

Contracting authority:

**Italian Agency for Development Cooperation
(AICS)**

**INCLU.DE: INCLUSION FOR DEVELOPMENT
AID 12759**

**Guidelines
for Grant Applicants**

Reference: 01/Grant/2023/AICS Maputo/AID 12759

**Deadline for submission of concept note and full
application:**

19th January 2024 at 12,00 pm (Maputo date and time)

Notice

This is an open call for proposals, where all documents are submitted together (concept note and full application). In the first instance, only the concept notes will be evaluated. Thereafter, for the lead applicants who have been pre-selected, the full applications will be evaluated. After the evaluation of the full applications, an eligibility check will be performed for those which have been provisionally selected. 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.

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1. INCLU.DE: INCLUSION FOR DEVELOPMENT– AID 12759

1.1. Background

The programme “INCLU.DE: INCLUSION for DEVELOPMENT– AID 12759” aims at contributing to the improvement of the living conditions of men and women with disabilities in Mozambique, through the effective implementation of the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD). In particular, it intends to strengthen the system and mechanisms for the promotion and protection of the rights of persons with disabilities in the country, favouring the development of an inclusive culture in society and in public administration and promoting actions to remove barriers to equitable access to basic services, starting with social and health services at district and community level. The intervention strategy consists of 4 main components/priorities: a) capacity-building and support to the Unit of the Mozambican Human Rights Commission that deals with promotion, protection and monitoring of the rights of persons with disabilities; b) creation of a shared base of information and awareness among public officials (who plan and/or provide services to the public) and civil society on the rights of persons with disabilities; c) support to the processes of collecting relevant and comparable data on the condition of persons with disabilities in the country, favouring the disaggregation by disability of the main indicators; d) and the definition, experimentation and standardisation of innovative and replicable measures for accessible and quality social and health services at primary and community levels. Gender dynamics and situations of multiple discrimination affecting persons with disabilities will be considered in the action as cross-cutting issues.

The programme promotes an action-research and pilot approach.

The programme was developed in collaboration with the Mozambican Human Rights Commission (Comissão Nacional de Direitos Humanos - CNDH), Ministry of Gender, Child and Social Action (Ministério de Género, Criança e Acção Social - MGCAS), Ministry of Health (Ministério da Saúde - MISAU) and the Forum of Mozambican Associations of People with Disabilities (Forum das Associações Moçambicanas das Pessoas com Deficiencia - FAMOD).

1.2. Objectives of the programme and priority issues

The **global objective** of this call for proposals is the same as for the programme, i.e., to contribute to the improvement of the living conditions of men and women with disabilities in Mozambique, through the effective implementation of the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD).

The **specific objective** of the action financed through the grant of this call for proposals consists in strengthening the system of promotion and protection of the rights of Persons with Disabilities, especially in the Provinces of Maputo and Sofala, through a strategy focused on institutional capacity-building and awareness-raising actions at central and local levels, data collection and research activities, and the launch of pilot social and health interventions at district and community level.

The priorities of this call for proposal are four, divided into two different lots.

LOT 1

a. The **first priority** of the action (i.e., Expected Result - ER1) aims to an improved capacity of the National Commission for Human Rights (CNDH) to monitor, protect and promote the rights of persons with disabilities in Mozambique.

The main deliverables identified as capable to achieve ER1, through a set of activities to be proposed by the applicants, are the following:

- Members (commissioners and officials) of the CNDH trained in (at least):
 - Rights of people with disabilities and their application in Mozambique;
 - Training methodologies for different types of audiences - children, CSOs, civil servants etc. (Training of Trainers);
 - Monitoring the rights of people with disabilities: existing indicators, data collection methods, data recording, etc.
- Training manuals and other training tools (e.g. online courses) developed or reprinted and available to the CNDH - to provide training to different audiences (trainers, schools, civil servants, public officials, CSOs, DPOs and communities)
- Partnerships established with universities, institutions and organisations to strengthen the activities of the Unit for the Promotion, Protection and Monitoring of the Rights of Persons with Disabilities (e.g. internship programmes, signing of MoUs with institutions and organisations for the implementation of disability-related activities)
- CNDH Unit for the Promotion, Protection and Monitoring of the Rights of Persons with Disabilities supported in carrying out its activities and handling cases (e.g., operating costs, equipment...)
- Organised events and periodic meetings with multiple stakeholders to compare and define strategies for promoting and defending the rights of people with disabilities (e.g. forums, international conferences and periodic meetings for intergovernmental mechanisms, disability focal points in government institutions, human rights institutions, DPOs and universities)
- Visibility and communication materials produced (in support of awareness-raising and orientation actions).
- Basic internal framework of indicators for monitoring the implementation of the UNCRPD in Mozambique developed.
- Data collection mechanisms and standards to serve the monitoring functions of the CNDH on disability developed, tested and introduced.
- Monitoring missions and consultations with DPOs at national level carried out.
- Reports on the rights of people with disabilities in Mozambique published and disseminated (e.g. CNDH annual activity report)

These deliverables shall be achieved by providing technical assistance and support to the CNDH to stimulate, guide and monitor the implementation of the UNCRPD in Mozambique and by proposing and sharing innovative tools, drawn from international good practices.

b. The second priority of the action (i.e., Expected Result – ER2) aims to increased knowledge and awareness on the rights of persons with disabilities (i.e. monitoring tools, inclusive programming, provision of disability-inclusive services, UNCRPD and other legal instruments in Mozambique and Africa, etc.) of public officials (who plan, implement and/or provide services to the public at central and provincial level), DPOs and CSOs, especially in Maputo and Sofala Provinces.

This component intends, on the one hand, to test the training materials and knowledge acquired by CNDH officials, and, on the other hand, to create a common knowledge base to amplify the effects of the pilot actions that will be implemented under component 4. Therefore, with a view to maximising results and concentrating resources, the priority locations for this action shall be Maputo and Sofala Provinces.

The main deliverables identified as capable to achieve ER2, through a set of activities to be proposed by the applicants, are the following:

- Most critical areas where there is a need to raise awareness and train civil servants and civil society identified (e.g. surveys, consultations with people with disabilities and DPOs and local grassroots organisations at local level, etc.)
- Based on the areas identified, public officials¹ at central, provincial and district level who plan, implement and/or provide services to the public trained on the rights of persons with disabilities (e.g. UNCRPD and Protocol to the African Charter, rights-based approach, inclusive design and non-discrimination, application in the Mozambican context).
- Training sessions/courses and awareness-raising actions on the rights of people with disabilities (including inclusive project design, advocacy, role of the CNDH etc.) to local DPOs and CSOs implemented.
- At least 3 periodic KAP surveys of civil servants carried out² - before, during, after the training.

c. The **third priority** of the action (i.e., Expected Result – ER3) aims to improved processes for collecting disaggregated, relevant and comparable data on disability in Mozambique, so as to better define inclusive policies.

In particular, it is planned to carry out a study on the main disability indicators that are internationally codified, such as the targets of the Sustainable Development Goals in which there is disaggregation by disability and the UNCRPD indicators developed as part of the "Bridging the Gap" programme (in which AICS was a partner), and their application and measurability in the Mozambican context. Following this study, in coordination with the National Institute of Statistics (INE), it is planned to set up a technical working group that, with the technical assistance of the project, will define the priority sector(s) from which to produce data, establish the new indicators to be introduced and draw up a roadmap of actions to be undertaken to ensure their measurement. The final step will be to define, introduce (or harmonise) and pilot-test data collection protocols and processes.

The main deliverables identified as capable to achieve ER3, through a set of activities to be proposed by the applicants, are the following:

- Study(ies) on the main internationally codified disability indicators (e.g. SDGs and UNCRPD), their application/measurement in the Mozambican context (including disaggregations) and their applicability/measurability in the country conducted
- Mapping of the definitions of "disability status" and existing classifications at national level for the identification of people with disabilities in surveys and basic services (statistics, health, education, social action, etc.) carried out.
- A multisectoral technical group on disability statistics created and operationalised.
- Defined:
 - priority sector(s) for collecting data on disability (based on the study carried out),
 - new indicators that can be introduced into the national statistics of that sector(s),
 - specific data that should be collected,

¹ They may also include police officers, courts officials, municipality officials, Ministry of State Administration and Public Service officials (MAEFP), and prioritise MGCAS and MISAU.

² Statistical sample surveys that focus on the Knowledge, Attitudes and Practices of the groups benefiting from training, awareness-raising, participation in organisational innovation exercises, etc. Usually the K, A and P of the direct beneficiaries are compared before and after the training activities.

- a common roadmap of actions to be undertaken to ensure their measurement.
- Protocols and processes for collecting and managing data on disability in the selected sectors developed, tested and introduced (or harmonised).
- Staff of public institutions involved in pilot data collection at different levels trained.

LOT 2

d. The **fourth priority** of the action (i.e., Expected Result – ER4) aims to defined and standardised replicable integrated measures for accessible and quality health and social services at primary and community level in Maputo and Sofala Provinces.

If the first three components refer to the strengthening of the system for the promotion and protection of human rights more generally, the fourth and last component of the intervention strategy aims at modelling concrete and replicable measures at community and district level, starting from access to basic services in two districts of the Maputo and Sofala Provinces where the AICS already intervenes in the health sector in collaboration with the Ministry of Health (MISAU).

The focus will be on the access of persons with disabilities to social and primary health services offered to the general population, by developing and testing integrated measures for inclusive health services. The implemented model will be monitored, its costs will be analysed, and some tools to facilitate its replication will be produced, such as a “Toolkit for disability-inclusive Health Services” and “Minimum Standards for Disability-Inclusive Health Services in Mozambique”.

The main deliverables identified as capable to achieve ER4, through a set of activities to be proposed by the applicants, are the following:

- Quali-quantitative studies related to the right to health of people with disabilities in Maputo and Sofala Provinces conducted. In particular:
 - Baseline – comprehensive study on existing barriers in the target districts
 - Health services for people with disabilities in Maputo and Sofala provinces:
 - Level of accessibility of primary healthcare services
 - Existing specific services for people with disabilities
 - Missing/necessary services - identification of minimum services for people with disabilities
 - Services that could be relocated in communities with alternative forms (community health subsystem and/or mobile brigades)
 - Existing examples of social and health integrated services in the province (good practices).
 - Sexual and reproductive health of women with disabilities
 - Discrimination - including multiple discrimination - in health services and communities.
- A package (model) of integrated measures to guarantee access for people with disabilities to quality socio-health services at community and primary level defined and implemented, as a pilot project, in at least 4 Health Units in Maputo and Sofala Province (Moamba Sede, Sabié, Nhamatanda and Lamego)³.

³ **e.g., demand side:** identification of people with disabilities; improvement of financial access to health care through a voucher system covering certain services (e.g. transport) or by favouring inclusion in existing social security schemes; training families for rehabilitation at home; provision of assistive devices and rehabilitation services; community awareness raising activities in collaboration with DPOs, to develop, at the same time, a better attitude of community members towards disability and a comprehensive knowledge of people with disabilities about available health services at the nearest Health Centre; **supply side:** adaptation of spaces and infrastructure, equipment and reasonable

- Cost-analysis of the integrated model of inclusive services conducted (*costing*).
- Monitoring of the integrated model of inclusive socio-health services implemented.
- Based on the activities implemented, the documents
 - "Minimum Standards for Disability-Inclusive Health Services in Mozambique" and
 - "Toolkit for Disability-Inclusive Health Services in Mozambique"
 are developed -through a participatory approach- and disseminated to health units, in collaboration with the relevant authorities and DPOs.

The above-mentioned deliverables shall be achieved also by providing technical assistance and support to MISAU and MGCAS at local level and by proposing and sharing innovative tools, drawn from international good practices.

1.2.1. Additional Information

Geographic scope

The priority areas for this programme are Maputo City, Maputo Province and Sofala Province.

Activities related to ER 1, 2, and 3 (Lot 1) should be implemented at Central level (e.g. Capacity-building activities), in Maputo and Sofala Provinces. Based on the findings of the planned studies and considering budget limitations, they may also involve other Provinces.

Activities related to ER 4 (Lot 2) should be primarily implemented in four health units in Maputo and Sofala Province where AICS has been supporting MISAU and other partners in activities in the health sector (non-communicable diseases, with some rehabilitation components, AID 12672). This initiative, and in particular the activities of the pilot project, are intended to complement the actions of AICS and MISAU in the districts of Nhamatanda and Moamba (Health Units of Moamba Sede, Sabié, Nhamatanda and Lamego), applying a human rights approach to disability. In this way, it is hoped to increase the impact of both actions.

Target groups

The **direct beneficiaries** of the project are:

1. CNDH: the Unit dealing with the rights of people with disabilities will benefit from technical assistance, training, and acquisitions to strengthen institutional capacity. The CNDH more generally, both Commissioners and technicians, will through the project develop internal capacity to carry out activities to promote, protect and monitor the rights of people with disabilities. (Lot 1)

accommodation; defining or improving referral and follow-up system for patients with disabilities from communities to health facilities; testing of data collection protocols; production of accessible IEC materials; development of alternative communication solutions to improve communication between health professionals and deaf and/or speech-impaired patients; implementation of disability-inclusive health campaigns; introduction of alternative ways of providing health services (e.g. mobile brigades); disability inclusion training and technical assistance to health personnel and community activists to address prejudicial attitudes towards people with disabilities; support to rehabilitation services, including basic repair of assistive devices; introduction of early diagnosis of disabilities in infants and young children and the development of clinical pathways to facilitate referral; promotion of inclusive planning of services (dedicated budget, flexible appointments, involvement of DPOs..).

2. State agents and civil servants (MGCAS, MISAU, and other services to be identified) at central, provincial and district level involved in capacity building, research, and monitoring activities. (Lot 1 and Lot 2)
3. DPOs and CSOs from Maputo and Sofala provinces, men, and women in equal numbers, who will benefit from training activities (Lot 1)
4. Inhabitants of the districts of Nhamatanda (Sofala) and Moamba (Maputo), particularly people with disabilities and their families, who live in the health areas of the health units (US) of Nhamatanda (48,701 people) and Lamego (23,533), Moamba Sede (33,296) and Sabie (11,099), who will benefit from improved and accessible health services. (Lot 2)
5. SDSMAS officials and technicians at Nhamatanda and Moamba district level, where knowledge of the rights of people with disabilities and capacities to offer inclusive health services are improved through training and technical support, training of health staff, provision and adaptation of equipment and infrastructure and other actions in favour of inclusion at primary care level, and where the project will continue to respond to the progressive increase in demand for services from people with disabilities. (Lot 1 and Lot 2)
6. Health personnel, community operators and administrative staff at the health centres in the Nhamatanda and Moamba districts (Lot 2):
 - a) Health professionals in the national health system; the project will directly benefit health professionals (doctors, nurses, technicians, etc.) in the health units directly involved in the project's activities.
 - b) Community health subsystem, community health, rehabilitation and social action activists and other partners involved in awareness-raising and prevention activities at community level.

Indirect beneficiaries: the inhabitants of Maputo Province (2,662,034 in 2025) and Sofala (2,255,439 in 2025), particularly those with disabilities, will benefit from the results of the action.

Results and management monitoring

Due to its nature of pilot action, which aims to demonstrate additional value and replicability, its monitoring, knowledge management and evaluation will be a fundamental component of the project. The studies will aim to provide a more realistic picture of the condition of people with disability in Mozambique and the barriers to accessing services, as well as supporting the monitoring of the implementation of the UNCRPD and the SDG indicators.

Monitoring will be based on the indicators detailed in the logical framework table and will be the responsibility of the consortia responsible for administrative management. The data for monitoring will be collected at the sites where the initiative is being implemented.

Joint annual supervision missions will also be carried out by MGCAS, MISAU, CNDH, FAMOD, AICS and the implementing organisation(s) to assess implementation on the ground and qualitative aspects through direct observation. These missions could contribute, along with capacity building and

the collection of disaggregated data, to the creation of a disability monitoring system in Mozambique, particularly regarding the right to health and social services.

1.3. Financial allocation provided by the contracting authority

The overall indicative amount made available under this call for proposals is EUR **1,950,000.00** (one million, nine hundred and fifty thousand Euro). The contracting authority reserves the right not to award all available funds.

Indicative allocation of funds by lot:

- **Lot 1** - implementation of priorities (ER) 1, 2, and 3, largely centred on the rights of persons with disabilities (capacity building, awareness-raising, data collection): **EUR 700,000.00**

- **Lot 2** - implementation of priority (ER) 4, focused on social and health activities at district and community level: **EUR 1,250,000.00**

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 **700,000.00**
- maximum amount: EUR **700,000.00**

Lot 2

- minimum amount: EUR **1,250,000.00**
- maximum amount: EUR **1,250,000.00**

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: 100 % of the total eligible costs of the action.
- Maximum percentage: 100 % of the total eligible costs of the action (see also Section 2.1.4.).

Please note that the grant covers the entire eligible costs of the action, therefore, the balance (i.e., the difference between the total eligible cost of the action and the amount requested from the contracting authority) shall be zero. Other synergic actions should not be included in the budget to be submitted.

2. Rules for this call for proposals

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

Notice: The Italian Agency for Development Cooperation (AICS), Maputo Office, is the contracting authority (“C.A.”) and the funds are availed by the Italian Government. The C.A. adopts for this Call for Proposals the rules set out to discipline the awarding procedures of Grants by the European Commission or by other C.A. for funds of the EU, therefore most of the documents attached to these Guidelines were adapted accordingly, but the Grant Contract General Conditions (ANNEX II e3h2_gencond_en) was left in the original version: all the references to the European Commission as C.A. or as responsible for the supervision of the procedure carried out by another C.A. with European funds, need to be interpreted as referring to Italy and its agency AICS as the funder, and to the AICS Maputo Office as the C.A, as specified in the Special Conditions.

2.1. 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);

(2) the actions (2.1.3.):

- actions for which a grant may be awarded;

(3) the costs (2.1.4.):

- types of cost that may be taken into account in setting the amount of the grant.

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

Lead applicant

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

- be a legal person **and**
- be non-profit-making **and**
- be established in one of the Member States of the European Union or in one of the **eligible countries under** Neighbourhood, Development and International Cooperation Instrument (NDICI) - Global Europe (See PRAG Annex a2a1, Section 1 for the list of eligible countries) and
- be able to effectively operate in Mozambique⁴

⁴ Be registered and/or authorized to implement activities in Mozambique or in the process of being registered/authorized; demonstrating to already have an office and staff in Mozambique.

- 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.

The Lead Applicant shall also:

- demonstrate adequate capacities for planning, monitoring, evaluation, advocacy, communication applicable to the action proposed, and
- demonstrate expertise in similar projects worldwide, if possible, in a developing country. In particular:

Lot 1: expertise in human rights projects (promotion, protection, research, and monitoring), in particular dealing with the rights of people with disabilities, training (including innovative methodologies and approaches) and capacity-building, human rights monitoring and data collection.

Lot 2: expertise in inclusive health services (community and primary level), services accessibility, Community-based Inclusive Development (CBID)/Community-based Rehabilitation (CBR), health and disability research.

This set of experience and competences may be complemented by co-applicants and/or affiliate entities.

- (2) Potential applicants may not participate in calls for proposals or be awarded grants if they are in any of the situations listed in Section 2.6.10.1 of the practical guide.

Lead applicants, co-applicants, affiliated entities and, in case of legal entities, persons who have powers of representation, decision-making or control over the lead applicant, the co-applicants and the affiliated entities are informed that, should they be in one of the situations of early detection or exclusion according to Section 2.6.10.1 of the practical guide, personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) 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. In this respect, provisionally selected lead applicants, co-applicants and affiliated entities or those placed in the reserve list are obliged to declare that they are not in one of the exclusion situations through a signed declaration on honour (PRAG Annex A14).

In Part B Section 8 of the grant application form ('declaration(s) by the lead applicant'), the lead applicant must declare that the lead applicant himself, the co-applicant(s) and affiliated entity(ies) are not in any of these situations.

The lead applicant may act individually or with co-applicant(s).

If awarded the grant contract, the lead applicant will become the beneficiary identified as the coordinator in Annex G (special conditions). The coordinator is the 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)

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.

In order to be eligible for a grant, the co-applicants must:

- be a legal person **and**
- be established in Member States of the European Union or in one of the eligible countries under Neighbourhood, Development and International Cooperation Instrument (NDICI) - Global Europe (See PRAG Annex a2a1, Section 1 for the list of eligible countries).

Co-applicants must sign the mandate in Part B Section 4 of the grant application form.

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

In addition, please note that contracts cannot be awarded to or signed with applicants included in the lists of EU restrictive measures (see Section 2.4. of the PRAG).

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

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

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

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

If the applicants are awarded a grant contract, their affiliated entity(ies) will not become beneficiary(ies) of the action and signatory(ies) of the grant contract. However, they will participate in the design and in the implementation of the action and the costs they incur (including those incurred for implementation contracts and financial support to third parties 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 Part B Section 5 of the grant application form.

2.1.3. Associates and contractors

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

- Associates

Other organisations or individuals may be involved in the action. Such associates play a real role in the action but may not receive funding from the grant, with the exception of per diem or travel costs. Associates do not have to meet the eligibility criteria referred to in Section 2.1.1. Associates must be mentioned in Part B Section 6 — ‘Associates participating in the action’ — of the grant application form.

- Contractors

The beneficiaries and their affiliated entities are permitted to award contracts. Associates or affiliated entity(ies) cannot be also contractors in the project. Contractors are subject to the procurement rules set out in Annex IV to the standard grant contract.

2.1.4. Eligible actions: actions for which an application may be made

Definition:

An action is composed of a set of activities.

Duration

The initial planned duration of an action may not exceed 36 months.

Sectors or themes

Sustainable Development Goals:

- SDG 1: End poverty in all its forms everywhere
- SDG 3: Ensure healthy lives and promote well-being for all at all ages
- SDG 10: Reduce inequality within and among countries
- SDG 11: Make cities and human settlements inclusive, safe, resilient and sustainable
- SDG 17: Strengthen the means of implementation and revitalize the Global Partnership for Sustainable Development

OECD - DAC codes:

- 15160: Human rights
- 12220: Basic health care

- Rights protection, promotion and monitoring;
- Inclusive social and health services;
- Technical assistance to and capacity building of local stakeholders or public bodies in developing countries.

Location

Actions must take place primarily in the following country and provinces: Mozambique, Maputo City, Maputo Province and Sofala Province.

Activities related to ER 1, 2, and 3 (Lot 1) should be implemented at Central level (e.g Capacity-building activities), in Maputo and Sofala Provinces. Based on the findings of the planned studies and considering budget limitations, they may also involve other Provinces.

Activities related to ER 4 (Lot 2) should be primarily implemented in four health units in Maputo and Sofala Province where AICS has been supporting MISAU and other partners in activities in the health sector (non-communicable diseases, with some rehabilitation components, AID 12672). This action, and in particular the activities of the pilot project, are intended to complement the actions of AICS and MISAU in the districts of Nhamatanda and Moamba (Health Units of Moamba Sede, Sabié, Nhamatanda and Lamego).

Types of action

Types of action which may be financed under this call:

- Capacity-strengthening of the National Commission for Human Rights (CNDH) to monitor, protect and promote the rights of persons with disabilities in Mozambique.
- Training and awareness-raising activities directed to public officials (who plan, implement and/or provide services to the public at central and provincial level), DPOs and CSOs, especially in Maputo and Sofala Provinces, on the rights of persons with disabilities (i.e. monitoring tools, inclusive programming, provision of inclusive services, UNCRPD and other legal instruments in Mozambique and Africa, etc.)
- Strengthening and improving the processes for collecting disaggregated, relevant and comparable data on disability in Mozambique, so as to better define inclusive policies.
- Definition, implementation and standardization of replicable integrated measures for accessible and quality health and social services at district and community level in Maputo and Sofala Provinces.

Applicants are encouraged to adopt the Result Based Management (RBM) approach.

The following types of action are ineligible:

- actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences and congresses;
- actions concerned only or mainly with individual scholarships for studies or training courses;

Types of activity

Actions proposed by applicants must meet the Specific Priorities and Objectives of this Call for Proposals as set out in section 1.2.

In Section 1.2 four priorities were established. All proposals for Lot 1 shall cover priorities 1, 2, and 3 (ER1, 2, 3). Proposals for Lot 2 shall cover priority 4 (ER4). The following indicative sub-sets of activities were proposed as suitable to pursue the respective expected results and may be financed under this call, **with possible integrations and changes as deemed appropriate by the applicant.**

For the first priority (a), they are:

1. **Sub-set of activities 1** – Capacity building and strengthening of the CNDH
 - a. Organize and implement trainings to CNDH members (commissioners and officials) on (at least):
 - Rights of people with disabilities and their application in Mozambique;
 - Training methodologies for different types of audiences - children, CSOs, civil servants etc. (Training of Trainers);
 - Monitoring the rights of people with disabilities: existing indicators, data collection methods, data recording, etc.
 - b. Develop or revise and print training manuals and other training tools (e.g. online courses) that shall be used by CNDH to provide training to different audiences (trainers, schools, civil servants, public officials, CSOs, DPOs and communities) on disability rights.
 - c. Provide technical support to the CNDH in developing, signing and implementing new partnership agreements between the CNDH and universities, institutions and organisations to strengthen the activities of the Unit for the Promotion, Protection and Monitoring of the Rights of Persons with Disabilities of the CNDH (e.g. internship programmes, signing of MoUs with institutions and organisations for the implementation of disability-related activities).

- d. Provide technical support and equipment to the CNDH Unit for the Promotion, Protection and Monitoring of the Rights of Persons with Disabilities to carry out its activities and handling right violation cases (e.g., operating costs, equipment...).
2. **Sub-set of activities 2** – Promotion of the rights of people with disabilities
 - a. Organise and run events, campaigns and periodic meetings with multiple stakeholders to compare and define strategies for promoting and defending the rights of people with disabilities (e.g. forums, international conferences and periodic meetings for intergovernmental mechanisms, disability focal points in government institutions, human rights institutions, DPOs and universities).
 - b. Produce and disseminate visibility and communication material, in support of awareness-raising and orientation actions.
 3. **Sub-set of activities 3** – Technical support to the CNDH in monitoring the Rights of Persons with Disabilities in Mozambique
 - a. Provide technical support to the CNDH in developing a basic framework of indicators for monitoring the implementation of the UNCRPD in Mozambique.
 - b. Provide technical support to the CNDH in developing, testing, and introducing data collection mechanisms, tools and standards to serve its monitoring functions.
 - c. Carry out monitoring missions on disability rights and consultations with DPOs at national level.
 - d. Develop, publish and disseminate reports that include information on the rights of people with disabilities in Mozambique (e.g. CNDH annual activity report).

For the second priority (b), they are:

1. **Sub-set of activities 1** - Research activities
 - a. Conduct a need assessment to identify the most critical areas where there is a need to raise awareness and train civil servants and civil society (e.g. surveys, consultations with people with disabilities and DPOs and local grassroots organisations at local level, etc.).
 - b. Carry out periodic KAP surveys of civil servants⁵.
2. **Sub-set of activities 2** – Training activities
 - a. Based on the areas identified, organize and implement training courses and awareness raising activities directed to public officials at central, provincial and district level who plan, implement and/or provide services to the public trained on the rights of persons with disabilities (e.g. UNCRPD and Protocol to the African Charter, rights-based approach, inclusive design and non-discrimination, application in the Mozambican context).
 - b. Organise and implement training sessions/courses and awareness-raising actions on the rights of people with disabilities (including inclusive project design, advocacy, role of the CNDH etc.) to local DPOs and CSOs.

For the third priority, they are:

1. **Sub-set of activities 1** – Research activities

⁵ Statistical sample surveys that focus on the Knowledge, Attitudes and Practices of the groups benefiting from training, awareness-raising, participation in organisational innovation exercises, etc. Usually the K, A and P of the direct beneficiaries are compared before and after the training activities.

- a. Conduct study(ies) on the main internationally codified disability indicators (e.g. SDGs and UNCRPD) included in national statistics, their application/measurement in the Mozambican context (including disaggregation) and their applicability/measurability in the country.
 - b. Carry out a mapping of the definitions of “disability” and existing classifications at national level for the identification of people with disabilities in surveys and basic services (statistics, health, education, social action, etc.).
2. **Sub-set of activities 2** – Operationalisation of data collection protocols and processes on disability, to contribute to national statistics.
- a. Create a multisectoral technical group on disability statistics, involving different institutions at central level (e.g. MGCAS, INE, MISAU, FAMOD etc.).
 - b. Provide technical assistance to the group to jointly define:
 - priority sector(s) for collecting data (statistical, administrative...) on disability (based on the study carried out),
 - new indicators or data disaggregation by disability that can be introduced into the national statistics of that sector(s),
 - specific data that should be collected.
 - a common roadmap of actions to be undertaken to ensure their measurement and progressive integration in national statistics.
 - c. Provide technical assistance to the multisectoral technical group to develop, test and introduce (or harmonise) protocols and processes for collecting and managing data on disability in the selected sector(s).
 - d. Organise training on disability data collection and management protocols and processes for staff of public institutions involved in data collection.
 - e. Promote dialogue with the relevant Ministries and institutions of the selected sector to systematise the new or harmonised tools, protocols and processes for collecting and managing data on disability.
 - f. Promote political dialogue towards the introduction of new tools, protocols and processes for collecting and managing data on disability at national level.

For the fourth priority, they are:

1. **Sub-set of activities 1** – Research activities related to the right to health of people with disabilities in Maputo and Sofala Provinces.
 - a. Conduct quali-quantitative studies on:
 - i. Existing barriers in the target districts (comprehensive baseline study)
 - ii. Existing health services for people with disabilities **in Maputo and Sofala** provinces:
 - Level of accessibility of primary health care services.
 - Existing specific services for people with disabilities.
 - Missing/necessary services - identification of minimum services.
 - Services that could be relocated in communities with alternative forms (community health subsystem and/or mobile brigades).
 - Existing examples of social and health integrated services in the province (good practices).
 - iii. Sexual and reproductive health of women with disabilities in Mozambique
 - iv. Discrimination - including multiple discrimination - in health services and communities in Mozambique
 - b. Conduct a detailed cost-analysis of the integrated model of inclusive services implemented (*costing*).

- c. Guarantee a continuous monitoring activity of the integrated model of inclusive socio-health services implemented.
2. **Sub-set of activities 2** – Operationalisation of an integrate model of inclusive socio-health services for people with disabilities at community and district level, in line with the UNCRPD, with the Commitments of Mozambique at the Global Disability Summit 2022 (commitment 14), and in support of the existing national plans⁶:
 - a. Based on the baseline study conducted, define and implement, as pilot project, a package (model) of integrated measures to guarantee access for people with disabilities to quality socio-health services at community and district level, in at least 4 Health Units in Maputo and Sofala Province (District of Moamba and Nhamatanda: Moamba Sede, Sabié, Nhamatanda and Lamego). These measures shall address priority challenges from both the service demand side (autonomy, awareness and affordability) and the supply side (health provider infrastructure and capacity, health worker knowledge and attitude, disability-inclusive internal processes and services)⁷.
 3. **Sub-set of activities 3** – Systematisation and dissemination of the integrated model. Based on the activities implemented, develop -through a participatory approach- and disseminate the following documents to health units, in collaboration with the relevant public authorities and DPOs:
 - "Minimum Standards for Disability-Inclusive Health Services in Mozambique" and
 - "Toolkit for Disability-Inclusive Health Services in Mozambique"

Given the volatile environment prevailing in Mozambique, flexible planning and adaptive management are key to delivering the expected results and ensure the effectiveness of the Programme. Therefore, during the contracting or implementation phases, AICS (Contracting Authority) reserves the right to negotiate with the selected beneficiary minor re-apportioning of activities in order to (i) optimize thematic and geographic coverage and avoid any possible overlaps/gaps, and (ii) obtain the best value-for-money. AICS will timely publicize any possible change according to the PRAG stipulations and process a contract amendment as required.

⁶ some of these activities should directly contribute to the actions and indicators foreseen in MGCAS (Disability Action Plan) and MISAU (Rehabilitation Action Plan) new national plans related to disability, if approved at the time of formulating or implementing the proposal.

⁷ e.g. **demand side:** identification of people with disabilities; improvement of financial access to health care through a voucher system covering certain services (e.g. transport) or by favouring inclusion in existing social security schemes; training families for rehabilitation at home; provision of assistive devices and rehabilitation services; community awareness raising activities in collaboration with DPOs, to develop, at the same time, a better attitude of community members towards disability and a comprehensive knowledge of people with disabilities about available health services at the nearest Health Centre; **supply side:** adaptation of spaces and infrastructure, equipment and reasonable accommodation; defining or improving referral and follow-up system for patients with disabilities from communities to health facilities; testing of data collection protocols; production of accessible IEC materials; development of alternative communication solutions to improve communication between health professionals and deaf and/or speech-impaired patients; implementation of disability-inclusive health campaigns; introduction of alternative ways of providing health services (e.g. mobile brigades); disability inclusion training and technical assistance to health personnel and community activists to address prejudicial attitudes towards people with disabilities; support to rehabilitation services, including basic repair of assistive devices; introduction of early diagnosis of disabilities in infants and young children and the development of clinical pathways to facilitate referral; promotion of inclusive planning of services (dedicated budget, flexible appointments, involvement of DPOs..).

Financial support to third parties⁸

Applicants may propose financial support to third parties.

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

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 the grant application form:

- (i) the overall objectives, the specific objective(s) and the outputs⁹ (i.e. the results) to be achieved with the financial support
- (ii) the different types of activities eligible for financial support, on the basis of a fixed list
- (iii) 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
- (v) the criteria for determining the exact amount of financial support for each third entity, and
- (vi) 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.

Visibility

Applicants must take all necessary steps to publicise the fact that the Italian Agency for Development Cooperation (AICS) has financed the action. Actions that are wholly funded by AICS must incorporate information and communication activities designed to raise the awareness of specific or general audiences of the reasons for the action and the support from AICS for the action in the country or region concerned, as well as the results and the impact of this support.

All measures and activities relating to visibility and communication must comply with the latest Communication and Visibility Requirements for AICS-funded action, laid down and published on the AICS website (<https://www.aics.gov.it/home-ita/settori/linee-guida>).

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.

⁸ These third parties are neither affiliated entity(ies) nor associates nor contractors.

⁹ As per OECD DAC definition, the term 'results' includes 'impact' (overall objective), 'outcome(s)' (specific objective(s) and 'output(s)'.

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.

2.1.5. Eligibility of costs: costs that can be included

AICS contributions under this call for proposals take the following form:

- Reimbursement of eligible costs that may be based on any or a combination of the following forms:

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

(ii) one or more simplified cost options (see below).

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'.

Simplified cost options (SCOs) may take the form of:

-unit costs: covering all or certain specific categories of eligible costs which are clearly identified in advance by reference to an amount per unit.

-lump sums: covering in global terms all or certain specific categories of eligible costs which are clearly identified in advance.

-flat-rate financing: covering specific categories of eligible costs which are clearly identified in advance by applying a percentage fixed ex ante. This form is not applicable to output or result based SCOs.

Simplified costs options which can be proposed are the following:

"output or result based SCOs": they include costs linked to outputs, results, activities, deliverables in the framework of a specific project (for example the determination of a lump sum for the organization of a conference, or for the realisation of a determined output/activity). Where possible and appropriate, lump sums or unit costs shall be determined in such a way to allow their payment upon achievement of concrete outputs and/or results. This type of SCO can be proposed by the beneficiary (no threshold is applicable) at proposal's stage (Grant application form – Full application). In case the evaluation committee and the contracting authority are not satisfied with the quality of the justification provided, reimbursement on the basis of actually incurred costs is always possible.

Please refer to Annex K for the details of the procedure to be followed depending on the type and amount of the costs to be declared as SCO.

Applicants proposing this form of reimbursement, must clearly indicate in worksheet no.1 of Annex B, each heading/item of eligible costs concerned by this type of financing, i.e. add the reference in capital letters to 'UNIT COST', 'LUMPSUM' in the Unit column (see example in Annex K).

Additionally in Annex B, in the second column of worksheet no.2, 'Justification of the estimated costs' per each of the corresponding budget item or heading applicants must:

-describe the information and methods used to establish the amounts of unit costs and/or lump sums, to which costs they refer, etc for output or result based SCO;

-clearly explain the formulas for calculation of the final eligible amount for output or result based SCO.

Where SCOs are proposed the evaluation committee and the contracting authority decide whether to accept the proposed amounts or rates on the basis of the provisional budget submitted by the applicants, by analysing factual data of grants carried out by the applicants or of similar actions. In case the evaluation committee and the contracting authority are not satisfied with the quality of the justification provided reimbursement on the basis of actually incurred costs is always possible.

No threshold is set ex-ante for the total amount of financing that can be authorised by the contracting authority on the basis of simplified cost options.

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 as a result of these corrections.

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

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).

The applicants (and where applicable their affiliated entities) agree that the expenditure verification(s) referred to in Article 15.7 of the general conditions to the standard grant contract (see Annex G of the guidelines) will be carried out by the Lead Applicant (Coordinator). The Lead Applicant (Coordinator) shall provide an expenditure verification report for any request for further pre-financing payment. The expenditure verification report shall conform to the model in Annex VII and shall be produced by an auditor chosen by the contracting authority.

Contingency reserve

The budget may include a contingency reserve not exceeding 5% of the estimated direct eligible costs. 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. 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.

Ineligible costs

The following costs are not eligible:

- debts and debt service charges (interest);
- provisions for losses or potential future liabilities;
- costs declared by the beneficiary(ies) and financed by another action or work programme receiving an AICS grant or contribution;
- 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;
- bonuses included in costs of staff;
- negative interest charged by banks or other financial institutions;
- VAT, except in specific cases for costs incurred in Mozambique;¹⁰
- credit to third parties;
- salary costs of the personnel of national administrations.

2.1.6. Ethics clauses and Code of Conduct

All beneficiaries of the grant shall strictly comply with all the provisions of both the AICS Code of Ethics and Conduct ([here in English](#), [aqui em português](#)) and the AICS PSEAH Code ([here in English](#)).

In particular, the following principles apply.

a) 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,

¹⁰ VAT in any other country is ineligible. For costs incurred in Mozambique, VAT may be eligible unless the deliverables of the activities benefit from the provisions set by Decree n. 66 of 23rd November 2017 of the Government of Mozambique and subsequent updates (*Mecanismo Fiscal de Regularização do IVA suportado nas aquisicoes de bens e servicos no ambito de projectos publicos financiados por instituicoes financeiras internacionais e parceiros de desenvolvimento*).

evaluating and comparing applications will lead to the rejection of its application and may result in administrative penalties according to the Financial Regulation in force.

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

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

Zero tolerance for sexual exploitation, abuse and harassment

The 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.

Applicants (and affiliated entities) other than (i) natural persons, (ii) pillar-assessed entities and (iii) governments and other public bodies, whose application has been provisionally selected or placed in a reserve list 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 2.5.6 of the PRAG.

c) Anti-corruption and anti-bribery

The applicant shall comply with all applicable laws, 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.

d) 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.

e) 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 breach of obligations, irregularities or fraud. If breach

of obligations, irregularities or fraud are discovered after the award of the contract, the contracting authority may refrain from concluding the contract.

2.2. How to apply and the procedures to follow

2.2.1. Application forms

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

Applicants must apply in **English** or **Portuguese**.

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

Any error or major discrepancy related to the points listed in the instructions on the concept note or any major inconsistency in the 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 the information provided is unclear and thus prevents the contracting authority from conducting an objective assessment.

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

In addition, for the purpose of the evaluation of the financial capacity, the following documents should be submitted¹¹:

For action grants exceeding EUR 750 000 and for operating grants above 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 for up to the last three available financial years. In all other cases, the applicant shall provide a self-declaration signed by its authorised representative certifying the validity of its accounts for up to the last three available financial years. Such self-declaration shall be dated and signed, either by hand or by applying a qualified electronic signature (QES)¹² by an authorised representative of the signatory.

This requirement shall apply only to the first application made by a beneficiary the same contracting authority in any one financial year.

The external audit report is not required from the co-applicant(s) or affiliated entities (if any).

For action grants not exceeding EUR 750 000 and for operating grants below EUR 100 000 a copy of the lead applicant's profit and loss account and the balance sheet for up to the three last financial

¹¹ No supporting documents will be requested for applications for a grant not exceeding EUR 60 000.

¹² 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.

years for which the accounts were closed¹³. A copy of the latest account is neither required from the co-applicant(s) (if any) nor from affiliated entity(ies) (if any).

Documents must be supplied in the form of originals, photocopies or scanned versions (i.e. showing legible stamps, signatures and dates) of the said originals.

Where such documents are not in a language other than English, Italian or Portuguese, a translation into English or Portuguese of the relevant parts of these documents proving the lead applicant's and, where applicable, co-applicants' and affiliated entity(ies)' eligibility, must be attached for the purpose of analysing the application.

Where these documents are in an official language of the European Union other than English, Italian and Portuguese, 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 or Portuguese.

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

No additional annexes should be sent.

2.2.2. Where and how to send applications

Applications must be submitted in one (1) original and one (1) copy in A4 size, each bound. The complete application form (Part A: concept note and Part B: full application form), budget and logical framework must also be supplied in electronic format (USB stick) in a separate and single searchable file (i.e. the application must not be split into several different files). The electronic file must contain exactly the same application as the paper version enclosed. Hand-written applications will not be accepted.

The checklist (Section 7 of Part B of the grant application form) and the declaration by the lead applicant (Section 8 of Part B of the grant application form) must be stapled separately and enclosed in the envelope.

Where a lead applicant sends several different applications (if allowed to do so by the guidelines of the call), each one has to be sent separately.

The outer envelope must bear the **reference number of the call for proposals “01/Grant/2023/AICS Maputo/AID 12759_Lot 1” or “01/Grant/2023/AICS Maputo/AID 12759_Lot 2”** (according to which Lot the application refers to), **together with the full name and address of the lead applicant**, and the words ‘Not to be opened before the opening session’ and ‘não abrir antes da sessão de abertura’.

Applications must be submitted in a sealed envelope by registered mail, private courier service or by hand delivery (a signed and dated certificate of receipt will be given to the deliverer) at the address below:

Postal address and address for hand delivery

¹³ This obligation does not apply to natural persons who have received education support or who are in most need or in receipt of direct support, nor to public bodies and to international organisations. It does not apply either when the accounts are in practice the same documents as the external audit report already provided pursuant to Section 2.2.1, point 1.

Agência Italiana de Cooperação para o Desenvolvimento (AICS) - Sede de Maputo Rua Damião de Góis, 381 MAPUTO, Mozambique (Tel.: +258 - 21491787/88)

Applications sent by any other means (e.g. by fax or by e-mail) or delivered to other addresses will be rejected.

Please note that incomplete applications may be rejected. Lead applicants are advised to verify that their application is complete using the checklist (Section 7 of Part B of the grant application form).

2.2.3. Deadline for submission of applications

The applicants' attention is drawn to the fact that there are two different systems for sending applications/full proposals: one is by post or private courier service, the other is by hand delivery.

In the first case, the application/full proposal must be sent before the date for submission, as evidenced by the postmark or deposit slip, but in the second case it is the acknowledgment of receipt given at the time of the delivery of the application/full proposal which will serve as proof.

The deadline for the submission of applications is the 19th of January 2024, as evidenced by the date of dispatch, the postmark or the date of the deposit slip. In the case of hand-deliveries, the deadline for receipt is at 19th of January 2024, 12.00 (noon) pm (Maputo time), as evidenced by the signed and dated receipt. Any application submitted after the deadline will automatically be rejected.

The contracting authority may, for reasons of administrative efficiency, reject any application submitted on time to the postal service but received, for any reason beyond the contracting authority's control, after the effective date of approval of the first evaluation step (i.e. concept note), if accepting applications that were submitted on time but arrived late would considerably delay the award procedure or jeopardise decisions already taken and notified. (see indicative calendar under Section 2.5.2).

Any application submitted after the deadline will be rejected.

2.2.4. Further information about applications

An online information session on this call for proposals will be held on:

- 12th October 2023 at 9.00 am (Maputo time)

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

E-mail address: maputo@aics.gov.it

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 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), an action or specific activities.

Questions that may be relevant to other applicants, together with the answers, will be published on the website of AICS Maputo (<http://maputo.aics.gov.it>), 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.

Please refer to the Annex I- Focal Points which provided a list for the designated Focal Points to be contacted for additional information.

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 PRAG.

2.3. Evaluation and selection of applications

Applications will be examined and evaluated by the contracting authority with the possible assistance of external 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: OPENING & ADMINISTRATIVE CHECKS AND CONCEPT NOTE EVALUATION

During the opening and administrative check the following will be assessed:

- If the deadline has been met. Otherwise, the application will be automatically rejected.
- If the application satisfies all the criteria specified in the checklist in Section 7 of Part B 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 Part A of the grant application form.

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.

Scores

1. Relevance of the action	Sub-score	20
1.1 How relevant is the proposal to the objectives and priorities of the call for proposals and to the specific themes/sectors/areas or any other specific requirement stated in the guidelines for applicants? Are the expected results of the action aligned with the priorities defined in the guidelines for applicants (Section 1.2)?	5	
1.2 How relevant is the proposal to the particular needs and constraints of the target country(ies), region(s) and/or relevant sectors (including synergy with other development initiatives and avoidance of duplication)?	5	

1.3 How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs (as rights holders and/or duty bearers) and constraints been clearly defined and does the proposal address them appropriately?	5	
1.4 Does the proposal contain particular added-value elements (e.g. innovation, best practices) and the other additional elements indicated under 1.2. of the guidelines for applicants?	5	
2. Design of the action	Sub-score	30
2.1 How coherent is the overall design of the action? Does the proposal indicate the expected results to be achieved by the action? Does the intervention logic explain the rationale to achieve the expected results?	5x2**	
2.2 Does the design reflect a robust analysis of the problems involved, and the capacities of the relevant stakeholders?	5	
2.3 Does the design take into account external factors (risks and assumptions)?	5	
2.4 Are the activities feasible and consistent in relation to the expected results (including timeframe)? Are results (output, outcome and impact) realistic?	5	
2.5 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	
TOTAL SCORE		50

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

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 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 500% 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.

After the evaluation of concept notes, the contracting authority will send letters to all lead applicants, indicating whether their application was submitted by the deadline, informing them of the reference number they have been allocated, whether the concept note was evaluated and the results of that evaluation. The evaluation committee will then proceed with the lead applicants whose proposals have been pre-selected.

(2) EVALUATION OF THE FULL APPLICATION

If the applications pass the opening and administrative checks along the instructions of the Step 1: they will be further evaluated on their quality, including the proposed budget and capacity of the applicants and affiliated entity(ies). They will be evaluated using the evaluation criteria in the evaluation grid below. There are two types of evaluation criteria: selection and award criteria.

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

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

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

Scoring:

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

Evaluation grid

Section	Maximum Score
1. Financial and operational capacity	20
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 in-house technical expertise? (especially knowledge of the issues to be addressed)	5
1.3 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient in-house management 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	20
<i>Score transferred from the Concept Note evaluation</i>	
3. Design of the action	15
3.1 How coherent is the design of the action? Does the proposal indicate the expected results to be achieved by the action? Does the intervention logic explain the rationale to achieve the expected results? Are the activities proposed appropriate, practical, and consistent with the envisaged outputs and outcome(s)?	5
3.2 Does the proposal/Logical Framework include credible baseline, targets and sources of verification? If not, is a baseline study foreseen (and is the study budgeted appropriately in the proposal)?	5
3.3 Does the design reflect a robust analysis of the problems involved, and the capacities of the relevant stakeholders?	5
4. Implementation approach	15
4.1 Is the action plan for implementing the action clear and feasible? Is the timeline realistic?	5
4.2 Does the proposal include an effective and efficient monitoring system? Is there an evaluation planned (previous, during or/and at the end of the implementation)?	5
4.3 Is the co-applicant(s)'s and affiliated entity(ies)'s level of involvement and participation in the action satisfactory?	5

5. Sustainability of the action	15
5.1 Is the action likely to have a tangible impact on its target groups?	5
5.2 Is the action likely to have multiplier effects, including scope for replication, extension, capitalisation on experience and knowledge sharing?	5
5.3 Are the expected results of the proposed action sustainable? - Financially (<i>e.g. financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs</i>) - Institutionally (<i>will structures allow the results of the action to be sustained at the end of the action? Will there be local 'ownership' of the results of the action?</i>) - At policy level (where applicable) (<i>what will be the structural impact of the action — e.g. improved legislation, codes of conduct, methods</i>) - Environmentally (if applicable) (<i>will the action have a negative/positive environmental impact?</i>)	5
6. Budget and cost-effectiveness of the action	15
6.1 Are the activities appropriately reflected in the budget?	/ 5
6.2 Is the ratio between the estimated costs and the results satisfactory?	/ 10
Maximum total score	100

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.

(1) STEP 3: VERIFICATION OF ELIGIBILITY OF THE APPLICANTS AND AFFILIATED ENTITY(IES)

The eligibility verification will be performed on the basis of the supporting documents requested by the contracting authority (see Section 2.4). It will by default only be performed for the applications that have been provisionally selected according to their score and within the available budget for this call for proposals.

- The declaration by the lead applicant (Section 8 of Part B of the grant application form) 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, 2.1.2.

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.

2.4. Submission of supporting documents

A lead applicant whose application has been provisionally selected or placed on the reserve list will be informed in writing by the contracting authority. It will be requested to supply the following documents in order to allow the contracting authority to verify the eligibility of the lead applicant, (if any) of the co-applicant(s) and (if any) of their affiliated entity(ies):

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 should be submitted, instead of the statutes or articles of association, 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 signed a framework agreement with the European Commission.
2. Legal entity form (see Annex D of these guidelines) duly completed and signed by each of the applicants (i.e. by the lead applicant and by each co-applicant, if any), accompanied by the justifying documents requested there. If the applicants have already signed a contract with the contracting authority, instead of the legal entity sheet and supporting documents, the legal entity number may be provided, unless a change in legal status occurred in the meantime.
3. A financial identification form of the lead applicant (not from co-applicant(s)) conforming to the model attached as Annex E of these guidelines, certified by the bank to which the payments will be made. This bank should be located in the country where the lead applicant is established. If the lead applicant has already submitted a financial identification form in the past for a contract where the European Commission was in charge of the payments and intends to use the same bank account, a copy of the previous financial identification form may be provided instead.
4. Declaration on honour: the lead applicant as well as all co-applicants and affiliated entities shall fill in and sign the declaration on honour certifying that they are not in one of the exclusion situations (see Section 2.6.10.1 of the PRAG) where the amount of the grant exceeds EUR 15 000. The declaration on honour shall be dated and signed, either by hand or by applying a qualified electronic signature (QES)¹⁴ by an authorised representative of the signatory.
5. Self-evaluation questionnaire on SEA-H: the lead applicant as well as all co-applicants and affiliated entities shall fill in the self-evaluation questionnaire assessing the organisation's internal policy and procedure against sexual exploitation, abuse and harassment (SEA-H) (Annex L) where the amount of grant exceeds EUR 60 000 (see Section 2.5.6 of the PRAG).¹⁵

¹⁴ 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.

¹⁵ Applicants, co-applicants and affiliated entities who are (i) natural persons (ii) pillar-assessed entities and (iii) governments and other public bodies do not have to submit the self-evaluation questionnaire.

In addition, for the purpose of the evaluation of the financial capacity, the following documents should be submitted:¹⁶

6. For action grants exceeding EUR 750 000 and for operating grants above 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 for up to the last three available financial years. In all other cases, the applicant shall provide a self-declaration signed by its authorised representative certifying the validity of its accounts for up to the last three available financial years. Such self-declaration shall be dated and signed, either by hand or by applying a qualified electronic signature (QES)¹⁷ by an authorised representative of the signatory.

This requirement shall apply only to the first application made by a beneficiary the same contracting authority in any one financial year.

The external audit report is not required from the co-applicant(s) or affiliated entities (if any).

This obligation does not apply to pillar assessed entities.

This obligation does not apply to secondary and higher education establishments.

Documents must be supplied in the form of originals, photocopies or scanned versions (i.e. showing legible stamps, signatures and dates) of the said originals.

Where these documents are in a language **other than English, Italian or Portuguese**, a translation into English or Portuguese of the relevant parts of these documents proving the lead applicant's and, where applicable, co-applicants' and affiliated entity(ies)' eligibility, must be attached for the purpose of analysing the application.

If the abovementioned supporting documents are not provided before the deadline indicated in the request for supporting documents sent to the lead applicant by the contracting authority, the application may be rejected.

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

NB: In the eventuality that the contracting authority 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.

¹⁶ No supporting documents will be requested for applications for a grant not exceeding EUR 60 000.

¹⁷ 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.

2.5. Notification of the Contracting Authority's decision

2.5.1. Content of the decision

The lead applicants will be informed in writing of the contracting authority's decision concerning their application and, if rejected, the reasons for the negative decision. 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 Section 2.12 of the practical guide.

2.5.2. Indicative timetable

	DATE	TIME
1. Information meeting	12 th October 2023	9.00 a.m (Maputo time)
2. Deadline for requesting any clarifications from the contracting authority	30 th December 2023	4.00 pm (Maputo time)
3. Last date on which clarifications are issued by the contracting authority	9 th January 2024	-
4. Deadline for submission of applications	19 th January 2024	12.00 pm – noon (Maputo time)
5. Information to lead applicants on opening, administrative checks and concept note evaluation (Step 1)	30 th January 2024	-
7. Information to lead applicants on the evaluation of the full applications (Step 2)	9 th February 2024	-
8. Notification of award (after the eligibility check) (Step 3)	February 2024	-
9. Contract signature	March 2024	-

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: AICS Maputo Office [website](#).

2.6. Conditions for implementation after the contracting authority's decision to award a grant

Following the decision to award a grant, the beneficiary(ies) will be offered a contract based on the standard grant contract (see Annex G of these guidelines). By signing the application form (Annex A of these guidelines), the applicants agree, if awarded a grant, to accept the contractual conditions of the standard grant contract. Where the coordinator is an 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.

Implementation contracts

Where implementation of the action requires the beneficiary(ies) and its affiliated entity(ies) (if any) to award procurement contracts, those contracts must be awarded in accordance with Annex IV to the standard grant contract.

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

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

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

3. LIST OF ANNEXES

Documents to be completed

(with the application form by the submission deadline indicated above:)

Annex A: Grant application form (Word format) – available in English and Portuguese

Annex B: Budget (Excel format)

Annex C: Logical framework (Excel format)

(after the full proposals evaluation:)

Annex D: Legal entity form

Annex E: Financial identification form

Annex H: Declaration on Honour

Annex L: Self-evaluation questionnaire on SEA-H

Documents for information¹⁸

Annex G: Standard grant contract

- Annex II: general conditions
- Annex IV: procurement rules for beneficiary(ies) - *Note that this document of the EU (PRAG) was partially adapted to suit the Contracting Authority AICS*
- Annex V: standard request for payment
- Annex VI: model narrative and financial report (3 documents)
- Annex VII: model report of factual findings and terms of reference for an expenditure verification of an AICS-financed grant contract for external action (2 documents)
- Annex VIII: model financial guarantee
- Annex IX: standard template for transfer of ownership of assets

Annex J: Information on the tax regime applicable to grant contracts signed under the call.

Annex K - Guidelines and checklist for assessing budget and simplified cost options

Annex a2a1_ecprogrammes_eligibility2021_2027_en: List of Eligible Countries under NDICI - Global Europe Instrument

Useful links

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

https://ec.europa.eu/international-partnerships/financial-management-toolkit_en

¹⁸ These documents should also be published by the contracting authority.

Please note: 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.

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