Guidelines for applicants

Financial support to third parties for monitoring, and evidence-based advocacy under the ENV.Net Project

OPEN CALL

Deadline for submission for the applications is November 18, 2018

In the framework of the EU-funded project:

ENV.Net Factoring the Environmental Portfolio for WB and Turkey in The EU Policy Agenda

PROJECT CODE: IPA 2017/394-372

I. Background of the ENV.net project

The ENV.net project builds on the experience of the Environment Forum (http://www.envforum.eu/doku.php), implemented in the period 2009-2012, aiming at developing capacities of environmental NGOs to establish a constructive dialogue with national authorities. The present project strategy has been designed to achieve a greater commitment and capacity of a group of CSOs coming from Environment Forum experience and which have agreed on the creation of a new network, the ENV.net, to support the civil activism, give citizens a voice and influence the public reform processes in the approximation to the environment *acquis*.

ENV.Net has entered its third phase, and it currently covers the entire Western Balkan including representative organisations from all seven WB countries, and two partner organisations from EU based member countries.

The project strategy is expected to consolidate the partner CSOs role in fostering the state-civil society dialogue at national and regional levels, in analysing and monitoring the on-going process reforms and finally at providing actual opportunities to give citizens and CSOs a voice in the environmental reform process and in the integration with EU.

I. ENV.Net Project Objective

On **an overall objective level**, the project proposal aims to contribute to the **improvement of environmental policy-making and implementation** in compliance with the EU standards. To this end, the network foresees to contribute to both **improved and intensified inter-action among actors** (including environmental CSOs, media and policy-makers) and an **overall more enabling *technical and financial* environment** where these actors operate.

On a specific objective level, the action sets out to **strengthen the profile of ENV.net** as the leading network and bridging actor **in environmental policy-influencing** in the WB and Turkey region (vis-à-vis EU). Further, it foresees introducing and **initiating a discussion on the Circular Economy** concept in the region, as well as **intensifying climate change actions**. The action also foresees a number of value-adding, cross-cutting elements such as **inter-partner learning/exchange, networking, and thematic organisational support to third parties** (*i.e. local grass-root organisations, media).

II. ENV.net Expected Project Results

Result 1 – ENV.net becomes a leading pan-regional network in the WB and Turkey in orienting and influencing environmental and circular economy policy discussions at an EU level.

Result 2 – CSOs and mainstream/online media are supported by the ENV.net in the process of improving their skills and work related to environmental issues.

III. Contact Details

More information on the project, the network, the activities implemented so far are available on the dedicated ENV.net website: www.env-net.org and in the facebook page.

1. **Objectives and priorities of the present call for proposals**

The main aim of the financial support is:
- To contribute to the development of knowledge and critical understanding circular economy model opportunities
- The promotion and engagement of small CSOs active in campaigning and advocacy on environment to promote effective actions for the benefit of citizens of Kosovo.

2. **Activities that may be financed under this call**

Only the following types of activity are eligible for funding:

A.1 Monitoring of key selected topics/pieces of national environmental legislation with regard to approximation to EU *acquis*, such as: air quality, waste management, water quality, energy efficiency.

A.2 Map and document of circular economy practices, stakeholders, initiatives and developments.

A.3 Promote public engagement for the adoption of circular economy models by the local community and governments/local authorities through outreach and advocacy activities including: organisation of online and offline advocacy campaigns, preparation of policy-briefs, preparation of media materials for viral dissemination.

A.4 Conceptualise and organise both online and on-site advocacy campaigns with CSOs and local/national authorities on key selected topics, including water quality, circular economy and climate change.

A. 5 Conceptualise and organise outdoor events on important national/international environmental dates based on the calendar of green dates.

A.6 Prepare position papers (including common position papers with the ENV.Net project), studies, thematic articles, and active contribution to country progress reports.

A. 7 Prepare short visual and graphic materials in the form of clips, infographics, etc., on various environmental, climate change, energy and circular economy aspects.

A. 8 *Contribute and participate to national and/or regional scale project events/activities on aspects pertinent to* environment, climate change, energy and circular economy.

A.9 Conduct thematic lectures in local schools/universities on various aspects of environmental concern, climate change, energy and circular economy.

A.10 Conduct local/national environmental CSO needs assessment survey and provide recommendations.

The following actions **are not** considered eligible for funding:

- Actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses

- Actions concerned only or mainly with individual scholarships for studies or training course;

- Actions supporting political parties, linked to political parties or political/partisan nature, and extremist/radical groups;

- Core funding of the applicant for the functioning of its organisation

- Actions including market promotion activities

- Actions including grant-making activities (i.e. the use of funds to award grants or loans to other organisations)

- Actions concerned only or mainly with infrastructure investments and/or the procurement of equipment

- Actions dealing with emergency relief or charitable donations;

- Actions that cover the organisation of other projects' activities;

- Actions that fall within the general activities of competent state institutions or state administration services, including local government

3. **Size of Grants**

Any grant requested under this Call for Proposal should not exceed maximum given bellow:

- Maximum 6,000 EUR

Any grant requested under this Call for Proposals may not exceed 85% including 15% cost share of the total eligible costs of the action.

The balance (i.e. the difference between the total cost of the action and the amount requested from the Contracting Authority) must be financed by the Applicant own sources or with other donors' contributions (other than the European Union).

4. **Who can apply?**

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

- be legal persons **and**

- be non-profit-making **and** Non-Governmental Organisations

- be established and registered in Kosovo

5. **Location**

The project should be implemented in Kosovo at national or local level

6. **Project duration**

The project will start upon signature of the contract.

Activities started prior this date cannot be funded. Maximum duration of the project is one year (12 months).

7. **Visibility**

Note that the applicant must comply with the visibility rules of the EU. For this purpose, in case of the award of contract the applicant shall follow the instruction included in the contract.

8. **Number of applications and grants per applicant**

An applicant can apply with more than one project proposal but

ONLY ONE contract per organization can be approved and signed during this call

9. **Eligibility of costs: costs which may be taken into consideration for the grant**

Only "eligible costs" can be taken into account for a grant. The categories of costs considered as eligible and non-eligible are indicated below. Note that the eligible costs must be based on real costs based on supporting documents.

Recommendations for the award of a grant are always subject to the condition that the checking process preceding the signature of the contract does not reveal any problems requiring changes to the budget (for instance arithmetical errors, inaccuracies or unrealistic costs and other ineligible costs). The checks may give rise to requests for clarification and lead ATRC to impose modifications or reductions to address such mistakes or inaccuracies. The amount of the grant, as a result of these corrections, may not be increased.

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

1. **Eligible direct costs**

Eligible costs are actual costs incurred by the Grant beneficiary, which meet all the following criteria:

1. they are incurred during the implementation of the Action as specified in the Sub-grant contract. This means that the costs shall relate to activities performed during the implementation period.
2. they are indicated in the overall budget for the Action (on the annexed budget format);
3. they are necessary for the implementation of the Action;
4. they are identifiable and verifiable, in particular being recorded in the accounting records of the Grant Beneficiary and determined according to the applicable accounting standards of the Kosovo;
5. they comply with the requirements of applicable tax and social legislation;
6. They respect the rules of nationality and origin[1]

The following direct costs of the Grant Beneficiary shall be eligible:

- the cost of staff assigned to the Action, corresponding to actual gross salaries including social security charges and other remuneration-related costs; salaries and costs shall not exceed those normally borne by the Beneficiary;

- travel and subsistence costs for staff and other persons taking part in the Action, provided they are real costs baked by supporting documents;

- purchase costs for equipment and supplies (new or used) and services specifically for the purposes of the Action.

Note that taxes, including VAT will only be accepted as eligible costs when the following conditions are fulfilled (and baked by supporting documents):

- The value added taxes are not recoverable by any means;

- It is established that they are borne by the final beneficiary; and

- They are clearly indicated in the project proposal.

2. **Non-eligible costs**

The following costs shall not be considered eligible:

- debts and debt service charges (interests);

- provisions for losses or potential future liabilities;

- costs declared by the Beneficiary and financed by donors or by other EU-funded actions;

- purchases and rehabilitation of land or buildings;

- currency exchange losses;

- credits to third parties

- salary costs of the personnel of national administrations.

Contributions in kind

Contributions in kind (e.g. valorisation of existing equipment, donations, volunteer works) are not considered actual expenditure and are not eligible costs.

10. **How to apply**

Applicants must submit their applications in English. The application consists of the application form and budget in forms provided under this call of proposals.

Hand-written applications will not be accepted.

Please note that only the application form and the budget will be evaluated. It is therefore of utmost importance that these documents contain ALL relevant information concerning the action. No additional annexes should be sent. If an application is selected following the evaluation, additional documentation might be requested but it should not be submitted at this stage.

1. **Where and how to send the Applications**

The applications MUST be sent by e-mail to orgesta@advocacy-center.org , by **November 18, 2018**, at 16:00 hrs.

In the subject, it has to be stated the following: Project proposal under the call ENV.Net Factoring the Environmental Portfolio for WB and Turkey in The EU Policy Agenda Further information for the Application

Questions related to the call for proposals must be sent by e-mail no later than November 4, 2018 to the address orgesta@advocacy-center.org, indicating clearly the reference of the Call for Proposals.

11. **Evaluation and selection of applications**

Applications will be examined and evaluated by the ENV.net project team 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 above mentioned, the application shall be rejected on this sole basis.

1. **Evaluation of the application**

First, the following will be assessed:

- The application form satisfies all the criteria specified above, in terms of eligibility of applicants, activities, costs, respect of deadline for submission

- 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

- An evaluation of the quality of the applications, including the proposed budget, and of the capacity of the applicant, will then be carried out in accordance with the evaluation criteria set out in the following Evaluation Grid:

2. **Evaluation Grid**

Scoring:

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.

****These scores are multiplied by 2 because of their importance*

Section	Maximum score
1. Operational/Technical capacity	**Sub-score 10**
Does the applicant have sufficient technical expertise (notably knowledge of the issues to be addressed)?	5
Does the applicant have sufficient management capacity (including staff, equipment and ability to handle the budget for the action)?	5

2. Relevance of the action	Sub-score 20
How relevant is the proposal to the objectives and priorities of the ENV.net project and of the Call for Proposals?	5x2**
How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)?	5
Have their needs been clearly defined and does the proposal address them appropriately?	5
2. Design of the action	**Sub-score 20**
How coherent is the overall design of the action? In particular, does it reflect the analysis of the problems, take into account external factors and relevant stakeholders?	5x2**
Is the action feasible and consistent in relation to the objectives and expected results?	5x2**
3. Effectiveness and feasibility of the partnership	**Sub-score 10**
Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?	5
Is the action plan clear and feasible?	5
4. Budget and cost-effectiveness	**Sub-score 20**
e the activities appropriately reflected in the budget?	5x2**
the ratio between the estimated costs and the expected results satisfactory?	5x2**
5.Sustainability of the partnership	**Sub-score 10**
Is the proposed project likely to have a tangible impact on its target groups?	5
Is the proposed project likely to have multiplier effects? (Including scope for replication and extension of the outcome of the action and dissemination of information)	5

TOTAL MAXIMUM SCORE: 90

3. **Selection procedure**

Only Applications with **a score of at least 70** will be considered for funding.

The Contracting Authority will in the first instance select the strongest proposals for funding. However, in the interest of ensuring the coverage of a wide range of themes, the Contracting

Authority may reject a proposal which has scored highly if there are other proposals covering the same theme that have received a better score. Similarly, the Contracting Authority may accept a proposal which has scored lower than other proposals, if this proposal fills a thematic gap.

Following the evaluation, a table listing the applications ranked according to their score and and within the limits of the funds available.

12. **Notification of the Contracting Authority's decision**

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

Following the decision to award a sub-grant, the Beneficiary will be offered a contract, provided that it accept also the following events organised by ATRC:

1. Participation to an introductive workshop aimed to familiarise with the approach governing this call;

2. Participation to a brief training session on the rules and procedures applicable to the contract.

13. **Contracts, reporting and final payments**

The grantees will receive 80% of the total grant amount after the contract signed. The final payment (20%) will be transferred after the approval of the final narrative and financial report.

Grantees are also requested to submit a brief narrative interim report, according to the terms set forth in the grant contract and to actively co-operate with (insert partner) for the monitoring of the activities