



Contracting Authority: Ministry of Political and Parliamentary Affairs

Euro-Med Youth Programme IV ENPI South Region

Second Round

**Guidelines
for grant applicants**

ENPI/2014/343-432 Budget line 19.080101

Reference: Call for Proposals number (2/ 2015)

Deadline for submission of full application : 25/ 10/ 2015

NOTICE

This is an open Call for Proposals, where all documents are submitted together (see Template of Application Form). After the evaluation of the full proposals, an eligibility check will be performed for those which have been provisionally selected. Eligibility will be checked on the basis of the signed 'Declaration by the Applicant' sent together with the application.

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1. EURO-MED YOUTH IV ENPI SOUTH REGION – SECOND ROUND

1.1. BACKGROUND

The **Euro-Mediterranean Youth Programme** (Euro-Med Youth, <http://www.euromedyouth.net>) is a regional programme set up within the framework of the third chapter of the Barcelona Process entitled “partnership in social, cultural and human affairs”. The Barcelona Declaration, adopted in 1995, laid down the foundations for the Euro-Med Youth Programme and stressed that ‘youth exchanges should be the means to prepare future generations for a closer co-operation between the Euro-Mediterranean partners’.¹

The Euro-Med Youth Programme focuses on activities promoting non-formal education, intercultural learning and active citizenship among young people, youth leaders and youth workers operating within the framework of youth organisations and civil organisations dealing with youth. The Programme has been designed to facilitate encounters, partnerships and networks within the Euro-Mediterranean cooperation.

Launched in 1999, the Programme has now entered its fourth phase. **The Euro-Med Youth Programme Phase I** (1999-2001) was based on the experience acquired with youth exchanges in Europe, while taking into account the needs of the Mediterranean partners. It consisted of the following Actions: youth exchanges, voluntary service and support measures (for youth workers and youth organisations). **The Phase II of the Programme** (2002-2004) carried on the same programme Actions of Euro-Med Youth Phase I and enlarged its scope by giving special priority to strengthening the support structures of the Euro-Med Youth Programme. Following the recommendations of the mid-term assessment, and similarly to the European Union Youth Programme, the overall management of the Programme **Euro-Med Youth Phase III (2005-2008)** was transferred from the European Commission headquarters in Brussels to the national authorities responsible for youth in the Mediterranean partner countries and territories (*decentralisation*).

Euro-Med Youth Units (EMYU) were consequently nominated and set up in the 9 involved countries and territories in order to manage the Programme. They were in charge of launching the procedure, selecting and contracting the projects and monitoring the projects in the field. This implementation modalities remains the same for the **Euro-Med Youth Programme Phase IV** which is funding this **Call for Proposals**. This Call for Proposals is funded by the European Union based on additional funds made available to the Commission Decision.

1.2. OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

The **global objective** of this Call for Proposals is to support and strengthen the participation and contribution of youth organisations and youth from the Euro-Mediterranean region towards the development of civil society and democracy.

The **specific objective (s)** of this Call for Proposals is/are:

- To stimulate and encourage mutual understanding between young people within the Euro-Mediterranean region and to fight against stereotypes and prejudices.
- To promote active citizenship among young people and enhance their sense of solidarity.
- To contribute to the development of youth policies in the different partner countries.

The specific objectives are to be attained through 3 different types of Actions as envisaged by the Euro-Med Youth Programme:

- **Action 1 Euro-Med Youth Exchanges:** A Youth Exchange is a project based on a transnational partnership between two or more organisations from different countries. It brings together in one of the 8 ENPI South countries/territories, for one specific period of common life, groups of young people from the

¹ Barcelona Declaration adopted at the Euro-Mediterranean Conference, 27-28/11/95, page 16

Euro-Mediterranean region, providing them with an opportunity to participate to activities where they can: discuss and share on one theme of mutual interest; discover and become aware of social realities and cultural backgrounds; learn from each other's countries and cultures. A Youth Exchange requires the active participation of all groups of young people in the preparation and implementation of the activities. The Youth Exchange funded under this Call for Proposal is limited to funding ENPI South entities in hosting EU and other ENPI South beneficiary Countries and Territories.

- **Action 2 Euro-Med Youth Voluntary Service:** Voluntary Service is a project offering young people an opportunity to carry out a long or short term volunteering activity in one of the 8 ENPI countries/territories. The volunteer/s is/are hosted in one particular organisation of the ENPI South country, which has precise missions for him/her/them to implement. Voluntary service enables volunteers to express their solidarity, to acquire a valuable intercultural experience and to develop new skills. It brings benefit to local communities and to the hosting organisation (grant beneficiary), through a new impulse, the mutual exchange and the international added-value. **(NOT available for grant in this call)**

Action 3 Euro-Med Youth Training and Networking: Training and Networking includes project which support the training of those active in youth work and youth organisations of the Euro-Mediterranean region (youth leaders, youth trainers, young people), in particular the exchange of experiences, expertise and good practice as well as activities which may lead to sustainable quality projects, partnerships and networks. Possible activities to be implemented in projects are: study visit, partnership building activity, seminar, training course.

A study-visit is an organised study programme that offers a view of youth work and/or youth policy provisions in the hosting ENPI South country². Study visits focus on a theme and consist of visits and meetings to different projects and organisations in the country.

A partnership-building activity is an event organised in order to allow participants to find partners for trans-national cooperation and/or for project development. A Partnership-building activity brings together potential partners and facilitates the development of new projects around a chosen topic and/or a specific Action of the Euromed Youth Programme (Youth exchange, Voluntary Service or Training and Networking).

A seminar is an event organised to provide a platform for discussion and exchange of good practices, based on theoretical inputs, around a chosen theme, relevant to the youth work field.

A training-course is an educational learning programme on specific topics, aiming to improve participants' competences, knowledge, skills and attitudes. Training courses lead to higher quality practice in youth work in general and/or, specifically, Euromed Youth projects.

In addition to the above global and specific objectives of the Euromed Youth Programme IV, **some regional priority issues** have been determined. They have to be taken into account in the projects implemented:

- Fight against racism and xenophobia,
- Environmental protection,
- Support to gender equality,
- Human rights,
- Participation of young people in development of civil society and democracy.

Complementary to the regional priority issues, the Euromed Youth Unit of Jorad has set the following national priority issues:

1. Youth participation: The Government of Jordan has adopted policies that encourage political and civic initiatives aiming outreach to and inclusion of larger segments of Jordan's youth. The Government is committed to creating an enabling environment for such participation, recognizing the importance of engagement as well as the threats to the Kingdom's peaceful and democratic development should our young population feel excluded or marginalized, especially given the

² European Neighbourhood Policy Instrument. Countries concerned by Euromed Youth IV: Algeria, Egypt, Israel, Jordan, Lebanon, Morocco, Palestinian authority, Tunisia

current regional security context. The commitment to promoting a meaningful role for Jordanian youth, however, stems from an understanding of that role's importance as a pre-requisite for political, social and economic development.

2. Youth Employment: Increasing numbers of Jordan's young, especially among women, find it difficult to enter the job market. In addition to providing space for youth civic and political engagement, it's important that provide young people more job opportunities as well as the support services and job training necessary to allow youth increased access to the job market.
3. Combatting extremist ideology: While progress toward an inclusive democracy and better employment opportunities is crucial, it's important to address the forces of intolerance and extremism as imminent and dangerous threats to the Kingdom's social cohesion and development aspirations. Much needs to be done to engage youth in civic and public life, promote equitable development and discredit destructive ideologies that teach hate and intolerance. Programs in youth outreach and empowerment will be much needed to counter extremism and pre-empt its influence.
4. Human rights and women empowerment: There a number pf policies and assistance programs that promote human rights and gender equity. However, there's a need for institutional capacity building and expansion of best practices within Government and non-government entities alike.

In other words, projects should echo to one or more regional and/or national priority issues.

1.3. FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this Call for Proposals is EUR 450,000.0

They will be distributed among the three different Actions as follows:

Action 1: 225,000.0

Action 3: 225,000.0

The Contracting Authority reserves the right not to award all available funds.

Indicative allocation of funds by Action:

In the case where the allocated funds for a specific action cannot be used due to insufficient quality or number of proposals received, the Contracting Authority reserves the right to reallocate the remaining funds to another Action.

Size of grants

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

- Minimum amount: EUR 5000€
- Maximum amount: EUR 25000€

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

- Minimum percentage: 50% of the total eligible costs of the action.
- Maximum percentage: 80% of the total eligible costs of the action (see also Section 2.1.5).

The balance (i.e. the difference between the total cost of the action and the amount requested from the Contracting Authority) must be financed from sources other than the European Union Budget or the European Development Fund³.

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: http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm).

2.1. ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

(1) the actors:

- The **applicant**, i.e. the entity submitting the application form (2.1.1), its **co-applicant(s)** (**where it is not specified otherwise the applicant and its co-applicant(s) are hereinafter jointly referred as the "applicants"**) (2.1.1),
- And, if any, **affiliated entity (ies)** to the applicant and/or to a co-applicant(s). (2.1.2);

(2) the actions:

Actions for which a grant may be awarded (1, 3);

(3) the costs:

- Types of cost that may be taken into account in setting the amount of the grant (2.1.5).

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

Applicant

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

- be legal persons registered in Jordan **and**
- be non-profit making **and**
- be specific types of organisations such as: non-governmental organisations or institution, public sector operators, local authorities, involved in youth work and non-formal education (like non-governmental Youth associations, local authorities working with young people etc.), **and**
- be established in an ENPI South Country/Territories (Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine, Syria, Tunisia) and
- be directly responsible for the preparation and management of the action with the co-applicant(s) and (if any) affiliated entity(ies), not acting as an intermediary.

(2) The potential applicant may not participate in calls for proposals or be awarded grants if it is in any of the situations listed in Section 2.3.3 of the Practical Guide ;

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

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

If awarded the Grant contract, the applicant will become the Beneficiary identified as the Coordinator in the Special Conditions of the Grant contract. The Coordinator is the main 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-applicant(s) participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the applicant.

Each project funded must be coordinated by an **Applicant from the ENPI South Country/Territories** and must involve:

- one co-applicant established in one of the 28 European Union Member States (**Bilateral action**);
- minimum of two Co-Applicants from any of the 28 European Union Member States and minimum one Co-Applicant from the ENPI South Country/Territories (Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine, Syria, Tunisia), aiming at balancing participation from entities established in the EU Member States and ENPI South Country/Territories (**Multilateral action**).

Co-applicant(s) must satisfy the eligibility criteria as applicable to the applicant himself.

Co-applicant(s) must sign the Mandate in section 3.2 of the grant application form.

If awarded the Grant contract, the co-applicant(s) will become beneficiaries in the Action (together with the Coordinator).

2.1.2. Affiliated entities

Affiliated entity(ies)

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

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

Only entities having a structural link with the applicants, 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 a beneficiary may hence be:

- Entities directly or indirectly controlled by the beneficiary (daughter companies or first-tier subsidiaries). They may also be entities controlled by an entity controlled by the beneficiary (granddaughter companies or second-tier subsidiaries) and the same applies to further tiers of control;
 - Entities directly or indirectly controlling the beneficiary (parent companies). Likewise, they may be entities controlling an entity controlling the beneficiary;
 - Entities under the same direct or indirect control as the beneficiary (sister companies).
- (ii) Membership, i.e. the beneficiary is legally defined as a e.g. network, federation, association in which the proposed affiliated entities also participate or the beneficiary 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 a beneficiary 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 an 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 a beneficiary:

- Entities that have entered into a (procurement) contract or subcontract with a beneficiary, act as concessionaires or delegates for public services for a beneficiary,
- Entities that receive financial support from the beneficiary,
- Entities that cooperate on a regular basis with the beneficiary on the basis of a memorandum of understanding or share some assets,
- Entities that have signed a consortium agreement under the grant contract.

How to verify the existence of the required link with the beneficiary?

The affiliation resulting from control may in particular be proved on the basis of the consolidated accounts of the group of entities the beneficiary 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 beneficiary constitutes or in which the beneficiary participates.

If the applicants are awarded a contract, their affiliated entity(ies) will not become Beneficiary(ies) of the Action and signatory(ies) of the 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) 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 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 applicant(s) nor affiliated entity(ies) and do not have to sign the "mandate" or "affiliated entities' statement":

- Associates

Other organisations 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 — ‘Associates of the Applicant participating in the Action’ — of the Grant Application Form.

- Contractors

The grant 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

An action is composed of a set of activities. The only eligible Actions are the following:

Action 1- Euro-Med Youth Exchanges

Phases of a Youth Exchange project

- Preparation at local level for each group in their respective countries.
- Planning-visit: a short meeting of 2-3 days in the ENPI South hosting Country/Territories, some weeks/months before the exchange, between youth leaders from each Country/Territories and hosting team for detailed planning.
- The exchange-activity *per se*.
- Internal evaluation shared between exchange participants and co-applicants.

Main features of a Youth Exchange project

- A youth exchange project should have one unique and common theme (e.g. water protection, place of women in society, role of mass medias, traditional games,...) connected with one or more priority issue(s) set up at regional and/or national level (Fight against racism and xenophobia, environmental protection, support to gender equality, human rights, participation of young people in development of civil society and democracy) and as specifically identified by each Country/Territories and accordingly published.
- The programme activities should contribute to the objectives of the project and be related to the theme of the youth exchange, while providing participants with different types of activities, for example artistic practices, cultural visits, sport activities, workshops, debates, etc....
- Participants should be encouraged to play an active role in the exchange and in its preparation. The approach used for the exchange should be participative, interactive and non-formal.
- The design, planning, organisation and implementation of the exchange should be addressed and shared among the co-applicants.

Duration of a Youth Exchange project

The total duration of the project may not exceed 6 months from the signature of a grant contract

The total duration of the exchange *per se* is minimum 6 days and maximum 21 days, excluding the travel days.

Age range

Participants should be between minimum 15 years old and maximum 25 years of age.

Participating countries:

- 10 ENPI South countries/Territories: Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine, Syria, Tunisia
- 28 EU Member States.

Location

- Hosted in the Country/Territories of the grant Applicant.
- Accommodated in one unique place.

Action 2- Euro-Med Youth Voluntary Service : (NOT available for grant in this call)

Phases of Voluntary Service project

- Preparation at local level of volunteer in his/her living Country/Territories as well as for the ENPI South Country/Territories grant beneficiary (hosting-organisation).
- Planning-visit: a short meeting of 2-3 days in the ENPI South hosting Country/Territories, some weeks/months before for detailed planning prior to the activity, between the co-applicant organisation of the volunteer and the hosting team.
- The volunteering-activity *per se*.
- Internal evaluation shared between the volunteer, the sending-organisation and the hosting-organisation.

Main features of a Voluntary Service project

- A voluntary-service activity should be based on a partnership between a sending-organisation (co-applicant) from the 28 EU countries and a grant beneficiary (hosting-organisation) from an ENPI South Country/Territories.
- Is not a substitution to a working-position within the grant beneficiary organisation.
- It should answer both the need of development of the hosting-organisation and the learning process of the volunteer.
- The missions of the volunteer in the grant beneficiary (hosting) organisation should be clearly defined established by the grant beneficiary (hosting) organisation within its grant-application form.
- The grant beneficiary should nominate a mentor in the organisation, in charge of following up and supporting the volunteer integration.
- The volunteer should be offered the opportunity to learn the spoken language of the Country/Territories.
- The volunteer should be offered the opportunity to be informed, trained and prepared (linguistic and cultural preparation) before and during his/her stay in the hosting Country/Territories.
- The volunteer should be offered the opportunity to develop his/her own project within the grant beneficiary (hosting) organisation.
- The volunteer should be accommodated in a suitable venue without the need for any additional financial contribution from his/her side for accommodation.
- The volunteer should be provided with a monthly allowance, allowing him/her to cover the personal daily expenses.

Duration of a Voluntary Service project

The total duration of the project may not exceed 12 months from the signature of a grant contract.

The total duration of the voluntary service *per se* is minimum 3 months and maximum 12 months.

Age range

Participants should be between minimum 18 years and maximum 30 years of age.

Participating countries:

- 10 ENPI South countries: Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine, Syria, Tunisia;
- 28 EU Member States.

Location

- Hosted in the Country/Territories of the grant Applicant.

Action 3- Euro-Med Youth Training and Networking

Phases of a Training and Networking project

- Preparation at local level for each group in their respective countries;
- The training and networking-activity *per se*;
- Internal evaluation shared between participants, co-applicants and grant beneficiary.

Main features of a Training and Networking project

- Grant applicants should decide in its grant-application form on the type of activity they are applying for: Study-visit, partnership-building activity, seminar or training-course.
- All activities, implemented by NGOs under Action 3 shall follow the same goal: to increase the quality, quantity and diversity of Euromed youth projects and of Euromed youth cooperation.

Duration of a Training and Networking project

The total duration of the project may not exceed 6 months from the signature of a grant contract.

The total duration of the Training and Networking activity *per se* depends on the type of activity:

Study-visit: minimum 3 days and maximum 5 days, excluding the travel days.

Partnership-building activity: minimum 3 days and maximum. 5 days, excluding the travel days.

Seminar: minimum 4 days and maximum. 6 days, excluding the travel days.

Training-course: minimum 5 days and maximum. 8 days, excluding the travel days.

Age range

No age limit as the action addresses youth leaders, trainers, and NGO representatives.

Participating countries:

- 10 ENPI South countries: Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine, Syria, Tunisia
- 28 EU Member States

Location

- Hosted in the Country/Territories of the grant Applicant.

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;
- Financial support to third parties.

Visibility

The Applicants must take all necessary steps to publicise the fact that the European Union has financed or co-financed the Action. As far as possible, actions that are wholly or partially funded by the European Union must incorporate information and communication activities designed to raise the awareness of specific or general audiences of the reasons for the action and the EU support for the action in the country or region concerned, as well as the results and the impact of this support.

Applicants must comply with the objectives and priorities and guarantee the visibility of the EU financing (see the Communication and Visibility Manual for EU external actions specified and published by the European Commission at http://ec.europa.eu/europeaid/work/visibility/index_en.htm).

In addition, EuroMed Youth IV programme visibility rules have to be applied.

Number of applications and grants per applicants

The applicant may submit more than one application(s) per Action under this Call for Proposals.

The applicant may not be awarded more than one grant(s) per Action under this Call for Proposals.

The applicant may be a co-applicant or an affiliated entity in another application at the same time.

A co-applicant/affiliated entity may submit more than one application(s) per Action under this Call for Proposals.

A co-applicant/affiliated entity may be awarded more than one grant(s) per Action under this Call for Proposals.

A co-applicant/affiliated entity maybe the applicant in another application at the same time.

2.1.5. Eligibility of costs: costs that can be included

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'.

For the eligibility of costs please refer to the table below:

Table 1: Type of eligible expenses and financial rules per action

(For Country/Territories-base lump sum or flat rate, please refer to the 2nd table)

	A.1 Youth exchange	A.2 EVS	A.3 Training and Networking
Travel costs (for activity and planning visit)	Eligible costs: Flights (economy class), trains (2 nd class), bus, local transfer from/to airport; visa and vaccination costs	Eligible costs: Flights (economy class), trains (2 nd class), bus, local transfer from/to airport; visa and vaccination costs	Eligible costs: Flights (economy class), trains (2 nd class), bus, local transfer from/to airport; visa and vaccination costs
Planning Visit	+ Lump sum : Country/Territories-base A x night x person	+ Lump sum : Country/Territories-base A x night x person	+ Lump sum : Country/Territories-base A x night x person
	Eligible costs: Lodging, meals	Eligible costs: Lodging, meals	Eligible costs: Lodging, meals
Preparation costs	Flat rate: € 480 x co-applicant NGO	Flat rate: € 480 x sending NGO	
	Eligible costs: Any cost in the sending Country/Territories, relating to activities of preparation for the group to the exchange	Eligible costs: Any cost in the sending Country/Territories, relating to activities of preparation for the volunteer to the Voluntary Service	
Activity per se costs	Flat rate: € 360 (applicant) +Flat rate: € 200 x co-applicant NGO +Lump sum: Country/Territories base A x night x person +Lump sum: Country/Territories-base B x training day +Lump sum: Country/Territories-base C x participant	Lump sum: € 360 x volunteer x month	Flat rate: € 960 +Lump sum: Country/Territories-base A x night x person +Lump sum: Country/Territories-base B x training day +Lump sum: Country/Territories-base C x participant
	Eligible costs: Lodging, meals, working-room rental, educational material, local activities (visits,...), local transportation	Eligible costs: local activities (visits,...), local transportation, language course	Eligible costs: Lodging, meals, working-room rental, educational material, local activities (visits,...), local transportation, trainer fees
	Eligible costs: To be clearly defined and justified	Eligible costs: To be clearly defined and justified	Eligible costs: To be clearly defined and justified
Specific costs for participants with special needs	Eligible costs: To be clearly defined and justified	Eligible costs: To be clearly defined and justified	Eligible costs: To be clearly defined and justified
Costs for additional dissemination and exploitation of results	Maximum € 2 500	Maximum € 2 500	Maximum € 2 500
	Eligible costs: Any costs related to the follow-up, promotion and communication upon the project, after the activity but before the end of contract (website, magazine, press conference, exhibition, specific guidance of young participants,...)	Eligible costs: Any costs related to the follow-up, promotion and communication upon the project, after the activity but before the end of contract (website, magazine, press conference, exhibition, specific guidance of young participants,...)	Eligible costs: Any costs related to the follow-up, promotion and communication upon the project, after the activity but before the end of contract (website, magazine, press conference, exhibition, specific guidance of young participants,...)
Monthly Volunteer's allowance		*Lump sum Country/Territories - base D x month x volunteer	
		Eligible costs: Pocket money for daily expenses of the volunteer, excluding meals and accommodation	

Table 2: Country/Territories base lump sums and flat rates

Countries	A (Food and lodging)	B (Trainers, mentors and/or facilitators fees)	C (Training materials or stationary)	D (Volunteers allowance)
Jordan	70	100	10	60
Palestine	80	120	20	60
Lebanon	110	120	15	70
Egypt	60	80	10	65
Morocco	80	120	20	60
Tunisia	65	100	40	60
Israel	110	180	25	70
Algeria	75	100	10	85

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

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

Eligible direct costs

To be eligible under the Call for Proposals, costs must comply with the provisions of Article 14 of the General Conditions to the Standard Grant Contract (according to Table 1 and Table 2 above of the Guidelines).

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 applicant may be asked to justify the percentage requested before the contract is signed. However, once the flat rate has been fixed in the special conditions of the standard grant contract, no supporting documents need to be provided.

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

Contributions in kind

Contributions in kind mean the provision of goods or services to a Beneficiary(ies) or affiliated entity(ies) free of charge by a third party. As contributions in kind do not involve any expenditure for a Beneficiary(ies) or affiliated entity(ies), they are not eligible costs.

The contributions in kind may not be treated as co-financing by the Beneficiary.

Notwithstanding the above, if the description of the action as proposed by the Beneficiary foresees the contributions in kind, such contributions have to be provided.

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 a Union (including through EDF) grant;
- purchases of land or buildings, except where necessary for the direct implementation of the action, in which case ownership must be transferred to the final beneficiaries and/or local Beneficiary(ies), at the latest at the end of the action;
- currency exchange losses;
- credit to third parties.
- salary costs of the personnel of national administrations

2.2. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

Prior registration in PADOR for this Call for Proposals is not obligatory. Information in PADOR will not be drawn upon in the present Call.

2.2.1. Application forms

Applications must be submitted in accordance with the instructions on the Full Application form included in the Grant Application Form annexes to these Guidelines (Annex A1 for Action 1, Annex A2 for Action 2 and Annex A3 for Action 3) Applicants must apply in English.

Any error or major discrepancy related to the points listed in the instructions for this Call or any major inconsistency in the application form (e.g. if the amounts in the budget worksheets are inconsistent) may lead to the rejection of the application.

Clarifications will only be requested when information provided is unclear, thus preventing the Contracting Authority from conducting an objective assessment.

Hand-written applications will not be accepted.

Please note that only the application form and the published annexes which have to be filled in will be evaluated. It is therefore of utmost importance that these documents contain ALL the relevant information concerning the action. No additional annexes should be sent.

2.2.2. Where and how to send Applications

Applications must be submitted in one original and two copies in A4 size, each bound. The complete application form and the budget must also be supplied in electronic format (CD-ROM) in a separate and single file (i.e. the application form in excel must not be split into several different files). The electronic file must contain **exactly the same** application as the paper version enclosed.

The Checklist (Section 5 of the grant application form) and the Declaration by the applicant (Section 6 of the grant application form) must be stapled separately and enclosed in the envelope.

Where an 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 and the title of the Call for Proposals**, together with the title and number of the Action, the full name and address of the applicant, and the words 'Not to be opened before the opening session' and 'الرجاء عدم فتح المغلف قبل جلسة فتح المغلفات'.

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:

By Mail: P.O. Box 841 367 Amman, 11180, Jordan

For hand delivery or by private courier service

Program Management Unit
The Ministry of Political and Parliamentary Affairs
Wadi Saqra – El Kindi Street, Amman

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

Applicants must verify that their application is complete using the checklist (Section 7 of Part B of the grant application form). Incomplete applications may be rejected.

2.2.3. Deadline for submission of Applications

The deadline for the submission of applications is 1/10/2015 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 3:30 PM as evidenced by the signed and dated receipt. Any application submitted after the deadline will automatically be rejected.

However, for reasons of administrative efficiency, the Contracting Authority may reject any application sent in due time but received after the effective date of approval of the first evaluation step (evaluation of the full application form) (see indicative calendar under Section 2.5.2)

2.2.4. Further information about Applications

An information session on this Call for Proposals will be held on:

2/9/2015 at 10:00 Am, at MoPPA.

9/9/2015 at 10:00 Am, at MoPPA

16/9/2015 at 10:00 Am, at MoPPA

Questions may in addition 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: info@mopa.gov.jo

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 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 EuropeAid website: <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> and www.euromedyouth.net website. It is therefore advisable to consult the abovementioned website regularly in order to be informed of the questions and answers published.

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 actions submitted by applicants 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 paragraph 2.1, the application will be rejected on this sole basis.

STEP 1: OPENING & ADMINISTRATIVE CHECKS & EVALUATION OF THE FULL APPLICATION

The following will be assessed:

- Compliance with the submission deadline. If the deadline has not been met, the application will automatically be rejected.
- The Application Form satisfies all the criteria specified in points 1-8 of the Checklist Section 5 of the grant application form). 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.

Only the Applications that pass the first administrative check will be evaluated. The quality of the applications, the relevance and design of the action, including the proposed budget and capacity of the applicants and affiliated entity(ies), 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 applicant's financial capacity and to ensure 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;
- have the management capacity, professional competencies and qualifications required to successfully complete the proposed action. This also applies to any affiliated entity(ies) of the applicants.

The award criteria help to evaluate the quality of the applications in relation to the objectives and priorities, 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

1. Financial and operational capacity	20
1.1 Do the applicant and co-applicant (s) have sufficient experience of project management?	5
1.2 Do the applicant and co-applicant(s) have sufficient technical expertise (notably knowledge of the issues to be addressed)?	5
1.3 Do the applicant and co-applicant(s) have sufficient management capacity (including staff, equipment and ability to handle the budget for the action)?	5
1.4 Does the applicant have stable and sufficient sources of finance?	5
2. Relevance of the action	30
2.1 How relevant is the proposal to the regional objectives and priorities of the Call for Proposals?	5x2*
2.2 How relevant is the proposal to the objectives and particularly the national priorities of the Call for Proposals? How does it contribute to the Euro-Mediterranean dialogue?	5x2*
2.3 How the multinational involvement of the proposed action has been taken into account (bilateral, multilateral proposed actions)?	5

2.4 Does the proposal contain specific added-value elements, such as environmental issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, or innovation and best practices?	5
3. Design of the action	20
3.1 How coherent is the overall design of the action?, In particular, does it reflect the analysis of the problems involved, take into account external factors and relevant stakeholders?	5x2*
3.2 Is the action plan clear, feasible and consistent in relation to the objectives and expected results?	5
3.3 Does the proposal contain objectively verifiable indicators for the outcome of the action?	5
4. Effectiveness, feasibility and sustainability of the action	20
4.1 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?	5
4.2 Is the co-applicant(s)' level of involvement and participation in the action satisfactory, especially the involvement of international (ENPI South and EU) co-applicant(s)?	5
4.3 Is the action likely to have a tangible impact on its target groups?	5
4.4 Is the proposal likely to have multiplier effects? (Including scope for replication and extension of the outcome of the action and dissemination of information.)	5
5. Budget and cost-effectiveness of the action	10
5.1 Are the activities appropriately reflected in the budget?	5
5.2 Is the ratio between the estimated costs and the expected results satisfactory?	5
Maximum total score	100

*the scores are multiplied by 2 because of their importance

Note on Section 1. Financial and operational capacity

If the total score for section 1 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.

Note on Section 2. Relevance of the Action

If the score is less than 20 points for section 2, the application will be rejected.

Note on the entire evaluation grid

If the total score is less than 70 points the application will be rejected.

Provisional selection

After the evaluation, a table will be drawn up listing the applications ranked according to their score and within the limits of the funds available. In addition, a reserve list will be drawn up following the same criteria to be used if more funds should become available during the validity period of the reserve list.

STEP 2: VERIFICATION OF ELIGIBILITY OF THE APPLICANTS AND AFFILIATED ENTITY(IES)

The eligibility verification, based on the supporting documents requested by the Contracting Authority (see Section 2.4) will only be performed for the applications that have been provisionally selected according to their score and within the available financial envelope.

- The Declaration by the applicant (Section 6 of the grant application form) will be cross-checked with the supporting documents provided by the applicant. Any missing supporting document or any incoherence between the Declaration by the applicant and the supporting documents may lead to the rejection of the application on that sole basis.
- The eligibility of applicants, the affiliated entity(ies), and the action will be verified according to the criteria set out in Sections 2.1.1, 2.1.2 and 2.1.3.

Any rejected application will be replaced by the next best placed application on the reserve list that falls within the available financial envelope.

2.4. SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED APPLICATIONS

No supporting document will be requested for this Call for Proposals⁴.

2.5. NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

2.5.1. Content of the decision

The applicants will be informed in writing of the Contracting Authority's decision concerning their application and, if rejected, the reasons for the negative decision.

An applicant believing that it has been harmed by an error or irregularity during the award process may lodge a complaint. See further Section 2.4.15 of the Practical Guide.

2.5.2. Indicative timetable

	DATE	TIME*
Information meeting (if any)	Various Info-days will be organised, please consult the www.euromedyouth.net website	
Deadline for requesting any clarifications from the Contracting Authority	27/9/2015	3:30 PM
Last date on which clarifications are issued by the Contracting Authority	10/10/2015	-
Deadline for submission of Application Form	25/10/2015	3:30 PM
Information to applicants on the evaluation of the Full Application Form	Within two months from the deadline*	-
Notification of award (after the eligibility check)	Within two months from the deadline*	-
Contract signature	Within two months from the deadline*	-

Provisional date. All times are in the time zone of the Country/Territories of the Contracting Authority.

This indicative timetable may be updated by the Contracting Authority during the procedure. In such cases, the updated timetable will be published on the EuropeAid web site on the www.euromedyouth.net 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 will be offered a contract based on the Contracting Authority's standard grant contract (see Annex 4 and 5 of these Guidelines). By signing the Application form (Annex 1 or 2 or 3, accordingly to type of Action, of these Guidelines), the applicants agree, if awarded a grant, to accept the contractual conditions of the standard grant contract.

Implementation contracts

⁴ No supporting document will be requested for applications for a grant not exceeding EUR 60000.

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.

3. LIST OF ANNEXES

DOCUMENTS TO BE COMPLETED

Annex: Grant Application Form (Excel format)

1: Action 1 Form and Budget (future Annexes I and III)

3: Action 3 Form and Budget (future Annexes I and III)

DOCUMENTS FOR INFORMATION

Annex: Standard Grant Contract

- Draft Contract Special Conditions
- Annex II: General conditions applicable to this European Union-financed grant contracts for external actions
- Annex III: Budget – Action 1 / Budget - Action 2 / Budget – Action 3
- Annex IV: contract award procedures
- Annex V: standard request for payment
- Annex VI: model narrative and financial report

Useful links:

Project Cycle Management Guidelines

http://ec.europa.eu/europeaid/sites/devco/files/methodology-aid-delivery-methods-project-cycle-management-200403_en_2.pdf

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