteria break down into selection criteria and award criteria.

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

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

*Scoring:*

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

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

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

**Provisional selection**

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

## Submission of supporting documents for provisionally selected applications

Lead applicants whose applications have been provisionally selected or included on the reserve list will be notified in writing by Expertise France. They will be asked to provide the following documents to enable Expertise France to verify their eligibility and, as applicable, that of their partner(s)[[3]](#footnote-3):

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

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

1. A copy of the lead applicant’s most recent financial statements (income statement and balance sheet for the last financial year)[[4]](#footnote-4). The partners, if any, are not required to submit a copy of their financial statements;
2. The financial identity information sheet (see Annex D of the Rules) duly completed and signed by each applicant (i.e. the lead applicant and its partners, as applicable), accompanied by the requested supporting documentation;
3. A capacity description sheet for the lead applicant (not partners) in accordance with the model attached in Annex E of these Rules;
4. Wherever possible, entities without a legal personality must provide the documents set out above. The legal representative must also send a letter declaring their ability to enter into legal undertakings on behalf of the entity.

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

Where such documents are not written in 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, it is **strongly** recommended for evaluation purposes to provide a translation in English of the document’s pertinent parties proving the eligibility of the lead applicant and, as applicable, of the partners.

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.

## Notification of the Expertise France decision

**Content of the decision**

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

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

**Indicative timetable**

|  |  |  |
| --- | --- | --- |
|  | **DATE** | **TIME** |
| **1. Call announcement and information meeting (if required)** | **23.01.2025** | 10:00  Central European Time (CET; UTC+01:00). |
| **2. Information session** | **03.02.2025** | 10:00  Central European Time (CET; UTC+01:00). |
| **3. Deadline clarification requests issued to Expertise France** | **28.02.2025 (**10 days prior to the submission deadline) | 16:00  Central European Time (CET; UTC+01:00). |
| **4. Last date on which clarifications are given by Expertise France** | **05.03.2025** (5 days prior to the submission deadline) | 16:00  Central European Time (CET; UTC+01:00). |
| **5. Submission deadline for limited procedures: concept notes;** | **10.03.2025** | 16:00  Central European Time (CET; UTC+01:00). |
| **6. Notification of lead applicants regarding opening, administrative verifications, eligibility (Stage 1) and evaluation of the concept note (Stage 2)** | **14.03.2025** | 16:00  Central European Time (CET; UTC+01:00). |
| **7. Invitations to submit a full application (after eligibility checks)** | **21.03.2025** | 16:00  Central European Time (CET; UTC+01:00). |
| **8. Deadline for submitting the full application]** | **05.05.2025** | 16:00  Central European Time (CET; UTC+01:00). |
| **9. Notification of lead applicants regarding evaluation of full applications (Stage 3)** | **12.05.2025** | 16:00  Central European Time (CET; UTC+01:00). |
| **10. Notification of award** | **19.05.2025** | 16:00  Central European Time (CET; UTC+01:00). |
| **11. Signing of the contract** | **23.05.2025** | 16:00  Central European Time (CET; UTC+01:00). |

All times are in the local time of Expertise France.

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

## 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.

## 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 A: Grant Application Form (Word format)

Annex B: Budget (Excel format)

Annex C: Logical framework (Excel format)

Annex D: Financial identification sheet

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

**information documents[[5]](#footnote-5)**

Annex F: Model grant contract

Annex II: General Terms and Conditions

Annex III: Budget (Annex B to this document)

Annex IV: Rules applicable to procurement contracts

Annex V: Letter for submission of reports and payment requests

Annex VI: Model narrative and financial report

Annex VII: Transfer of ownership of assets

Annex VIII: Integrity commitment

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

\* \* \*

1. Establishment is determined on the basis of the organisation’s articles of association which must show that the organisation has been founded under an act of law of the country in question and that its registered office is located in an eligible country. In this regard, any legal entity whose articles of association have been created in another country cannot be treated as an eligible local organisation, even if it is registered locally or a “memorandum of understanding” has been signed. [↑](#footnote-ref-1)
2. These third parties are neither partners, nor associates nor contractors. [↑](#footnote-ref-2)
3. No supporting documentation will be required for grant applications not exceeding EUR 40,000. [↑](#footnote-ref-3)
4. This obligation does not apply to individuals who have been awarded a scholarship or who are in greatest need of direct assistance. Public entities and international organisations are likewise exempt. This also does not apply when the accounts, in practice, are the same documents as the external audit report already provided under 2.4.2. [↑](#footnote-ref-4)
5. These documents should also be published by Expertise France. [↑](#footnote-ref-5)