****

**Contracting Authority**: European Commission

Support for Civil Society Organisations in the Republic of Moldova in 2025

Guidelines for grant applicants

Budget line: BGUE-B2024-14.020111-C1-NEAR

Reference:
EuropeAid/183610/DD/ACT/MD

Deadline for submission[[1]](#footnote-2) of concept notes:

05/05/2025 at 12:00 (Brussels date and time)

(in order to convert to local time click [here](http://www.timeanddate.com/worldclock/converter.html)[[2]](#footnote-3))

NOTICE

This is a restricted call for proposals. In the first instance, only concept notes (Annex A.1 – Grant application form - Concept note) must be submitted for evaluation. Thereafter, lead applicants who have been pre-selected will be invited to submit a full application (Annex A.2 – Grant application form – Full application). After the evaluation of the full applications, an eligibility check will be performed for those which have been provisionally selected (including those placed on the reserve list). Eligibility will be checked on the basis of the supporting documents requested by the contracting authority and the signed ‘declaration by the lead applicant’ sent together with the full application.

**Online submission via PROSPECT**

**To apply to this call for proposals organisations must register in PADOR and submit their application in PROSPECT (see section 2.2.2 of the guidelines).** The aim of PROSPECT is to increase the efficiency of the management of the call for proposals and to offer a better service to civil society organisations through a new panel of functionalities such as the on-line submission and the possibility to follow up online the status of their application.

**Preparation:** Information session **4 April 2025 in Chișinău, Republic of Moldova** and user manuals

To help applicants familiarise themselves with the system before the online submission, an information session will be organised on **4 April 2025 in Chișinău, Republic of Moldova, in a hybrid format**.

Should you be interested in this session, please send an email by **1 April 2025, 18:00 Chișinău time** to **Delegation-Moldova-Operations@eeas.europa.eu**, indicating: name, surname, nationality and email address of the persons who are going to participate as well as their organisation (max. two participants per organisation). No costs incurred by the applicants for attending this information session are reimbursable.

All organisations may find more information regarding PROSPECT in the [user's manual](https://wikis.ec.europa.eu/display/ExactExternalWiki/Manual%2Bfor%2BApplicants%2B-%2Be-Calls%2BPROSPECT) and the [e-learning videos](https://wikis.ec.europa.eu/display/ExactExternalWiki/e-Learning%2BVideos%2B-%2Be-Calls%2BPROPECT). You may also contact our technical support team via the online support form in PROSPECT[[3]](#footnote-4).

Table of contents

[1. «Support for civil society organisations in the Republic of Moldova in 2025» 4](#_Toc185257666)

[1.1. Background 4](#_Toc185257667)

[1.2. Objectives of the programme and priority issues 4](#_Toc185257668)

[1.3. Financial allocation provided by the contracting authority 4](#_Toc185257669)

[2. Rules FOR thIS call for proposalS 5](#_Toc185257670)

[2.1. Eligibility criteria 5](#_Toc185257671)

[2.1.1. Eligibility of applicants (i.e. lead applicant and co-applicant(s)) 6](#_Toc185257672)

[2.1.2. Associates, contractors, recipients of financial support 8](#_Toc185257673)

[2.1.3. Eligible actions: actions for which an application may be made 9](#_Toc185257674)

[2.1.4. Eligibility of costs and eligibility of results/conditions 11](#_Toc185257675)

[2.1.5. Ethics and values 14](#_Toc185257676)

[2.2. How to apply and the procedures to follow 15](#_Toc185257677)

[2.2.1. Concept note content 16](#_Toc185257678)

[2.2.2. Where and how to send concept notes 17](#_Toc185257679)

[2.2.3. Deadline for submission of concept notes 18](#_Toc185257680)

[2.2.4. Further information about concept notes 19](#_Toc185257681)

[2.2.5. Full applications 19](#_Toc185257682)

[2.2.6. Where and how to send full applications 21](#_Toc185257683)

[2.2.7. Deadline for submission of full applications 22](#_Toc185257684)

[2.2.8. Further information about full applications 23](#_Toc185257685)

[*2.3.* Evaluation 23](#_Toc185257686)

[2.3.1. STEP 1: [OPENING &]ADMINISTRATIVE CHECKS AND CONCEPT NOTE EVALUATION 23](#_Toc185257687)

[2.3.2. STEP 2: EVALUATION OF THE FULL APPLICATION 24](#_Toc185257688)

[2.3.3. STEP 3: VERIFICATION OF ELIGIBILITY OF THE APPLICANTS AND AFFILIATED ENTITY(IES) AND OTHER SUPPORTING DOCUMENTS 27](#_Toc185257689)

[2.4. Award decision 27](#_Toc185257690)

[2.5. Notification of the Contracting Authority’s decision 27](#_Toc185257691)

[2.6. Signature of the grant contract 28](#_Toc185257692)

[2.7. Indicative timetable 28](#_Toc185257693)

[2.8. Early detection and exclusion system 29](#_Toc185257694)

[3. annexes 29](#_Toc185257695)

1. Support for civil society organisations in the Republic of Moldova in 2025
	1. Background

Civil society organisations in the Republic of Moldova play an important role in the EU accession process, promoting good governance and democratic institutions, protecting the respect of fundamental rights and equality, as well as contributing to monitoring and implementation of key sectoral reforms. Their engagement is essential to ensure strengthened participation of citizens in the decision making process, through effective consultations and civic participation, at national, regional and local level.

The EU is a long-standing and trusted partner of civil society in the Republic of Moldova providing considerable support for civil society, which in line with EU policies promotes civil society independence, capacity and participation, as well as an open and enabling environment for civil society, contributing to a democratic space in Moldova and an inclusive and open dialogue with and between civil society organisations.

The EU-Moldova cooperation strongly intensified following the decision of the European Council to grant Moldova EU candidate status in June 2022. The momentum was further strengthened with the European Council endorsing the Commission recommendation to open accession negotiations with Moldova in December 2023, which were formally launched on 25 June 2024.

The current Call for Proposal is financed under the **EaP Civil Society Facility for Resilient and Inclusive Societies for 2023-2024**, which is the EU’s landmark programme on support for civil society in the EaP countries. Empowered civil society, including social partners, is a crucial component of an inclusive and resilient, gender equal and democratic system and a key contributor to the democratic and economic transformation of the partner countries. The Joint Communication on the future of the EaP of March 2020[[4]](#footnote-5) and the Joint Staff Working Document on Recovery, resilience and reforms: post 2020 Eastern Partnership priorities of July 2021[[5]](#footnote-6) confirm the EU’s commitment to enhance engagement and sustainability of civil society in all partner countries, particularly local, grassroots organisations, to meaningfully participate in policy dialogue, promote reforms and public accountability.

Against the backdrop of Russia’s war of aggression against Ukraine and increased political instability across the countries, this action aims to strengthen inclusive resilient democratic societies in the Eastern Partnership region by capacitating civil society organisations (CSOs) to participate meaningfully in European and national policy dialogue, including reforms, accountability and socio-economic recovery, as well as by enabling civic actors to engage in pro-democracy and human rights, environment/climate activism, sustainable development etc.

The Call rolls out the EU support for Civil Society Organisations initiatives in the framework of the [Roadmap for engagement with Civil Society in the Republic of Moldova](https://www.eeas.europa.eu/sites/default/files/documents/2024/EU_roadmap_for_engagement_with_csos_Moldova.pdf), for the period 2021-2027.

In addition, the Call will support Moldovan civil society organisations (CSOs) including grassroots and smaller organisations to develop their capacities, influence and strengthen the dialogue with national authorities in the context of the country’s EU accession process, to strengthen their financial situation through support to third parties, as they often lack the capacity to apply directly for EU funding.

* 1. Objectives of the programme and priority issues

The **global objective** of this call for proposals is to strengthen the participation and contribution of Moldovan civil society to the democratic, economic and social development of the country in the context of the EU accession process. This action aims to support inclusive, resilient and democratic society by capacitating CSOs to participate in the implementation and monitoring of reforms related to the EU accession, to engage in open and structured policy dialogue with public authorities, promoting citizens active civic participation in social and economic life, ensuring fair and equal development opportunities for all.

This **call for proposals** is divided into three lots, each lot has its own specific objectives and priorities, as indicated below.

The **specific objectives and priorities** of this call for proposals are:

**Lot 1 specific objective**:

Strengthening the capacities of civil society organisations to participate and contribute to the EU accession process of the Republic of Moldova.

**Priorities**:

* To support civil society organisations, including grassroots organisations, to engage with public authorities in the implementation and monitoring of reforms and EU and national development programmes.
* To support civil society organisations, including grassroots organisations, to expand their role in monitoring and participating in the reform process of various sectors related to Moldova’s accession process to the EU.

**Lot 2 specific objective:**

Strengthening the capacities of civil society organisations to better perform their role as community mobilisation actor in the context of the EU integration process.

**Priorities:**

* To encourage active participation of local communities and citizens in achieving societal transformation in the context of EU integration.
* To promote initiatives that contribute to the sustainable development of local communities.

**Lot 3 specific objective:**

Enabling CSOs to meaningfully contribute to the strengthening of the child protection system in the Republic of Moldova in the context of EU accession.

**Priorities:**

* To strengthen governance, coordination and capacity of the child protection system in the Republic of Moldova, to contribute to reducing the child poverty and preventing child institutionalisation. Applicants are encouraged to set up strong partnerships with the Ministry of Labour and Social Protection.

All actions should be gender sensitive and rights-based. The actions should address crosscutting issues related to gender-equality, environmental practices, inclusion of people with disabilities and minority groups.

* 1. Financial allocation provided by the contracting authority

The overall indicative amount made available under this call for proposals is **EUR 6,000,000**. The contracting authority reserves the right not to award all available funds.

**Indicative allocation of funds by lot:**

**Lot 1:** EUR 1,500,000

**Lot 2:** EUR 2,500,000

**Lot 3:** EUR 2,000,000

If the allocation indicated for a specific lot cannot be used due to insufficient quality or number of proposals received, the contracting authority reserves the right to reallocate the remaining funds to the other lot.

**Size of grants**

Any grant requested under this call for proposals must fall between the following minimum and maximum amounts:

* **Lot 1**: minimum amount: EUR 1,450,000; maximum amount: EUR 1,500,000
* **Lot 2**: minimum amount: EUR 2,450,000; maximum amount: EUR 2,500,000
* **Lot 3**: minimum amount: EUR 1,950,000; maximum amount: EUR 2,000,000

Any grant requested under this call for proposals must fall between the following minimum and maximum percentages of total eligible costs of the action:

* Minimum percentage: 50 % of the total eligible costs of the action.
* Maximum percentage: 95 % of the total eligible costs of the action (see also Section 2.1.4).

The balance (i.e. the difference between the total cost of the action and the amount requested from the contracting authority) must be financed from sources other than the general budget of the Union or the European Development Fund[[6]](#footnote-7).

1. Rules FOR thIS call for proposalS

These guidelines set out the rules for the submission, selection and implementation of the actions financed under this call, in conformity with the practical guide (PRAG), which is applicable to the present call (available on the internet at this address <https://wikis.ec.europa.eu/display/ExactExternalWiki/ePRAG> ).[[7]](#footnote-8)

* 1. Eligibility criteria

There are three sets of eligibility criteria, relating to:

1. the actors (2.1.1.):
* The ‘**lead applicant’**, i.e. the entity submitting the application form;
* if any, its **co-applicant(s)** (**where it is not specified otherwise the lead applicant and its co-applicant(s) are hereinafter jointly referred as ‘applicant(s)’**);
* and, if any, **affiliated entity(ies)** to the lead applicant and/or to a co-applicant(s);
1. the actions (2.1.3.):

• actions for which a grant may be awarded;

1. the eligible costs or results/conditions (2.1.4.):
* where the grant takes the form of reimbursement of costs (totally or partially): the eligible costs, the types of cost that may be taken into account in setting the amount of the grant.
* where the grant takes the form of financing not linked to costs (totally or partially): the eligibility conditions for the results/conditions.
	+ 1. Eligibility of applicants (i.e. lead applicant and co-applicant(s))

**Lead applicant**

In order to be eligible for a grant, the lead applicant must:

* be a legal person **and**
* be non-profit-making **and**
* be a specific type of organisation such as: non-governmental organisation[[8]](#footnote-9), local authority, international (inter-governmental) organisation as defined by Article 159(1) of the EU Financial Regulation[[9]](#footnote-10) **and**
* be effectively established in[[10]](#footnote-11) a Member State of the European Union or Republic of Moldova or any other eligible countries as stipulated in the basic act NDICI-GE[[11]](#footnote-12). Due to the legal status of international organisations, the obligation of effective establishment in the referred countries does not apply to international organisations, where the latter are eligible, **and**
* be directly responsible for the preparation and management of the action with the co-applicant(s) and affiliated entity(ies), not acting as an intermediary, **and**
* not being in any of the situations listed in Section 2.4. of the practical guide.

The lead applicant must act with co-applicant(s) as specified hereafter.

If awarded the grant contract, the lead applicant will become the beneficiary identified as the coordinator in Annex G (special conditions). The coordinator is the sole interlocutor of the contracting authority. It represents and acts on behalf of any other co-beneficiary (if any) and coordinate the design and implementation of the action.

**Co-applicant(s)**

The lead applicant must act with at least 1 co-applicant.

Co-applicants participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the lead applicant.

Co-applicants must satisfy the eligibility criteria as applicable to the lead applicant himself.

Co-applicants must sign the mandate in Annex A.2 Section 5.

If awarded the grant contract, the co-applicant(s) (if any) will become beneficiary(ies) in the action (together with the coordinator)

**Affiliated entities**

The lead applicant and its co-applicant(s) may act with affiliated entity(ies).

Only the following entities may be considered as affiliated entities to the lead applicant and/or to co-applicant(s):

Only entities having a structural link with the applicants (i.e. the lead applicant or a co-applicant), in particular a legal or capital link.

This structural link encompasses mainly two notions:

(i) Control, as defined in Directive 2013/34/EU on the annual financial statements, consolidated financial statements and related reports of certain types of undertakings:

Entities affiliated to an applicant may hence be:

* Entities directly or indirectly controlled by the applicant (daughter companies or first-tier subsidiaries). They may also be entities controlled by an entity controlled by the applicant (granddaughter companies or second-tier subsidiaries) and the same applies to further tiers of control;
* Entities directly or indirectly controlling the applicant (parent companies). Likewise, they may be entities controlling an entity controlling the applicant;
* Entities under the same direct or indirect control as the applicant (sister companies).

(ii) Membership, i.e. the applicant is legally defined as a e.g. network, federation, association in which the proposed affiliated entities also participate or the applicant participates in the same entity (e.g. network, federation, association…) as the proposed affiliated entities.

The structural link shall as a general rule be neither limited to the action nor established for the sole purpose of its implementation. This means that the link would exist independently of the award of the grant; it should exist before the call for proposals and remain valid after the end of the action.

By way of exception, an entity may be considered as affiliated to an applicant even if it has a structural link specifically established for the sole purpose of the implementation of the action in the case of so-called ‘sole applicants’ or ‘sole beneficiaries’. A sole applicant or a sole beneficiary is a legal entity formed by several entities (a group of entities) which together comply with the criteria for being awarded the grant. For example, an association is formed by its members.

What is not an affiliated entity?

The following are not considered entities affiliated to an applicant:

* Entities that have entered into a (procurement) contract or subcontract with an applicant, act as concessionaires or delegatees for public services for an applicant,
* Entities that receive financial support from the applicant,
* Entities that cooperate on a regular basis with an applicant on the basis of a memorandum of understanding or share some assets,
* Entities that have signed a consortium agreement under the grant contract (unless this consortium agreement leads to the creation of a ‘sole applicant’ as described above).

How to verify the existence of the required link with an applicant?

The affiliation resulting from control may in particular be proved on the basis of the consolidated accounts of the group of entities the applicant and its proposed affiliates belong to.

The affiliation resulting from membership may in particular be proved on the basis of the statutes or equivalent act establishing the entity (network, federation, association) which the applicant constitutes or in which the applicant participates.

If the applicants are awarded a grant contract, their affiliated entity(ies) will not become beneficiary(ies) of the action and signatory(ies) of the grant contract. However, they will participate in the design and in the implementation of the action and the costs they incur (including those incurred for implementation contracts and financial support to third parties and subcontractors) may be accepted as eligible costs, provided they comply with all the relevant rules already applicable to the beneficiary(ies) under the grant contract.

Affiliated entity(ies) must satisfy the same eligibility criteria as the lead applicant and the co-applicant(s). They must sign the affiliated entity(ies) statement in Annex A.2 Section 5.

* + 1. Associates, contractors, recipients of financial support

The following entities are not applicants nor affiliated entities and do not have to sign the ‘mandate for co-applicant(s)’ or ‘affiliated entities' statement:

* Associates

Other organisations or individuals may be involved in the action. Such associates play a real role in the action but may not receive funding from the grant, with the exception of per diem or travel costs. Associates do not have to meet the eligibility criteria referred to in Section 2.1.1. Associates must be mentioned in Annex A.2 Section 4 — ‘Associates participating in the action’.

* Contractors

The beneficiaries and their affiliated entities are permitted to award contracts (subcontracting or implementation contracts). Beneficiaries, affiliated entity(ies), recipients of financial support or associates cannot be also contractors in the project. Contractors are subject to the procurement rules set out in Annex IV to the standard grant contract.

* Recipients of financial support

If allowed by the call for proposals, and under the conditions laid herein and in the grant contract, the beneficiaries and their affiliated are permitted to provide financial support to other third parties. These third parties are neither beneficiaries, affiliated entity(ies) nor associates nor contractors.

Each actor should only participate in a single role in an action. This is to avoid any potential conflicts of interest and ensure clear allocation of rights and obligations as well as certainty on cost eligibility.

* + 1. Eligible actions: actions for which an application may be made

Definition:

An action is composed of a set of activities.

**Duration**

The initial planned duration of an action may not be lower than 28 months nor exceed 42 months.

**Sectors or themes**

Please see section 1.2.

**Location**

Actions must take place in the Republic of Moldova, including in the Transnistrian region.

**Types of action**

Types of action, which may be financed under this call, must constitute a project - a self-contained operation consisting of coherent sets of activities with clearly defined objectives in line with the objectives and priorities listed under section 1.2.

For the sole purpose of providing a tentative indication and with no intention to be in any way exhaustive or prescriptive, actions must include, but are not limited to:

* Provide financial support for eligible third parties in the Republic of Moldova;
* Provide step-by-step support in the implementation of project funding received, coupled with oversight of the organisations' own development strategies – including administrative development and ambitions within the community and the sector. This support should also ensure appropriate EU visibility and financial management capacity of the third party;
* Public information, awareness raising, learning, sharing, representation and advocacy activities through conferences, seminars and workshops, meetings, media actions as appropriate in coordination with the EU Delegation;
* Promotion of best practices, contribution to policy work, policy advocacy/policy dialogue.

Priority will be given to:

* actions implemented by or with community-based organisations;
* actions oriented to build up the capacity of community based organisations and serving the needs thereof in line with objectives of the action;
* actions involving financial support to third parties.

The following types of action are ineligible:

* actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences and congresses;
* actions concerned only or mainly with individual scholarships for studies or training courses;
* actions and measures that may result in violation of human rights in partner countries or causing significant adverse effects on the environment or the climate[[12]](#footnote-13);

**Types of activity**

The following types of activities may be financed under this call. However, the lists are not exhaustive.

**Lot 1: Strengthening the capacities of civil society organisations to participate and contribute to the EU accession process of the Republic of Moldova through structured engagement with public authorities and monitoring the implementation of reforms and EU and national development programmes:**

* Fostering enhanced levels of coordination and cooperation between the national and local authorities and civil society to support the EU accession process of the country;
* Establishing close cooperation with national authorities, including with the Bureau for European Integration, in view of developing strategic policy frameworks and relevant institutional mechanisms for open and structured dialogue with civil society across various policy areas in the context of the EU accession process;
* Strengthening democratic and inclusive participation of civil society in the EU accession process of the Republic of Moldova by empowering it to actively take part in decision making, to monitor accession negotiations and implementation of EU and national development plans and programmes (e.g. Growth Plan);
* Reinforcing the capacities and resilience of CSOs to contribute to the EU accession process and carry out activities effectively to ensure participation in the screening, bilateral meetings, public consultations etc.;
* Raising awareness about the EU integration among Moldovan society by supporting civic engagement at all levels of the accession process and building a resilient, democratic future understanding of challenges of societal transformation on the way to the EU;
* Organising communication and engagement activities to raise awareness about the EU integration and promote civic citizenship and participatory democracy in Moldova;
* Supporting active CSOs platforms and networks to reinforce organised dialogue with national and local authorities to address key topics relevant to the EU accession negotiation process;
* Supporting local CSO platforms, such as EaP Civil Society Forum National Platform, EU-Moldova Civil Society Platform, and networks to promote coordination, collaboration and exchange towards increased abilities to advocate, monitor and participate in reform processes in achieving an effective policy dialogue regarding the EU accession process;
* Supporting national civil society platforms and networks and civil society participation in multi-stakeholder dialogue fora, processes and platforms, aimed at strengthening alliances for civil society with other international actors including media, private sector, academia etc.;
* Providing opportunities for CSOs to interact and network with their national, regional and European level counterparts and to create new partnerships;
* Strengthening the skills of Moldovan civil society to expand its knowledge about the EU and the accession process and to ensure active and efficient participation in the EU accession negotiations through negotiation training, capacity building, mentorship, study visits to facilitate sharing of expertise and experience on enlargement;
* Promoting transparency and government accountability including societal policy debates and EU integration processes;
* Improving CSO organisational capacity related to internal governance; programme, project and financial management, advocacy, CSO effectiveness, accountability and transparency; supporting CSO financial management capacities, capacity building to keep up with technological advancements like AI and data technology;
* Strengthening CSOs capacities through flexible financial support to third parties mechanisms in all fields relevant to the accession to the EU;

**Lot 2: Increasing the capacities of local civil society organisations to better perform their role as community mobilisation actor in the context of the EU integration process and promote local sustainable development initiatives:**

* Promoting civic education of citizens and awareness raising about societal change in the context of the European integration process of the Republic of Moldova;
* Reinforcing inclusive civic participation in public policy processes and improve cooperation and dialogue between civil society and the relevant national and local authorities;
* Encouraging innovative approaches to promote citizens’ participation in social, political and economic life of the country in the context of EU accession;
* Promoting pro-democracy discourse, increasing citizens’ civic and political culture and critical thinking on stringent/actual topics of citizens’ policy agenda, importance of solidarity and democratic values;
* Engagement with citizens, local civil society, local public authorities, to improve the quality of policymaking so that it fits better the needs of citizens and foster vibrant debates on issues affecting everyday life and the future of the country, building democratic society;
* Increasing capacities and resources for local civil society organisations, community based organisations, local action groups as drivers of local development through the implementation of small-scale projects;
* Training and capacity building for local civil society organisations, community based organisations, local action groups to manage and implement projects, developing their digital skills, communication skills etc.;
* Supporting new and innovative community projects aimed at promoting culture, tourism, traditions, arts, sport, gender equality, human rights, social inclusion, local development initiatives, protection of environment, climate change etc.;
* Development of strong partnerships between the local civil society organisations, local action groups and local public authorities for the creation of sustainable livelihoods, building safe, healthy, connected and inclusive communities, encouraging local business growth etc.;
* Rolling out educational campaigns for children, youth, elderly on general interest topics and relevant to each age category group such as topics improving digital skills, support to young people through informal education and promotion of vocational training, active aging for the elderly etc.;
* Support for local civil society organisations to strengthen the positive narrative of civil society and counter disinformation, hate speech and digital harassment on social media platforms;
* Supporting continuous learning and personal growth of local communities, as well citizens’ initiatives contributing to inclusive and sustainable local development;
* Improving public perception, strengthening relationships between citizens, local civil society organisations and public authorities, building trust, giving a voice to vulnerable and marginalised people;

**Lot 3: Enabling CSOs to meaningfully contribute to the strengthening of the child protection system in the Republic of Moldova in the context of EU accession process:**

Strengthening of governance, coordination and capacity of the child protection system:

* Capacity building for local CSOs, including grassroots and specialised organisations, to enhance their role in monitoring, advocacy, service provision and policy dialogue within the child protection system;
* Support for local CSOs in legislative advocacy and policy review, ensuring their active involvement in the development, implementation, and monitoring of child protection laws and regulations in support of the National Child Protection Programme 2022-2026;
* Strengthening the capacities of public authorities, child protection specialists and social workers, staff working in social and rehabilitation services for children with disabilities and special needs, with a specific focus on rural and underserved areas, to strengthen their ability to identify, assess, and respond to child protection risks effectively; capacity building should ensure knowledge transfer from specialised and experienced CSOs and its integration into the training system and beyond;
* Support for strengthening community-based child protection networks, ensuring local actors (teachers, health workers, social workers, law enforcement, and faith-based organisations) are equipped to identify, prevent, and respond to risks faced by children in their communities;
* Strengthening of evidence-based monitoring and case management systems to ensure continuous oversight, timely interventions, and personalised support tailored to the needs of children and families;
* Support for strengthening local and national coordination mechanisms between government agencies, CSOs, law enforcement, education, and healthcare sectors to ensure a holistic and multi-disciplinary approach to child protection;
* Awareness rising about children’s rights and protection mechanisms, including for children with disabilities and complex emotional needs, particularly in rural and marginalised communities, through targeted and inclusive campaigns. These efforts should inform families about child rights, positive parenting, social services, and available support programs. Additionally, they could address the prevention of gender-based violence, child labour, and online exploitation while promoting the Telefonul Copilului.

Family support and prevention of child neglect, abuse and abandonment:

* Provision of comprehensive, tailored, and needs-based support to families and children at risk of separation to ensure family preservation and prevent institutionalisation. The support may include but is not limited to in-kind support, voucher and financial support, referrals, counselling, socio-economic empowerment, counselling and rehabilitation for parents and children consumers of alcohol;
* Development and implementation of parent education programmes to equip caregivers with the knowledge and skills needed to provide a safe and nurturing environment for their children. These programs may include parenting schools for structured training on child development and positive discipline, workshops and peer support groups for experience sharing and professional guidance, as well as targeted interventions for high-risk families such as teenage parents, single caregivers, and those affected by migration and separation;
* Provision of extracurricular activities for at-risk children to support their social inclusion, personal development, and well-being. These activities could be accompanied by a hot meal and may include arts, music, sports, catch-up classes for children who have missed school, and life skills courses such as English, IT, and financial literacy;
* Development of specialised assistance and rehabilitation services for children victims and witnesses of violence, children aggressors, children in conflict with law, children with deviant behaviour.

Deinstitutionalisation and alternative family-based care:

* Development and support of alternative family-based care services;
* Facilitation of reintegration of children into family-based care by providing tailored, needs-based support to families and caregivers;
* Development of specialised services to prevent the institutionalisation of children with disabilities, including but not limited to educational support services, assistive technologies, therapy, rehabilitation programmes, and respite care for families and caregivers;
* Development of specialised services for children with complex emotional needs, including but not limited to educational support services, assistive technologies, therapy, rehabilitation programmes, and respite care for families and caregivers;
* Support the transition for young people (18+) leaving institutions by providing vocational training, mentorship, life skills development, access to affordable housing, and financial literacy programmes to help them achieve independence and social inclusion.

**Financial support to third parties**

Applicants shall propose financial support to third parties in order to help achieving the objectives of the action.

The financial support to third parties planned in this Call will allow smaller organisations to develop their capacities, influence and strengthen the dialogue with national authorities in the context of the country’s EU accession process and participation in decision-making between civil society and public authorities both at local and national level.

The maximum amount of financial support per third party is EUR 60 000 except where achieving the objectives of the actions would otherwise be impossible or overly difficult, in which case this threshold can be exceeded. A threshold below EUR 60 000 can be set if appropriate.

In compliance with the present guidelines and notably of any conditions or restrictions in this Section, the lead applicant should define mandatorily in Section 2.1.1 of Annex a.2 (Grant application form – Full application):

1. the overall objectives, the specific objective(s) and the outputs[[13]](#footnote-14) (i.e. the results) to be achieved with the financial support;
2. the different types of activities eligible for financial support, on the basis of a fixed list;
3. the types of persons or categories of persons which may receive financial support;

(iv) the criteria for selecting these entities and giving the financial support;

1. the criteria for determining the exact amount of financial support for each third entity; and
2. the maximum amount which may be given.

In all events, the mandatory conditions set above for giving financial support (points (i) to (vi)) have to be strictly defined in the grant contract as to avoid any exercise of discretion.

Recipients of financial support cannot be designated in the lists of EU restrictive measures.

**Visibility**

The applicants must take all necessary steps to ensure the visibility of the European Union as the funder or co-funder of the action, through the correct and prominent display of the EU emblem and relevant funding statement. Unless the European Commission agrees otherwise, actions that are wholly or partially funded by the European Union must ensure the visibility of EU financing by displaying the EU emblem in accordance with the guidelines set out in the Operational guidelines for recipients of EU funding, published by the European Commission.

All measures and activities relating to visibility and, if applicable, communication, must comply with the latest Communication and Visibility Requirements for EU-funded external action, laid down and published by the European Commission [Communication and Visibility Requirements for EU External Actions | International Partnerships (europa.eu)](https://ec.europa.eu/international-partnerships/comm-visibility-requirements_en).

Derogation from contractual visibility obligations is permitted in exceptional situations, which may be required in the framework of this action due to security issues for the staff and beneficiaries, local political sensitivities, when this is in the interest of the beneficiary or the contracting authority. In such cases, visibility tools, products, and channels to be used in promoting a given action will be determined on a case-by-case basis, in consultation and agreement with the EU prior to limiting EU visibility. Requests for derogation from contractual visibility obligations should be included in Annex A.2 – Full application form and negotiated as part of the Special Conditions of the contract.

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

The lead applicant may not submit more than one application per lot under this call for proposals.

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

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

A co-applicant/affiliated entity may not be the co-applicant or affiliated entity in more than one application per lot under this call for proposals.

A co-applicant/affiliated entity may not be awarded more than one grant per lot under this call for proposals.

**Form of the grant**

The grants awarded under this call for proposals take the following form(s):

Reimbursement of eligible costs that may be based on any or a combination of the following forms as per Section 2.1.4:

(i) actual costs incurred by the beneficiary(ies) and affiliated entity(ies);

(ii) one or more simplified cost options.

* + 1. Eligibility of costs and eligibility of results/conditions

Reimbursement of costs

Where the grant takes the form of reimbursement of costs (entirely or partially), only ‘eligible costs’ can be covered by a grant. The categories of costs that are eligible and non-eligible are indicated below. The budget is both a cost estimate and an overall ceiling for “eligible costs”.

Eligible costs can be reimbursed as actual costs.[[14]](#footnote-15)

Eligible direct costs

To be eligible under this call for proposals, costs must comply with the provisions of Article 14 of the general conditions to the standard grant contract (see Annex G of the guidelines).

Recommendations to award a grant are always subject to the condition that the checks preceding the signing of the grant contract do not reveal problems requiring changes to the budget (such as arithmetical errors, inaccuracies, unrealistic costs and ineligible costs). The checks may give rise to requests for clarification and may lead the contracting authority to impose modifications or reductions to address such mistakes or inaccuracies. It is not possible to increase the grant or the percentage of EU co-financing as a result of these corrections.

It is therefore in the applicants' interest to provide a **realistic and cost-effective budget**.

Contingency reserve

The budget may include a contingency reserve not exceeding 5 % of the estimated direct eligible costs (in case of actions comprising also financing not linked to costs, to be calculated on the cost-based component). It can only be used with the **prior written** **authorisation** of the contracting authority.

Eligible indirect costs

The indirect costs incurred in carrying out the action may be eligible for flat-rate funding, but the total must not exceed 7 % of the estimated total eligible direct costs (except volunteer costs and project office costs) (in case of actions comprising also financing not linked to costs, to be calculated on the cost-based component). Indirect costs are eligible provided that they do not include costs assigned to another budget heading in the standard grant contract. The lead applicant may be asked to justify the percentage requested before the grant contract is signed. However, once the flat rate has been fixed in the special conditions of the grant contract, no supporting documents need to be provided.

If any of the applicants or affiliated entity(ies) is in receipt of an operating grant financed by the EU, it may not claim indirect costs on its incurred costs within the proposed budget for the action.

Contributions in kind

Contributions in kind mean the provision of goods or services to beneficiaries or affiliated entities free of charge by a third party. As contributions in kind do not involve any expenditure for beneficiaries or affiliated entities, they are not eligible costs (except for personnel costs for the work carried out by volunteers under an action or operating grant if so authorised).

Contributions in kind may not be treated as co-financing.

However, if the description of the action as proposed includes contributions in kind, the contributions have to be made.

Ineligible costs

Costs that do not comply with the conditions laid down in the contract are not eligible. The following costs are not eligible:

* debts and debt service charges (interest);
* provisions for losses or potential future liabilities;
* costs declared by the beneficiary(ies) and financed by another action or work programme receiving a European Union (including through EDF) grant;
* purchases of land or buildings, except where necessary for the direct implementation of the action, in which case ownership must be transferred in accordance with Article 7.5 of the general conditions of the standard grant contract, at the latest at the end of the action;
* currency exchange losses;
* in kind contributions (except for volunteers' work);
* bonuses included in costs of staff;
* negative interest charged by banks or other financial institutions;
* credit to third parties;
* salary costs of the personnel of national administrations.
	+ 1. Ethics and values

**Absence of conflict of interest**

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

**Respect for environmental legislation and core labour standards**

Applicants who are awarded a grant must comply with the environmental legislation including multilateral environmental agreements, and with the core labour standards as applicable and as defined in the relevant International Labour Organisation conventions (such as the conventions on freedom of association and collective bargaining; elimination of forced and compulsory labour; abolition of child labour).

**Respect of EU values**

Applicants who are awarded a grant must commit to and ensure the respect of basic EU values, such as respect for human dignity, freedom, democracy, equality, the rule of law and human rights, including the rights of minorities.

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

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

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

Successful applicants (and affiliated entities) other than (i) natural persons (ii) pillar-assessed entities and (iii) governments and other public bodies, shall assess their internal policy against sexual exploitation, abuse and harassment (SEA-H) through a self-evaluation questionnaire (Annex L). For grants of EUR 60 000 or less no self-evaluation is required. Such self-evaluation questionnaire is not part of the evaluation of the full application by the contracting authority, but is an administrative requirement. See section 6.2.10. of the practical guide.

**Anti-corruption and anti-bribery**

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

**Unusual commercial expenses**

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

Grant beneficiaries found to have paid unusual commercial expenses on projects funded by the European Union are liable, depending on the seriousness of the facts observed, to have their contracts terminated or to be excluded from receiving EU/EDF funds.

**Breach of obligations, irregularities or fraud**

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

* 1. How to apply and the procedures to follow

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

1. **Provide information about the organisations involved in the action.**

Lead applicants, co-applicants and affiliated entities, other than natural persons, must register in PADOR[[15]](#footnote-16).

PADOR is an on-line database in which organisations register and update information concerning their entity. Organisations registered in PADOR get a unique ID (EuropeAid ID) which they **must mention** in their application.

PADOR is accessible via the website: <https://webgate.ec.europa.eu/pador>

Lead applicants must register at the concept note step. Co-applicants and affiliated entities must register at the full application step; lead applicants must make sure that their PADOR profile is up to date.

Please note that the registration of this data in **PADOR is obligatory** for this call for proposals. If it is impossible to register online in PADOR for technical reasons or for security and confidentiality concerns, lead applicants, co-applicants and/or affiliated entity(ies) must complete the ‘PADOR registration form[[16]](#footnote-17) attached to these guidelines. This form must be sent **together with the full application,** by the submission deadline (see Section 2.2.5).

The European Commission external action DGs (DG INTPA, DG NEAR, FPI) are migrating the management of their calls and contracts to an online portal based on a register of organisations participating in EU calls for proposals. This online register will apply the "once only" principle: data related to an organisation needs to be submitted only once. This portal will be used as a communication platform for the management of the contract(s). Since you are in the process of applying for a call for proposals financed by DG INTPA, DG NEAR or FPI, it is mandatory to register now in the European Commission’s Participant Register.

This Participant Register will act as an entry point to the future call and contract management portal. By registering you will obtain a Participant Identification Code (PIC, 9-digit number) which will act as your unique identifier. Registration is free of charge. Not registering your organisation might create technical difficulties with the future data migration.

To apply for this call for proposal, it is mandatory for the lead and co-applicants to register in the [**Participant Register**](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register). In order to register your organisation, please follow this link:[*https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register*](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register)*.*

1. **Provide information about the action in the documents listed under sections 2.2.2 (Where and how to send concept notes) and 2.2.5 (Full applications).**

Please note that online submission via **PROSPECT is obligatory** for this call.

**It is strongly recommended to register in PADOR well in advance and not to wait until the last minute before the deadline** **to submit your application in PROSPECT.**

Before starting using PADOR and PROSPECT, please read the user guides available on the website. All technical questions related the use of these systems should be addressed to the IT helpdesk at ec-external-relations-application-support@ec.europa.eu **via the online support form in PROSPECT.**

* + 1. Concept note content

Applications must be submitted in accordance with the concept note instructions in the grant application form annexed to these guidelines (Annex A). Lead applicants should then keep strictly to the format of the concept note and fill in the paragraphs and pages in order.

Applicants must apply in English.

**WARNING**

The title of your proposal will become, if selected, the subject matter of the grant contract that will be signed with your organisation.

On the [Europa website](https://ec.europa.eu/budget/financial-transparency-system/index.html), the field ‘Public subject’, using the title of the selected proposal, is used for publication in the Financial Transparency System (FTS) of all EU grants. This field, being intended for the general public, should provide general and clear information on the purpose of the expenditure.

We therefore recommend to define the subject matter of your proposal along the following indications.

An appropriate subject:

• refers to the content of the project or its objective;

• does not repeat information available in other fields such as the recipient's name, the programme, the year;

• is preferably written in English;

• may contain acronyms if relevant for the citizens;

• may contain the reference to the project or programme.

In the concept note, lead applicants must only provide an estimate of the requested EU contribution as well as an indicative percentage of that contribution in relation to the eligible costs of the action (the percentage only applicable, where the grant takes the form, entirely or partially, of reimbursement of costs).

A detailed budget is to be submitted only by the lead applicants invited to submit a full application in the second phase.

The elements outlined in the concept note may not be modified in the full application, except for the changes described below:

* The EU contribution may not vary from the initial estimate by more than 20 %. Lead applicants are free to adapt the percentage of co-financing required within the minimum and maximum amount and percentages of co-financing, as laid down in these guidelines in Section 1.3 (only applicable in the case of grants taking the form, totally or partially, of reimbursement of costs).
* The lead applicant may add, remove or replace one or more co-applicant(s) or affiliated entity (ies) only in duly justified cases.
* The lead applicant may adjust the duration of the action if unforeseen circumstances beyond the applicants control have taken place following the submission of the concept note and require such adaptation (risk of action not being carried out). In such cases, the duration must remain within the limits imposed by the guidelines for applicants.
* Own contributions by the applicants can be replaced by other donors' contributions at any time.

**An explanation/justification of the relevant replacements/adjustments shall be included in the full application. Should the explanation/justification not be accepted by the evaluation committee, the proposal may be rejected on that sole basis.**

Only the concept note form will be evaluated. It is therefore of utmost importance that this document contains ALL relevant information concerning the action. No additional annexes shall be sent.

Please complete the concept note carefully and as clearly as possible so that it can be assessed properly.

**Please note that incomplete concept notes may be rejected.** Lead applicants are advised to verify that their concept note is complete by using the checklist for concept note (Annex A.1, Instructions).

Any error or major discrepancy related to the concept note instructions may lead to the rejection of the concept note.

Clarifications will only be requested when information provided is not sufficient to conduct an objective assessment.

* + 1. Where and how to send concept notes

The concept note together with the declaration by the lead applicant (Annex A.1 section 2) **must** **be submitted online** **via PROSPECT** <https://webgate.ec.europa.eu/prospect> following the instructions given in the PROSPECT user manual.

Upon submission of a concept note online, the lead applicant will receive an automatic confirmation of receipt in its PROSPECT profile.

* + 1. Deadline for submission of concept notes

The deadline for the submission of concept notes is 05/05/2025 at 12:00 (Brussels date and time). In order to convert this deadline to local time you can use any online time converter tool that takes into account timezones and winter/summer time changes (example available[**here**](http://www.timeanddate.com/worldclock/converter.html))

**The lead applicant is strongly advised not to wait until the last day to submit** its concept note, since heavy Internet traffic or a fault with the Internet connection (including electricity failure, etc.) could lead to difficulties in submission. The contracting authority cannot be held responsible for any delay due to such afore-mentioned difficulties.

Any concept note submitted after the deadline will be rejected.

* + 1. Further information about concept notes

An information session on this call for proposals will be held on 04 April 2025 in Chișinău, Republic of Moldova. The event will be organised in a hybrid format.

Questions may be sent by e-mail no later than 21 days before the deadline for the submission of concept notes to the address(es) below, indicating clearly the reference of the call for proposals:

E-mail address: **delegation-moldova-procurement@eeas.europa.eu**

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

Replies will be given no later than 11 days before the deadline for submission of concept notes.

To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities.

No individual replies will be given to questions. All questions and answers as well as other important notices to applicants during the course of the evaluation procedure will be published on the website where the call was published: website of DG International Partnerships <https://ec.europa.eu/international-partnerships/home_fr> and/or Funding & Tender opportunities (F&T Portal) [https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home%20) as the need arises. It is therefore advisable to consult the abovementioned website(s) regularly in order to be informed of the questions and answers published.

All questions related to registration in PADOR or the online submission via PROSPECT should be addressed to the IT helpdesk at ec-external-relations-application-support@ec.europa.eu **via the online support form in PROSPECT:** Please note that the working languages of the IT support are English French and Spanish. Therefore, users are invited to send their questions in English, French or Spanish should they wish to benefit from an optimum response time.

Please note that the contracting authority may decide to cancel the call for proposals procedure at any stage according to the conditions set out in Section 6.5.9 of the practical guide.

* + 1. Full applications

Lead applicants invited to submit a full application following pre-selection of their concept note must do so using the grant application form annexed to these guidelines (Annex A.2 – Grant application form – Full application).). Lead applicants should then keep strictly to the format of the grant application form and fill in the paragraphs and pages in order.

The elements outlined in the concept note may not be modified in the full application, except for the changes described below:

* The EU contribution may not vary from the initial estimate by more than 20 %. Lead applicants are free to adapt the percentage of co-financing required within the minimum and maximum amount and percentages of co-financing, as laid down in these guidelines in Section 1.3 (only applicable in the case of grants taking the form, totally or partially, of reimbursement of costs).
* The lead applicant may add, remove or replace one or more co-applicant(s) or affiliated entity(ies) only in duly justified cases.
* The lead applicant may adjust the duration of the action if unforeseen circumstances beyond the applicants control have taken place following the submission of the concept note and require such adaptation (risk of action not being carried out). In such cases, the duration must remain within the limits imposed by the guidelines for applicants.

**An explanation/justification of the relevant replacements/adjustments shall be included in Annex A.2 – Instructions for drafting the Full Application, section 2.1.1, point viii. Should the explanation/justification not be accepted by the evaluation committee, the proposal may be rejected on that sole basis.**

Lead applicants must submit their full applications in the same language as their concept notes.

Please complete the full application form carefully and as clearly as possible so that it can be assessed properly.

Any error related to the points listed in the checklist (Annex A.2, Instructions) or any major inconsistency in the full application (e.g. if the amounts in the budget worksheets are inconsistent) may lead to the rejection of the application.

Clarifications will only be requested when information provided is unclear and thus prevents the contracting authority from conducting an objective assessment.

Please note that only the full application form and the published annexes which have to be filled in (budget, logical framework) will be transmitted to the evaluators (and assessors, if used). It is therefore of utmost importance that these documents contain ALL the relevant information concerning the action.

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

If it is impossible to register online in PADOR for technical reasons, or for confidentiality and security concerns, **the lead applicant has to submit with the full application the completed PADOR form (Annex F) for the lead applicant, each (if any) co-applicants and each (if any) affiliated entities****[[17]](#footnote-18).**

In addition, the following documents[[18]](#footnote-19) shall be submitted by the full application deadline together with the full application form:

1. The statutes or articles of association of the lead applicant, (if any) of each co-applicant and (if any) of each affiliated entity. Where the contracting authority has recognised the lead applicant’s, or the co-applicant(s)’s, or their affiliated entity(ies)’s eligibility for another call for proposals under the same budget line within 2 years before the deadline for receipt of applications, it shall submit instead a copy of the document proving their eligibility in a former call (e.g. a copy of the special conditions of a grant contract received during the reference period), unless a change in legal status has occurred in the meantime. This obligation does not apply to international organisations which have been subject of a pillar assessment.
2. The declaration on honour (Annex H to these guidelines) signed by the lead applicant as well as all co-applicants and affiliated entities certifying that they are not in one of the exclusion situations (see Section 2.4.2 of the practical guide) where the amount of the grant exceeds EUR 15 000.
3. In addition, for the purpose of the evaluation of the financial capacity, the following documents should be submitted[[19]](#footnote-20):
4. For action grants exceeding EUR 750 000 and for operating grants exceeding EUR 100 000, the lead applicant must provide an audit report produced by an approved external auditor where it is available, and always in cases where a statutory audit is required by EU or national law. That report shall certify the accounts of the lead applicant for up to the last 3 available financial years.

In all other cases, the lead applicant shall provide a self-declaration signed by its authorised representative certifying the validity of its accounts for up to the last 3 available financial years.

This requirement shall apply only to the first application made by an applicant to the contracting authority in any one financial year.

The external audit report as well as the self-declaration certifying the validity of the accounts are not required from the co-applicant(s) or affiliated entities (if any).

1. A copy of the lead applicant’s latest accounts (the profit and loss account and the balance sheet for the last financial year for which the accounts have been closed). A copy of the latest account is neither required from the co-applicant(s) (if any) nor from affiliated entity(ies) (if any).

These documents must be supplied in the form of originals (blue ink signature or by applying a qualified electronic signature (QES)[[20]](#footnote-21)), photocopies or scanned versions (i.e. showing legible stamps, signatures and dates) of the said originals. Where photocopies or scanned copies are provided, originals shall be kept on file for controls in accordance with the record keeping obligations laid down in Section 2.5.5. of the practical guide.

Where such documents are not in one of the official languages of the European Union or in the language of the country where the action is implemented, a translation into English of the relevant parts of these documents proving the lead applicant's and, where applicable, co-applicants' and affiliated entity(ies)' eligibility, must be submitted for the purpose of analysing the application.

Where these documents are in an official language of the European Union other than English, it is strongly recommended, in order to facilitate the evaluation, to provide a translation of the relevant parts of the documents, proving the lead applicant's and, where applicable, co-applicants' and affiliated entity(ies)' eligibility, into English.

Applicants have to take into consideration the time necessary to obtain official documents from national competent authorities and to translate such documents in the authorised languages while registering their data in PADOR.

If the abovementioned supporting documents are not provided by the deadline for the submission of the full application, the application may be rejected.

No additional annexes should be sent.

* + 1. Where and how to send full applications

Full applications (i.e. the full application form, PADOR registration form (where applicable)[[21]](#footnote-22), the budget, the logical framework, the declaration on honour on exclusion criteria, and the declaration by the lead applicant) must be submitted online via PROSPECT <https://webgate.ec.europa.eu/prospect> following the instructions given in the PROSPECT users’ manual.

Upon submission of the full application online, the lead applicants will receive an automatic confirmation of receipt in their PROSPECT profile. The other supporting documents, except the declaration on honour on exclusion criteria, shall be uploaded in PADOR[[22]](#footnote-23).

* + 1. Deadline for submission of full applications

The deadline for the submission of full applications will be indicated in the letter sent to the lead applicants whose application has been pre-selected. This letter will appear online automatically in the PROSPECT profile of the lead applicant.

**Lead applicants are strongly advised not to wait until the last day to submit their full applications**, since heavy Internet traffic or a fault with the Internet connection (including electricity failure, etc.) could lead to difficulties in submission. The Contacting Authority cannot be held responsible for any delay due to such afore-mentioned difficulties.

Any application submitted after the deadline will be rejected.

* + 1. Further information about full applications

Questions may be sent by e-mail no later than 21 days before the deadline for the submission of full applications to the addresses listed below, indicating clearly the reference of the call for proposals:

E-mail address: **delegation-moldova-procurement@eeas.europa.eu**

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

Replies will be given no later than 11 days before the deadline for the submission of full applications.

To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), or an action.

No individual replies will be given to questions. All questions and answers as well as other important notices to applicants during the course of the evaluation procedure, will be published on the website of DG International Partnerships: <https://ec.europa.eu/international-partnerships/home_fr> and/or Funding & Tender opportunities (F&T Portal) [https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home%20) and <https://www.eeas.europa.eu/delegations/moldova_en?s=223>, as the need arises. It is therefore advisable to consult the abovementioned website regularly in order to be informed of the questions and answers published.

All questions related to registration in PADOR or the online submission via PROSPECT should be addressed to the IT helpdesk at ec-external-relations-application-support@ec.europa.eu **via the online support form in PROSPECT.** Please note that the working languages of the IT support are English French and Spanish. Therefore users are invited to send their questions in English, French or Spanish should they wish to benefit from an optimum response time.

Please note that the contracting authority may decide to cancel the call for proposals procedure at any stage according to the conditions set out in Section 6.5.9 of the practical guide.

* 1. Evaluation

Applications will be examined and evaluated by the contracting authority with the possible assistance of assessors. All applications will be assessed according to the following steps and criteria.

If the examination of the application reveals that the proposed action does not meet the eligibility criteria stated in Section 2.1, the application will be rejected on this sole basis.

* + 1. STEP 1: ADMINISTRATIVE CHECKS AND CONCEPT NOTE EVALUATION
1. During the administrative check the following will be assessed:
	* + If the deadline has been met. Otherwise, the application will be automatically rejected.
* If the concept note satisfies all the criteria specified in the checklist in Annex A.1, Instructions of the grant application form. This includes also an assessment of the eligibility of the action. If any of the requested information is missing or is incorrect, the application may be rejected on that **sole** basis and the application will not be evaluated further.

The concept notes that pass this check will be evaluated on the relevance and design of the proposed action.

The concept notes will receive an overall score out of 50 using the breakdown in the evaluation grid below. The evaluation will also check on compliance with the instructions on how to complete the concept note, which can be found in Annex A.1.

The evaluation criteria are divided into headings and subheadings. Each subheading will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

**Evaluation Grid**

|  |  |
| --- | --- |
| **Section** | **Maximum Score** |
| **1. Relevance of the action** | **20** |
| 1.1. Consistency with the objectives of the call: How relevant is the proposal to the objectives and priorities of the call for proposals and to the specific themes/sectors/areas or any other specific requirement stated in the guidelines for applicants? Are the expected results of the action aligned with the priorities defined in the guidelines for applicants (section 1.2)? | 5 |
| 1.2. Relevance to the country/region/sector needs: How relevant is the proposal to the particular needs and constraints of the target country(ies), region(s) and/or relevant sectors (including synergy with other development initiatives and avoidance of duplication)?  | 5 |
| 1.3. Target groups and final beneficiaries: How clearly defined and strategically chosen are the target groups and final beneficiaries? Have their needs (as rights holders and/or duty bearers) and constraints been clearly defined? Does the proposal address them appropriately? | 5 |
| 1.4. Added value elements: Does the proposal contain particular added-value elements (e.g. innovation, best practices)? [and the other additional elements indicated under 1.2. of the guidelines for applicants] | 5 |
| **2. Design of the action** | **30** |
| 2.1. Intervention logic. Does the proposal indicate the expected results (outputs/outcomes/impacts) to be achieved by the action? Does the design of the proposed action identify explicitly the necessary sequence to achieve the desired objectives beginning with inputs, moving through activities and outputs, and culminating in outcomes and impacts?  | 5x2\*\* |
| 2.2. Context analysis. Does the design of the action include a robust analysis of the needs to be addressed, including the capacities of the relevant stakeholders? Are those also embedded adequately in the intervention logic?  | 5 |
| 2.3. Risks and assumptions. Is the design based on clear assumptions (the necessary and positive conditions that allow for a successful cause-and-effect relationship between different levels of results)? Does it take into account also risks (the factors that might hinder the achievement of results)?  | 5 |
| 2.4. Indicative Activities. Is the indicative list of activities linked to and consistent with the expected outputs?  | 5 |
| 2.5. Cross-cutting issues: To which extent does the proposal integrate relevant cross-cutting elements such as environmental/climate change issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, youth, combating HIV/AIDS (if there is a strong prevalence in the target country/region)?  | 5 |
| **Maximum total score** | **50** |

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

Note: A score of 5 (very good) will only be allocated if the proposal specifically addresses several of the priorities indicated in Section 1.2 (objectives of the programme) and Section 2.1.3 (eligible actions) of these guidelines.

Once all concept notes have been assessed, a list will be drawn up with the proposed actions ranked according to their total score.

Firstly, only the concept notes with a score of at least 30 points will be considered for pre-selection.

Secondly, the number of concept notes will be reduced, taking account of the ranking, to the number of concept notes whose total aggregate amount of requested contributions is equal to at least 200% of the available budget for this call for proposals. The amount of requested contributions of each concept note will be based on the indicative financial envelopes for each lot, where relevant.

Lead applicants will receive a letter indicating the reference number of their application and the respective results. This letter will automatically appear online in the PROSPECT profile of the lead applicant.

The pre-selected lead applicants will subsequently be invited to submit full applications.

* + 1. STEP 2: EVALUATION OF THE FULL APPLICATION

Firstly, the following will be assessed:

* If the submission deadline has been met. Otherwise, the application will automatically be rejected.
* If the full application satisfies all the criteria specified in the checklist (Annex A.2, Instructions). This includes also an assessment of the eligibility of the action. If any of the requested information is missing or is incorrect, the application may be rejected on that **sole** basis and the application will not be evaluated further.

The full applications that pass this check will be further evaluated on their quality, including the proposed budget and capacity of the applicants and affiliated entity(ies). They will be evaluated using the evaluation criteria in the evaluation grid below. There are two types of evaluation criteria: selection and award criteria.

**The selection criteria** help to evaluate the applicant(s)'s and affiliated entity(ies)'s operational capacity and the lead applicant's financial capacity and are used to verify that they:

* have stable and sufficient sources of finance to maintain their activity throughout the proposed action and, where appropriate, to participate in its funding (this only applies to lead applicants);
* have the management capacity, professional competencies and qualifications required to successfully complete the proposed action. This applies to applicants and any affiliated entity(ies).

For the purpose of the evaluation of the financial capacity, lead applicants must ensure that the relevant information and documents (i.e. accounts of the latest financial years and external audit report, where applicable) are up to date either in their PADOR profile or when submitting the requested documents with PADOR registration form. If the information and documents requested are outdated and do not allow for a proper evaluation of the financial capacity, the application may be rejected.

**The award criteria** help to evaluate the quality of the applications in relation to the objectives and priorities set forth in the guidelines, and to award grants to projects which maximise the overall effectiveness of the call for proposals. They help to select applications which the contracting authority can be confident will comply with its objectives and priorities. They cover the relevance of the action, its consistency with the objectives of the call for proposals, quality, expected impact, sustainability and cost-effectiveness.

*Scoring:*

The evaluation grid is divided into Sections and subsections. Each subsection will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

**Evaluation grid**

|  |  |
| --- | --- |
| **Section** | **Maximum Score** |
| **1. Financial and operational capacity** | **20** |
| 1.1. Do the applicants and, if applicable, their affiliated entity(ies) have sufficient in-house experience of project management? | 5 |
| 1.2. Do the applicants and, if applicable, their affiliated entity(ies) have sufficient technical in-house expertise (especially knowledge of the issues to be addressed)? | 5 |
| 1.3. Do the applicants and, if applicable, their affiliated entity(ies) have sufficient management in-house capacity (including staff, equipment and ability to handle the budget for the action)? | 5 |
| 1.4. Does the lead applicant have stable and sufficient sources of finance? | 5 |
| **2. Relevance of the action** | **20** |
| 2.1. Consistency with the objectives of the call: How relevant is the proposal to the objectives and priorities of the call for proposals and to the specific themes/sectors/areas or any other specific requirement stated in the guidelines for applicants? Are the expected results of the action aligned with the priorities defined in the guidelines for applicants (section 1.2)? | 5 |
| 2.2. Relevance to the country/region/sector needs: How relevant is the proposal to the particular needs and constraints of the target country(ies), region(s) and/or relevant sectors (including synergy with other development initiatives and avoidance of duplication)?  | 5 |
| 2.3. Target groups and final beneficiaries: How clearly defined and strategically chosen are the target groups and final beneficiaries? Have their needs (as rights holders and/or duty bearers) and constraints been clearly defined? Does the proposal address them appropriately? | 5 |
| 2.4. Added value elements: Does the proposal contain particular added-value elements (e.g. innovation, best practices)? [and the other additional elements indicated under 1.2. of the guidelines for applicants] | 5 |
| **3. Design of the action** | **15** |
| 3.1. Intervention logic. Does the proposal indicate the expected results (outputs/outcomes/impacts) to be achieved by the action? Does the design of the proposed action identify explicitly the necessary sequence to achieve the desired objectives beginning with inputs, moving through activities and outputs, and culminating in outcomes and impacts? Is the indicative list of activities linked to and consistent with the expected outputs? | 5 |
| 3.2. Logical Framework Matrix: Is the logical framework provided in Annex C complete? Does each result (output, outcome, impact) include an adequate number of indicators that are sufficient in scope to measure its achievement? Is each indicator RACER (Relevant, Accepted, Credible, Easy to monitor, Robust)? Does each indicator have a baseline value (with year), target value (with year), and a credible source of data? If baselines and targets are not available, this is to be justified and a study (or other relevant tools) to be foreseen and budgeted in the proposal? In the case of use of FNLC, are the FNLC results and indicators clearly marked? | 5 |
| 3.3. Context analysis. Does the design of the action include a robust analysis of the needs to be addressed, including the capacities of the relevant stakeholders? Are those also embedded adequately in the intervention logic? | 5 |
| **4. Implementation approach** | **15** |
| 4.1. Action plan: Is the action plan for implementing the action clear and feasible? Are types of activities clearly clustered by output in the Activities Matrix? Is the timeline realistic? | 5 |
| 4.2. Monitoring, reporting and evaluation: Does the proposal include an effective and efficient monitoring and reporting system? Is the system in place adequate to update the values of the indicators included in the Logical Framework Matrix - thus informing regularly on progress towards the achievement of impact, outcomes and outputs? Is there an evaluation planned and budgeted (previous, during or/and at the end of the implementation)? If relevant, is the role of third party assessor included? | 5 |
| 4.3. Project management (technical): Do the co-applicant(s) and (if applicable) their affiliated entities have the necessary technical skills to attain the objectives of the action? Are the co-applicant(s)’s and affiliated entity(ies)’s adequately involved in the implementation (e.g. advocacy, research, capacity building, outreach related activities)? | 5 |
| **5. Sustainability of the action** | **15** |
| 5.1. Long-lasting benefits: Is the action likely to ensure long lasting and transformative benefits to the target groups and the final beneficiaries? | 5 |
| 5.2. Multiplier effects: Is the action likely to have multiplier effects, including scope for replication, extension, cross-fertilisation of experience and knowledge sharing? | 5 |
| 5.3. Sustainability How likely the effects are to last after the intervention ends?- Financial sustainability: which financial resources are available to fund the continuation of the services provided by the intervention? How long are they likely to be available and from which sources?)- Institutional sustainability: which institutional arrangements allow for maintaining the benefits achieved? Is there any measure in place to ensure local ownership?- Policy level sustainability (if applicable): is there any expected policy related effect from the action, e.g. improved legislation, codes of conduct, methods- Environmental sustainability (if applicable): will the action have a negative/positive environmental impact?- Risk analysis and mitigation measures: will the action be accompanied by a good risk analysis (including physical, environmental, political, economic and social risks) and relevant mitigation measures? | 5 |
| **6. Budget and cost-effectiveness of the action** | **15** |
| 6.1. Budget: Are the activities appropriately reflected in the budget? In the case of entire of partly use of financing not linked to costs, are the results and performance indicators adequately reflected in the budget? | 5 |
| 6.2. Efficiency: Is the relation between the estimated amounts as per budget and the expected results adequate? | 5x2\*\* |
| **Maximum total score** | **100** |

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

If the total score for Section 1 (financial and operational capacity) is less than 12 points, the application will be rejected. If the score for at least one of the subsections under Section 1 is 1, the application will also be rejected.

If the lead applicant applies without co-applicants or affiliated entities the score for point 4.3 shall be 5 unless the involvement of co-applicants or affiliated entities is mandatory according to these guidelines for applicants.

*Provisional selection*

After the evaluation, a table will be drawn up listing the applications ranked according to their score. The highest scoring applications will be provisionally selected until the available budget for this call for proposals is reached. In addition, a reserve list will be drawn up following the same criteria. This list will be used if more funds become available during the validity period of the reserve list. The contracting authority informs those lead applicants provisionally selected and those placed on the reserve list that they will be subject to the final eligibility check.

* + 1. STEP 3: VERIFICATION OF ELIGIBILITY OF THE APPLICANTS AND AFFILIATED ENTITY(IES) AND OTHER SUPPORTING DOCUMENTS

The eligibility verification will be performed on the basis of the supporting documents requested by the contracting authority (see Section 2.2.). It will by default only be performed for the applications that have been provisionally selected (including those placed on the reserve list) according to their score and within the available budget for this call for proposals. In this case:

* The declaration by the lead applicant (Section 5 of Annex A.2) will be cross-checked with the supporting documents provided by the lead applicant. Any missing supporting document or any incoherence between the declaration by the lead applicant and the supporting documents may lead to the rejection of the application on that sole basis.
* The eligibility of applicants and the affiliated entity(ies) will be verified according to the criteria set out in Section 2.1.1, including exclusion criteria.

Any rejected application will be replaced by the next best placed application on the reserve list that falls within the available budget for this call for proposals.

In the eventuality that the evaluation committee is not satisfied with the strength, solidity, and guarantee offered by the structural link between one of the applicants and its affiliated entity, it can require the submission of the missing documents allowing for its conversion into co-applicant. If all the missing documents for co-applicants are submitted, and provided all necessary eligibility criteria are fulfilled, the above mentioned entity becomes a co-applicant for all purposes. The lead applicant has to submit the application form revised accordingly.

* 1. Award decision

After verifying the supporting documents (step 3), the evaluation committee will make a final recommendation to the contracting authority, which will decide on the award of grants.

The contracting authority may decide not to award any grants and cancel the call for proposals without having the applicants any right to compensation.

The award decision shall indicate the successful applicants, the names of the applicants rejected, and a reserve list (if any).

* 1. Notification of the Contracting Authority’s decision

The lead applicants will be informed in writing of the contracting authority’s decision concerning their application.

In case of rejection, they will be informed about the reasons for the negative decision. For the avoidance of doubt, please note that for applications rejected for reasons such as non-compliance with the admissibility requirements (for example, if the application was sent after the deadline), with the eligibility (the entity or person is not part of the predefined eligible population of entities or persons), the selection (the entity does not have financial capacity or professional or operational capacity) and the award criteria (the proposal does not comply with the predefined requirements such as quality, cost/efficiency), no prior adversarial procedure is required.

Applicants placed on the reserve list will also be informed. The applicable terms to the reserve list are laid down in Section 6.5. of the practical guide.

The successful applicants shall also be informed, and will be requested to provide some information and documents, including (for grants exceeding EUR 60 000) the self-evaluation questionnaire on SEA-H. The lead applicant as well as all co-applicants and affiliated entities other than (i) natural persons (ii) pillar-assessed entities and (iii) governments and other public bodies shall fill in the self-evaluation questionnaire assessing the organisation’s internal policy and procedures against sexual exploitation, abuse and harassment (SEA-H) (Annex L) (see Section 6.2.10 of the practical guide).

Successful applicants will also be informed if the first instalment of pre-financing is subject to the validation of a financial guarantee by the contracting authority. In this case, the applicant will be requested to send the guarantee in time to proceed to the payment of the first instalment in accordance with the payment provisions of the grant contract.

This letter will be sent by e-mail and will appear online automatically in the PROSPECT profile of the user who submitted the application. Lead applicants who, in exceptional cases (see Section 2.2), had to submit their application by post, private courier or hand-delivery, will be informed by email or by post if they did not provide any e-mail address. Therefore, please check regularly your PROSPECT profile, taking into account the indicative timetable below. Please note that the lead applicant is the intermediary for all communications between applicants and the contracting authority during the procedure.

An applicant believing that it has been harmed by an error or irregularity during the award process may lodge a complaint. See further Section 2.12 of the practical guide.

* 1. Signature of the grant contract

Following the decision to award a grant, the beneficiary(ies) will be offered a contract based on the standard grant contract (see Annex G of these guidelines). By signing the application form (Annex A of these guidelines), the applicants agree, if awarded a grant, to accept the contractual conditions of the standard grant contract. Where the coordinator is an organisation whose pillars have been positively assessed, it will sign a contribution agreement based on the contribution agreement template. In this case, references to provisions of the standard grant contract and its annexes shall not apply. References in these guidelines to the grant contract shall be understood as references to the relevant provisions of the contribution agreement.

The budget proposed for the action by the successful applicants at the call for proposals stage must be corrected to remove any obvious arithmetical errors or ineligible costs prior to signing the contract. The description of the action is corrected accordingly if need be.

The contracting authority may decide that other clarifications or minor corrections may be made to the description of the action or to the budget in so far as they do not call into question the grant award decision, do not conflict with equal treatment of applicants, and:

* + - * relate to matters clearly identified by the evaluation committee; or
			* aim at taking into consideration changes that have occurred since the date of receipt of the proposal.

These amendments cannot lead to an increase in either the amount of the grant or the percentage of the European Union contribution as set in the guidelines of the call for proposals. In this respect, records of the contacts with the applicants must be kept on the file.

In no case the conditions announced in the guidelines can be altered at this stage. Apart from the above-mentioned clarifications and/or corrections, any other alteration of the initial proposal or deviation from the award conditions laid down in the guidelines is strictly prohibited.

**Any other alteration to the successful applicant’s proposal, or negotiation of it, is prohibited.**

* 1. Indicative timetable

|  |  |  |
| --- | --- | --- |
|  | **DATE** | **TIME** |
| **1. Information meeting (if any)** | 04/04/2025 | 10:00 (Chișinău time) |
| **2. Deadline for requesting any clarifications from the contracting authority** | 14/04/2025 | 17:00 (Chișinău time) |
| **3. Last date on which clarifications are issued by the contracting authority** | 23/04/2025 | 17:00 (Chișinău time) |
| **4. Deadline for submission of concept notes**  | 05/05/2025 | 13:00 (Chișinău time) |
| **5. Information to lead applicants on administrative checks and concept note evaluation (Step 1) and invitation to submit full applications** | 15/06/2025 | 17:00 (Chișinău time) |
| **6. Deadline for submission of full applications** | 01/09/2025 | 17:00 (Chișinău time) |
| **7. Notification of the contracting authority decision** | 10/10/2025 | 17:00 (Chișinău time) |
| **8. Contract signature** | 10/11/2025 | 17:00 (Chișinău time) |

All times are in the time zone of the country of the contracting authority.

This indicative timetable refers to provisional dates (except for dates 2, 3, and 4) and may be updated by the contracting authority during the procedure. In such cases, the updated timetable will be published on the web site where the call was published: website of DG International Partnerships <https://ec.europa.eu/international-partnerships/home_fr> and/or Funding & Tender opportunities (F&T Portal) [https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home%20).

* 1. Early detection and exclusion system

Applicants and, if they are legal entities, persons who have powers of representation, decision-making or control over them, natural or legal person that assumes unlimited liability for the debts, natural or legal person who is essential for the award or for the implementation of the legal commitment, beneficial owner or any affiliate of the applicant, are informed that, should they be in one of the situations of early detection or exclusion, their personal details (name, given name if natural person, address, legal form) may be registered in the early detection and exclusion system, and communicated to the persons and entities concerned in relation to the award or the execution of a grant contract.

For more information, you may consult the privacy statement available on <http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm>

1. annexes

**Documents to be completed**

|  |  |
| --- | --- |
| Annex A | Grant application form (Word format) |
| A.1 | Concept note |
| A.2 | Full application form |
| Annex B | Budget (Excel format) |
| Annex C | Logical framework (Excel format) |
| Annex D | [Not applicable] |
| Annex E | [Not applicable] |
| Annex F | PADOR registration form |
| Annex H | Declaration on Honour on exclusion criteria |
| Annex L | Self-evaluation questionnaire on SEA-H |

**Documents for information[[23]](#footnote-24)**

|  |  |
| --- | --- |
| Annex G | Standard grant contract |
| Annex II | General conditions |
| Annex IV | Contract award rules |
| Annex V | Standard request for payment |
| Annex VI | Model narrative and financial report |
| Annex VII-AAnnex VII-B | Model report of factual findings and terms of reference for an expenditure verification of an EU financed grant contract for external actionTerms of reference for a third party assessment in case of financing not linked to costs |
| Annex VIII | Model financial guarantee |
| Annex IX | Standard template for transfer of ownership of assets |
| Annex I | Daily allowance rates (per diem), available at the following address: <https://international-partnerships.ec.europa.eu/funding/guidelines/managing-project/diem-rates_en>  |
| Annex J | Information on the tax regime applicable to grant contracts signed under the call. |
| Annex K | Additional clarifications on financing not linked to costs |

**Useful links**

|  |  |
| --- | --- |
| PRAG | <https://wikis.ec.europa.eu/display/ExactExternalWiki/ePRAG> |
| Project Cycle Management Guidelines | <https://ec.europa.eu/international-partnerships/funding/managing-project_en> |
| The implementation of grant contracts, A Users' Guide  | <https://wikis.ec.europa.eu/pages/viewpage.action?pageId=48169235>  |
| Financial Toolkit[[24]](#footnote-25) | <https://ec.europa.eu/international-partnerships/financial-management-toolkit_en> |
| Early Detection and Exclusion System (EDES) | <https://commission.europa.eu/strategy-and-policy/eu-budget/how-it-works/annual-lifecycle/implementation/anti-fraud-measures/edes_en#data-protection> |

1. Online submission via PROSPECT is mandatory for this call for proposals (see Section 2.2.2). In PROSPECT all dates and times are expressed in Brussels time. Applicants should note that the IT support is open Monday to Friday from 08:30 to 18:30 Brussels time (except during European Commission public holidays in Belgium as published in the Official Journal). Applicants should take note of the weekly maintenance hours mentioned in the PROSPECT user manual. [↑](#footnote-ref-2)
2. An example of a time converter tool available online: <http://www.timeanddate.com/worldclock/converter.html> [↑](#footnote-ref-3)
3. If PROSPECT is unavailable, the IT support can also be reached via email: ec-external-relations-application-support@ec.europa.eu. [↑](#footnote-ref-4)
4. <https://www.eeas.europa.eu/sites/default/files/jswd_structured_consultation_on_the_future_of_the_eastern_partnership.pdf> [↑](#footnote-ref-5)
5. <https://www.eeas.europa.eu/sites/default/files/swd_2021_186_f1_joint_staff_working_paper_en_v2_p1_1356457_0.pdf> [↑](#footnote-ref-6)
6. Where a grant is financed by the European Development Fund, any mention of European Union financing must be understood as referring to European Development Fund financing. [↑](#footnote-ref-7)
7. Note that a lead applicant (i.e. a coordinator) whose pillars have been positively assessed by the European Commission and who is awarded a grant will not sign the standard grant contract published with these guidelines but a contribution agreement based on the contribution agreement template. All references in these guidelines and other documents related to this call to the standard grant contract shall in this case be understood as referring to the relevant provisions of the contribution agreement template. [↑](#footnote-ref-8)
8. For the avoidance of doubt, non-governmental organisation means a voluntary, independent from government, non-profit organisation, which is not a political party or a trade union (Article 2(48) FR). [↑](#footnote-ref-9)
9. [International organisations are international public-sector organisations set up by intergovernmental agreements as well as specialised agencies set up by them; the International Committee of the Red Cross (ICRC) and the International Federation of National Red Cross and Red Crescent Societies are also recognised as international organisations. While the European Commission may assimilate other non-profit organisations to international organisations, this is not relevant for this call for proposals. Thus, a non-profit organisation assimilated by the European Commission under Article 159(3) is not regarded as an international organisation under this call for proposals.] [↑](#footnote-ref-10)
10. To be determined on the basis of the organisation’s statutes, which should demonstrate that it has been established by an instrument governed by the national law of the country concerned and that its head office is located in an eligible country. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if the statutes are registered locally or a ‘Memorandum of Understanding’ has been concluded. [↑](#footnote-ref-11)
11. With regard to Israeli entities, please follow Guidelines on the eligibility of Israeli entities and their activities in the territories occupied by Israel since June 1967 for grants, prizes and financial instruments funded by the EU from 2014 onwards (OJ C 205, 19.7.2013, p. 9). [↑](#footnote-ref-12)
12. Article 29 NDICI. [↑](#footnote-ref-13)
13. As per OECD DAC definition, the term ‘results’ includes: ‘impact’ (overall objective), ‘outcome(s)’ (specific objective(s) and ‘output(s)’. [↑](#footnote-ref-14)
14. Please note that where volunteer costs are accepted as co-financing, it shall be determined on the basis of the unit cost per volunteer per day as defined and authorised by the European Commission at the following address: <https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/unit-cost-decision>. [↑](#footnote-ref-15)
15. Natural persons who apply for a grant (if so allowed in the guidelines) do not have to register in PADOR. In this case, the information included in PROSPECT and in the concept note is sufficient. [↑](#footnote-ref-16)
16. Which corresponds to Annex F – PADOR off-line form (Practical guide, Annex e13). [↑](#footnote-ref-17)
17. Natural persons who apply for a grant (if so allowed in the guidelines for applicants) do not have to provide an organisation data form. In this case, the information included in the grant application form is sufficient. [↑](#footnote-ref-18)
18. [↑](#footnote-ref-19)
19. No supporting documents will be requested for applications for a grant not exceeding EUR 60 000, or the following categories of lead applicants: (i) natural persons in receipt of education support (ii) natural persons most in need, such as unemployed and refugees, and in receipt of direct support (iii) public bodies, including Member State organisations (iv) international organisations. [↑](#footnote-ref-20)
20. Please note that only the QES within the meaning of Regulation (EU) No 910/2014 (eIDAS Regulation) will be accepted. Regulation (EU) No 910/2014 of the European Parliament and of the Council of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC. [↑](#footnote-ref-21)
21. If the PADOR registration form is submitted, this shall be accompanied by the requested supporting documents. [↑](#footnote-ref-22)
22. See footnote 32. [↑](#footnote-ref-23)
23. These documents should also be published by the contracting authority. [↑](#footnote-ref-24)
24. Please note that the toolkit is not part of the grant contract and has no legal value. It merely provides general guidance and may in some details differ from the signed grant contract. In order to ensure compliance with their contractual obligations, beneficiaries should not exclusively rely on the toolkit but always consult their individual contract documents. [↑](#footnote-ref-25)