



**Contracting Authority: European Union
Represented by the European Commission**

**Support to the Establishment of EU Centres in the
Russian Federation II**

Guidelines
for grant applicants

BGUE-B2010-19.080103-C1-AIDCO

ENPI Russia Action Programme 2010

Reference: EuropeAid/131063/L/ACT/RU

Deadline for submission of proposals: 31 May 2011

Notice

This is an **open Call for Proposals**, where all documents are submitted at one stage (Concept Note and full proposal). However, in the first instance, only the Concept Notes will be evaluated. Thereafter, for the applicants whose Concept Notes have been pre-selected, evaluation of the full proposal will be carried out. Further to the evaluation of the full proposals, an eligibility check will be performed for those which are provisionally selected. This check will be undertaken on the basis of the supporting documents requested by the Contracting Authority and the signed "Declaration by the Applicant" sent together with the application.

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1. SUPPORT TO THE ESTABLISHMENT OF EU CENTRES IN THE RUSSIAN FEDERATION II

1.1 BACKGROUND

In the framework of the EU/Russia Road Map for the Common Space on Science and Education, including cultural aspects, it has been foreseen to provide means for promoting studies and training in Russia in the field of European Union law, economy, general and interdisciplinary studies, including training and retraining for government officials and post-graduate students, in accordance with the best practices in the EU.

This led to the establishment of a European Studies Institute (ESI) at the Moscow State Institute of International Relations (MGIMO) on 25 September 2006. The ESI is based at MGIMO and its activities take place mainly in Moscow, although the ESI has also developed a regional strategy consisting in sharing experience and methodological know-how through seminars and masters' classes with the following regions: Kaliningrad, Novgorod, Tambov, Saratov, Sverdlovsk (Yekaterinburg), Bashkiria (Ufa) and Altai (Barnaul).

As a rule, the ESI delivers one-year-and-half Masters Programme in European Integration Studies in three areas of specialisation: EU law, EU politics and EU economics. Students attending the Masters' programme are mostly young civil servants with several years of working experience with federal ministries, services and agencies as well as employees of regional ministries, etc. who deal with EU matters in their daily work. Few students come from the private sector as well as from NGOs. The ESI organises also short training programmes for civil servants on specific topics related to the EU such as custom, antimonopoly legislations, etc. As outreach activities the ESI runs conferences and round tables in Moscow on EU matters. Last but not the least the ESI organises seminars and masters' classes with regional universities (see above)¹.

To reach the objective of promoting studies and training on the EU in Russia, it is necessary that studies, research and outreach activities be carried all over Russia. To this end, in 2010, the EU Delegation launched a first open Call for Proposals to establish three EU Centres in Russia. As a result of the Call for Proposals the following universities were selected on competitive basis: Immanuel Kant University of Russia (IKSUR) in Kaliningrad, the European University at St. Petersburg (EUSP) and Tomsk State University (TSU).

These Universities were able to demonstrate that capacity and resources existed at faculties' and departments' level and that EU Integration Studies was considered an important area of education and research activities for the entire university.

At IKSUR several Tempus projects enabled the faculties/departments of Law, Economy and History and the Baltic Sea region Institute to develop course' materials and deliver degree programmes with a specific focus on the European Union. Moreover IKSUR hosts also an EU-Information Centre (EU-i), formerly known as European Documentation Centre.

At EUSP, the EU Centre (EUC) is being established on the basis of the Centre for European Studies (CES), which was created in April 2003. Between 2003 and 2010 the CES benefitted from two Tempus projects: UNEG (Understanding European Governance in North-West Russia) and PREGO (Promoting European Governance in North-West of Russia). Tempus programme helped to develop new course material on subjects related to the EU; it enabled CES to develop new methodological approach to teaching and research; and eventually it helped the CES to establish solid cooperation with regional universities (Petrozavodsk State University and Arkhangelsk State University) and with foreign partners (Free University in Berlin and University of Helsinki). Hence the establishment of EUC at the EUSP is a follow-up of the CES and the new Centre is called CES-EUC.

At TSU, the Department of World Politics has successfully implemented three successive Tempus projects aimed at introducing and developing undergraduate and graduate degrees in EU studies (1999–2008). Thanks to Tempus TSU established European Union Studies Centres at four Siberian universities: at the State Universities of Irkutsk, Kemerovo and Tyumen and at Novosibirsk State Technical University (NSTU).

¹ More information on the ESI can be found at: www.eurocollege.ru

A Siberian Network of EU Studies Centers (SNESC) has been created consisting of the five partner universities. In addition, as a result of the last Tempus project, an agreement was signed in May 2008 between TSU and Université Libre de Bruxelles (ULB) establishing a two-year Masters' Double Degree Programme in European Union Studies: during the first year students study at TSU (within the framework of the first year Masters' in International Relations) and the second year they study at ULB (students can choose either "finalité Histoire et Cultures de l'Europe" or "finalité Politique").

The cases of IKSUR, EUSP and TSU show that Tempus programme proved to be successful in creating capacity and in developing resources which enabled these universities to deliver education and to carry out research in subject areas related to EU and EU-Russia cooperation.

Overall, between 1994 and 2006, about 20 Russian Universities received EU funding to implement Tempus projects in fields related to European Studies and/or to establish European Documentation Centres (now EU-i) across the country. As demonstrated by IKSUR, EUSP and TSU, Tempus projects were aimed at developing BA and/or specialist/MA programmes in International Relations, Law, Economics, and History with a significant EU component, while the purpose of the EU-i was to provide updated information about EU developments to a wide public in the regions.

Under the present Call for Proposals, the EU Centres shall be established within the structure of existing universities in the regions (outside Moscow and Moscow region) where substantial capacity has been already created at faculty/department level on subject matters related to the EU and which deliver already education and training and carry out research activities on the EU.

Also for this Call for Proposals, Applicants shall provide evidence that the core activities of teaching and research are not dependent on the provision of EU financial support and that these activities are embedded in the long-term commitment of the university to promote further teaching and research on the EU.

Applicants shall pay attention to the fact that priority will be given to Proposals submitted by Applicants located in regions other than Kaliningrad, Leningrad (St. Petersburg) and Tomsk where three EU Centres are currently being established as a result of 2010 Call for Proposals.

The EU Centres are expected to satisfy a demand for information, education, training and research on the EU in order to promote knowledge and understanding of the EU, its integration process, institutions and policies, for a large number of target groups, notably undergraduate, graduate and postgraduate students, young researches and academic staff from universities willing to know more and to have a better understanding of the European Union; regional and city administrations' officials working in international cooperation departments and in departments dealing with environment, transport, SMEs development, etc; representatives of custom, tax and migration services at regional level; representatives of Chambers of Commerce, of agencies for enterprise and/or economic development; representatives of NGOs, private companies employees.

In addition to three EU Centres in Russia, worldwide the EU has established 26 Centres, namely in the United States, Canada, Australia, New Zealand, Japan, South Korea, Singapore and Taiwan. The complete list of EU Centres can be found here: http://ec.europa.eu/external_relations/eu-centres/eu-centres_en.pdf. The EU Centres in Russia shall follow as closer as possible the same model adopted worldwide².

1.2 OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

The **global objective** of this Call for Proposals is to promote studies, training, research, academic links and outreach activities in Russia in the field of European Union law, EU economy, EU general and interdisciplinary studies in accordance with the best practices in the EU in order to achieve greater awareness, knowledge and understanding of the EU, its integration process, institutions and policies.

The **specific objective** of this Call for Proposals is to identify and select **three** (3) universities or consortia of universities established in Russia, in **three** (3) different regions (the so-called "Subject of the Federation"), outside Moscow and Moscow region, with proven experience of teaching and/or carrying out research activities in matters related to the EU, its integration process, institutions and policies; willing to establish

EU Centres and capable of demonstrating strong commitment to establish EU Centres that fits into the institutional framework and budget of the university.

The EU Centres, established in universities, shall be focusing on the following **priority issues**:

- Developing curricular activities, i.e. specialised degrees and multidisciplinary courses at BA and/or Masters' level, and policy oriented research work, i.e. PhD programmes, on a wide range of EU related topics;
- Offering high quality courses in European integration and EU-Russia relations, research opportunities in European affairs and providing user-friendly information about the European Union to a large public.
- Developing and implementing outreach actions related to the EU and EU policies, aimed at a wider public, political, business and media audiences, such as conferences, seminars and workshops, publications and other information products.
- Giving support to public policy think tanks, training programmes, competitions, EU simulation, briefing sessions, speaking tours and study visits for decision-makers and opinion makers.

Priority will be given to Proposals submitted by Applicants located in regions other than Kaliningrad, Leningrad (St. Petersburg) and Tomsk where three EU Centres are currently being established as a result of 2010 Call for Proposals.

1.3 FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this call for proposals is **EUR 1,500,000**. The Contracting Authority reserves the right not to award all available funds.

Size of grants

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

- **minimum amount: EUR 450,000**
- **maximum amount: EUR 500,000**

A grant may not be for less than **50%** of the total eligible costs of the action.

In addition, no grant may exceed **80%** of the total eligible costs of the action (see also section 2.1.4).

Any grant awarded under this Call for Proposal must be limited to 80% of the estimated total accepted costs²

The balance, i.e. at least 20% of the total eligible costs must be financed from the applicant's or partners' own resources, or from sources other than the European Community budget or the European Development Fund³.

Geographical distribution: only ONE grant may be awarded for the same region ("Subject of the Federation") of the Russian Federation.

Priority will be given to Proposals submitted by Applicants located in regions other than Kaliningrad, Leningrad (St. Petersburg) and Tomsk where three EU Centres are currently being established as a result of 2010 Call for Proposals.

² Estimated total accepted costs = estimated total eligible costs + taxes, including VAT, where the beneficiary can show it cannot reclaim it

³ Where a grant is financed by the European Development Fund, any mention of European Union financing must be understood as referring to European Development Fund financing.

2. RULES FOR THIS CALL FOR PROPOSALS

These guidelines set out the rules for the submission, selection and implementation of actions financed under this Call, in conformity with the provisions of the Practical Guide to contract procedures for EU external actions, 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:

- applicant(s) which may request a grant (2.1.1), and their partners (2.1.2);
- actions for which a grant may be awarded (2.1.3);
- types of cost which may be taken into account in setting the amount of the grant (2.1.4).

2.1.1 <i>Eligibility of applicants: who may apply?</i>
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(1) In order to be eligible for a grant, applicants **must**:

- be legal entities officially registered in the Russian Federation and;
- be a university or higher education institution (university, academy, institute), i.e. to have in their official name one of the above words and;
- provide higher education leading to obtaining a qualification recognised by the Service for Licensing, Accreditation and Attestation (Rosobrnadzor) of the RF and;
- have a valid licence for implementing education activity issued by the Service for Licensing, Accreditation and Attestation (Rosobrnadzor) of the RF and;
- be located (i.e. be registered as a legal entity, be physically present and implement activities) in one of the regions of the Russian Federation (i.e. “Subject of the Russian Federation”), outside Moscow and Moscow region (priority will be given to Proposals submitted by Applicants other than Kaliningrad, Leningrad, including St. Petersburg, and Tomsk) and;
- have in their education programmes for undergraduate (bachelors or specialists) and/or graduate level (masters) courses on the EU, its integration process, institutions and policies and;
- have participated during the last 15 years in at least one Tempus project specifically aimed at developing curricula in areas related to European studies at undergraduate or graduate level and/or aimed at the establishment of centres, institutes, departments and chairs in the field of European Studies or have developed teaching, research and outreach activities in areas related to European Studies thank to other funding (evidence of such activity shall be documented in the Grant Application Form, Tables 2.4-2.10) and;
- be directly responsible for the management of the activities with their partners, not acting as an intermediary and;
- have a critical mass (minimum 5% of the overall teaching staff) of academic expertise on the EU at their universities, preferably for more than one discipline and;
- be able to provide a pool of EU academic experts on EU matters (e.g. to review and update education programmes, for co-tutoring of thesis defences, to carry out peer-review of research papers, to participate at conferences, etc.) and;

- have an extensive library resources on the EU (i. e. with sources of information, books and specialised review regularly updated) and;
 - have European language training courses for more than one EU official language and;
 - implement already an extensive and continuous research activities on the EU within a vibrant research environment (i.e. research conferences, regular seminars, publications, support for participation at national and international conferences, teachers engaged in research, Masters' dissertations and PhD theses.)
- (2) Potential applicants may not participate in calls for proposals or be awarded grants if they are in any of the situations which are listed in Section 2.3.3 of the Practical Guide to contract procedures for EU external actions (available from the following Internet address: http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm);

In part B section VI of the grant application form (“Declaration by the applicant”), applicants must declare that they do not fall into any of these situations.

Attention is drawn to the fact that priority will be given to Proposals submitted by Applicants located in regions other than Kaliningrad, Leningrad (St. Petersburg) and Tomsk where three EU Centres are currently being established as a result of 2010 Call for Proposals.

2.1.2 <i>Partnerships and eligibility of partners</i>

Applicants may act individually or with partner organisations

Applicants' partners participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the grant beneficiary. They must therefore satisfy the eligibility criteria as applicable on the grant beneficiary himself.

The following are not partners and do not have to sign the “partnership 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. The associates have to be mentioned in Part B section IV - “Associates of the Applicant participating in the Action” of the Grant Application Form.

- Contractors

The grant beneficiaries have the possibility to award contracts. Contractors are neither partners nor associates, and are subject to the procurement rules set out in Annex IV to the standard grant contract.

However, only a limited number of non-core activities mainly related to organizational aspects of conferences, workshops, publications, etc. (catering, travel tickets, printing, etc.) foreseen by the project may be sub-contracted by the Beneficiary.

- Sub-grantees

The grant beneficiaries may award financial support (sub-grants) to third entities (the sub-grantees). Sub-grantees are neither partners nor associates nor contractors. Sub-grantees are subject to the nationality and origin rules set out in Annex IV to the standard grant contract.

The Applicant will act as the lead organisation and, if selected, as the contracting party (the "Beneficiary").

2.1.3 *Eligible actions: actions for which an application may be made*

Definition: An action (or project) is composed of a set of activities.

Duration

The planned duration of an action must be **36 months**.

Sectors or themes

The action must relate to teaching, training, research, outreach activities such as conferences, seminars, workshops, etc. in European Integration Studies.

“European Integration Studies” must be understood as teaching, training, research and outreach activities dedicated to themes and questions concerning the “European Union” rather than “Europe” in general. European Integration Studies should be a multidisciplinary field of study involving history, law, politics/international relations, economics, etc. Even where one discipline is clearly taking the lead, there should be evidence of attempts to broaden the curriculum offered.

Location

Actions must take place in the regions of Russia (“Subjects of the Federation”), where the applicant and partners (if any) **are located**, i.e. where the applicant and partners are registered as legal entities, are physically present and where they implement their regular activities.

If duly justified, **some** activities under the proposed project may take place in Moscow and /or in the EU Member States.

Types of action

Education and training as part of undergraduate (bachelors, specialists) and graduate (masters) degree programmes; research; outreach activities and dissemination of information about the EU to people outside the university/higher education institution from the target groups. Target groups include business and professional people, school pupils and young people, the local media and civil society generally.

Types of activity

- Developing and delivering curricular activities i.e. specialised degrees and multidisciplinary courses at Master’s level, and policy oriented research work, i.e. PhD programmes, which include a wide range of EU related topics;
- Offering high quality courses on European integration and EU-Russia relations, research opportunities in European affairs and providing user-friendly information about the European Union to a wide public.
- Developing and implementing outreach actions related to the EU and EU policies, aimed at a wide public, political, business and media audiences, such as conferences, seminars and workshops, publications and other information products.
- Giving support to public policy think tanks, training programmes, competitions, EU simulation, briefing

sessions, speaking tours and study visits for decision-makers and opinion makers;

Sub-granting

In order to **support the achievement of the objectives of the Action**, and in particular where the **implementation of the Action proposed by the Applicant requires financial support to be given to third parties**, the Applicant **may** propose awarding sub-grants. However, sub-granting may not be the main purpose of the Action and it must be duly justified.

In case where the Applicant foresees to award sub-grants, it has to specify in its application the total amount of the grant which may be used for awarding sub-grants as well as the minimum and maximum amount per sub-grant a list with the types of activity which may be eligible for sub-grants must be included in the application, together with the criteria for the selection of the beneficiaries of these sub-grants. The maximum amount of a single sub-grant is limited to **EUR 20,000** per third party while the total amount which can be awarded as sub-grants to third parties is limited to **EUR 100,000**.

Visibility

Note that the applicant 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 laid down and published by the European Commission at (see http://ec.europa.eu/europeaid/work/visibility/index_en.htm).

The following types of action are ineligible:

- actions including proselytism;
- projects whose budgets mainly consist of the purchase of material and equipment, supplies, renovation/restoration of buildings or offices;
- commercial or profit-making activities.

Number of applications and grants per applicant

An applicant may not submit more than **one** (1) application under this call for proposals.

An applicant may not be awarded more than **one** (1) grant under this call for proposals.

An applicant may not at the same time be partner in another application. Partners may not take part in more than one application

2.1.4 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. The budget is both a cost estimate and a ceiling for "eligible costs". Note that the eligible costs must be based on real costs based on supporting documents (except for subsistence costs and indirect costs where flat-rate funding applies).

Recommendations to award a grant are always subject to the condition that the checking process which precedes the signing of the contract does not reveal 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 may lead the Contracting Authority to impose modifications or reductions to

address such mistakes or inaccuracies. The amount of the grant and the percentage of co-financing 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**.

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 (see Annex F of the Guidelines).

According to the above Article the cost of staff assigned to the Action must correspond to actual gross salaries including social security charges and other remuneration-related costs; salaries and costs must not exceed those normally borne by the applicant or its partners, unless it is justified by showing that it is essential to carry out the action.

Note that taxes, including VAT will only be accepted as eligible costs when the Beneficiary (or, where applicable, its partners) can show it cannot reclaim them. Taxes shall in such case be included in the Budget of the Action under the heading "Taxes".

Contingency reserve

A contingency reserve not exceeding 5% of the estimated direct eligible costs (excluding taxes) may be included in the Budget of the Action. It can only be used with the **prior written authorisation** of the Contracting Authority.

Eligible indirect costs (overheads)

The indirect costs incurred in carrying out the action may be eligible for flat-rate funding fixed at not more than 7% of the estimated total eligible direct costs (excluding taxes). Indirect costs are eligible provided that they do not include costs assigned to another heading of the budget of the standard grant contract. The applicant may be asked to justify the requested percentage before contracting. 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 the applicant is in receipt of an operating grant financed from the EU, no indirect costs may be claimed within the proposed budget for the action.

Contributions in kind

Contributions in kind are not considered actual expenditure and are not eligible costs. The contributions in kind may not be treated as co-financing by the Beneficiary.

The cost of staff assigned to the Action is not a contribution in kind and may be considered as co-financing in the Budget of the Action **when paid by the Beneficiary or his partners**.

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
- provisions for losses or potential future liabilities;
- interest owed;
- costs declared by the beneficiary and covered by another action or work programme;
- 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 partners, at the latest by the end of the action;

- currency exchange losses;
- taxes, including VAT. Nevertheless, these may be considered as part of the estimated total accepted costs of the action for the purpose of co-financing where the Beneficiary (or the Beneficiary's partners) can prove it cannot reclaim them. In such cases, the cost should be included in the Budget under the heading "taxes". Please note however that for the purpose of co-financing, taxes are the only ineligible costs that will be considered within the total accepted costs of the action.
- credit to third parties.

The Regulation under which this call is financed in duly justified cases may authorise payment of taxes, including VAT.

2.2 HOW TO APPLY AND THE PROCEDURES TO FOLLOW

Please note that the prior registration in PADOR for applicants and their partners for this Call for proposal is **obligatory**.

Registration is obligatory for all applicants and their partners.

PADOR is an on-line database in which organisations register themselves and update regularly their data, through the Europeaid website: http://ec.europa.eu/europeaid/work/onlineservices/pador/index_en.htm

Before starting the registration of your organisation in PADOR, please read the "Quick guide" available on the website. It explains the registration process.

You have to indicate on the paper version of the proposal the EuropeAid ID (EID). To get this identification, your organisation must register, save and "sign" (committing your responsibility) in PADOR obligatory data (on each screen the fields written in orange) and the related documents (see section 2.4).

Notwithstanding the above, if the applicant and/or its partner(s) find themselves in a situation where it is objectively impossible to register in PADOR, it shall submit a justification without delay together with supporting documents, where possible. This objective impossibility should go beyond the control of the applicant and/or its partner(s) and, in principle, be of a general nature (i.e. not attributable to the specific circumstances of the applicant and/or its partner(s) themselves). Moreover, in this case, the applicant shall complete the "PADOR off-line form"⁴ in annex of these Guidelines⁵ and send it by the submission deadline. Data will be introduced in PADOR on the basis of the information included in the application form by the European Commission. If, at a later stage, the organisation wishes to update itself its data, an access request will have to be sent to the PADOR helpdesk.

All questions related to the registration in PADOR should be addressed to the PADOR helpdesk at: Europeaid-pador@ec.europa.eu.

<h3><i>2.2.1 Application form</i></h3>
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Applications must be submitted in accordance with the instructions on the Concept Note and the Full application form included in the Grant Application Form annexes to these Guidelines (Annex A)

Applicants must apply in **English**.

⁴ which corresponds to sections 3 and 4 of part B of the application form"

Any error or major discrepancy related to the points listed in the instructions on the Concept Note or any major inconsistency in the application form (e.g. the amounts mentioned in the budget are inconsistent with those mentioned in the application form) 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 (budget, logical framework) 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.

2.2.2 *Where and how to send the Applications*

Applications must be submitted in **one original** and **two copies** 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 (CD-Rom) in a separate and unique file (e.g. the application form must not be split into several different files). The electronic format must contain **exactly the same** application as the paper version enclosed.

The Checklist (Section V of part B the grant application form) and the Declaration by the applicant (Section VI of part B of the grant application form) must be stapled separately and enclosed in the envelope

The outer envelope must bear the **reference number and the title of the call for proposals (i.e. EUROPEAID/131036/L/ACT/RU, Support to the establishment of the EU Centres in the Russian Federation II** together with the full name and address of the applicant, and the words "Not to be opened before the opening session" and "НЕ ВСКРЫВАТЬ ДО ЗАСЕДАНИЯ КОНКУРСНОЙ КОМИССИИ".

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:

Ms Tuuli VIRTANEN
Head of Finance & Contract Section
Delegation of the European Union to Russia
Kadashevskaya nab. 14/1
119017 Moscow, Russia

Please note that **hand delivery is only possible during the working hours** of the Delegation (Monday-Friday, 09.00-17.30, Moscow time)

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 V 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 31 May 2011 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 16:00 hours local time 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 received after the effective date of approval of the first evaluation step (i.e. Concept Note) (see indicative calendar under section 2.5.2)

2.2.4 *Further information for the Application*

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, indicating clearly the reference of the Call for Proposals:

E-mail address: delegation-russia-eucentres@ec.europa.eu.

Contracting Authority has no obligation to provide further clarifications after this date.

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

In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.

Questions that may be relevant to other applicants, together with the answers, will be published on the internet at the EuropeAid website: <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome>. It is therefore highly recommended to regularly consult the abovementioned website in order to be informed of the questions and answers published.

All questions related to PADOR registration should be addressed to the PADOR helpdesk: europeaid-on-line-registration-hd@ec.europa.eu.

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 2.1.3, the application shall be rejected on this sole basis.

(1) STEP 1: OPENING & ADMINISTRATIVE CHECKS AND CONCEPT NOTE EVALUATION

The following will be assessed:

- The submission deadline has been respected. If the deadline has not been respected the application will automatically be rejected.
- The Application Form satisfies all the criteria specified in points 1-5 of the Checklist (section V of part B 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.

The evaluation of the Concept Notes that have passed the first administrative check will cover the relevance and design of the action.

The Concept Note will be given an overall score out of 50 points in accordance with the breakdown provided in the Evaluation Grid below. The evaluation shall also verify the compliance with instructions provided in the guidance for Concept Note.

The evaluation criteria are divided into headings and subheadings. Each subheading will be given a score between 1 and 5 in accordance with the following assessment categories: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

		Scores	
1. Relevance of the action		Sub-score	30
1.1	How relevant is the proposal to the objectives and priorities of the Call for Proposals?*	5x2**	
1.2	How relevant to the particular needs and constraints of the target country(ies) or region(s) is the proposal? (including synergy with other EU initiatives and avoidance of duplication)	5x2*	
1.3	How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs been clearly defined and does the proposal address them appropriately?	5	
1.4	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 [<i>and the other additional elements indicated under 1.2. of these guidelines</i>]?	5	
2. Design of the action		Sub-score	20
2.1	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**	
2.2	Is the action feasible and consistent in relation to the objectives and expected results?	5x2**	
TOTAL SCORE			50

* Note: A score of 5 (very good) will only be allocated if the proposal specifically addresses more than the required minimum number of priorities as indicated in section 1.2 (Objectives of the programme) of these guidelines.

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

Once all Concept Notes have been assessed, a list will be established with the proposed actions ranked according to their total score.

First, only the Concept Notes which have been given a score of a minimum of 30 points will be considered for pre-selection.

Secondly, the list of Concept Notes will be reduced in accordance to the ranking to those whose sum of requested contributions amounts to 3,000,000 EURO (at least twice the available budget for this Call for Proposals), taking into account the indicative financial envelopes foreseen by lot.

Following the Concept Note evaluation, the Contracting Authority will send a letter to all applicants, indicating whether their application was submitted prior to the deadline, informing them of the reference number they have been allocated and whether the Concept Note were evaluated and the results of that evaluation. The Evaluation Committee will subsequently proceed with the applicants whose proposals have been pre-selected.

(2) STEP 2: EVALUATION OF THE FULL APPLICATION

First, the following will be assessed:

- The full application form satisfies all the criteria specified in points 1-8 of the Checklist (Section V. of part B 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.

An evaluation of the quality of the applications, including the proposed budget, and of the capacity of the applicant and its partners, will be subsequently carried out in accordance with the evaluation criteria set out in the Evaluation Grid included below. There are two types of evaluation criteria: selection and award criteria.

The selection criteria are intended to help evaluate the applicants' financial and operational capacity to ensure that they:

- have stable and sufficient sources of finance to maintain their activity throughout the period during which the action is being carried out 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 partners of the applicant.

The award criteria allow the quality of the applications submitted to be evaluated in relation to the set objectives and priorities, and grants to be awarded to actions which maximise the overall effectiveness of the Call for Proposals. They enable the selection of applications which the Contracting Authority can be confident will comply with its objectives and priorities. They cover such aspects as 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 criteria are divided into sections and subsections. Each subsection will be given a score between 1 and 5 in accordance with the following guidelines: 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 applicant and, if applicable, partners have sufficient experience of project management?	5
1.2 Do the applicant and, if applicable partners have sufficient technical expertise? (notably knowledge of the issues to be addressed.)	5
1.3 Do the applicant and, if applicable, partners 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
<i>Score transferred from the Concept Note evaluation</i>	
3. Effectiveness and feasibility of the action	20
3.1 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?	5
3.2 Is the action plan clear and feasible?	5
3.3 Does the proposal contain objectively verifiable indicators for the outcome of the action? Is evaluation foreseen?	5
3.4 Is the partners' level of involvement and participation in the action satisfactory?*	5
4. Sustainability of the action	15
4.1 Is the action likely to have a tangible impact on its target groups?	5
4.2 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
4.3 Are the expected results of the proposed action sustainable: - financially (<i>how will the activities be financed after the funding ends?</i>) - institutionally (<i>will structures allowing the activities to continue be in place 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 —</i>	5

<i>e.g. will it lead to improved legislation, codes of conduct, methods, etc?) - environmentally (if applicable) (will the action have a negative/positive environmental impact?)</i>	
5. Budget and cost-effectiveness of the action	15
5.1 Are the activities appropriately reflected in the budget?	5x2*
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 score is less than 12 points for section 1, the application will be rejected.

Provisional selection

Following the evaluation, a table listing the applications ranked according to their score and within the available financial envelope will be established as well as a reserve list following the same criteria.

(3) STEP 3: VERIFICATION OF ELIGIBILITY OF THE APPLICANT AND PARTNERS

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 VI of part B 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 the applicant, the partners, and the action will be verified according to the criteria set out in sections 2.1.1, 2.1.2 and 2.1.3.

Following the above analysis and if necessary, any rejected application will be replaced by the next best placed application in the reserve list that falls within the available financial envelope, which will then be examined for the eligibility of its applicant and the partners.

2.4 SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED APPLICATIONS

Applicants who have been provisionally selected or listed under the reserve list will be informed in writing by the Contracting Authority. They will be requested to supply the following documents in order to allow the Contracting Authority to verify the eligibility of the applicants and their partners:⁶

Supporting documents may/must be provided through PADOR, see section 2.2

1. The statutes or articles of association of the applicant organisation⁷ and of each partner organisation. Where the Contracting Authority has recognized the applicant's eligibility for another call for proposals under the same budget line within 2 years before the deadline for receipt of applications, the applicant may submit, instead of its statutes, copy of the document proving the eligibility of the applicant in a former Call (e.g.: copy of the special conditions of a grant contract received during the reference period), unless a change in its legal status has occurred in the meantime.⁸

⁶ No supporting document will be requested for applications for a grant not exceeding EUR 25 000.

⁷ Where the applicant and/or (a) partner(s) is a public body created by a law, a copy of the said law must be provided

⁸ To be inserted only where the eligibility conditions have not changed from one call for proposals to the other.

2. Copy of the applicant's latest accounts (the profit and loss account and the balance sheet for the previous financial year for which the accounts have been closed)⁹.
3. Legal entity sheet (see annex D of these Guidelines) duly completed and signed by the applicant, accompanied by the justifying documents which are requested therein. If the applicant has already signed a contract with the Contracting Authority, instead of the legal entity sheet and its supporting documents the legal entity number may be provided, unless a change in its legal status occurred in the meantime.
4. A financial identification form conforming to the model attached at Annex E of these Guidelines, certified by the bank to which the payments will be made. This bank must be located in the country where the applicant is registered. If the applicant has already signed a contract with the European Commission or where the European Commission has been in charge of the payments of a contract, a copy of the previous financial identification form may be provided instead, unless a change in its bank account occurred in the meantime.
5. Copy of the applicant's and partners' Certificate on Incorporation into the Unified State Register of legal Entities (OGRN certificate) issued by the Federal Tax Service of the RF .
6. Copy of the applicant's and partners' (if applicable) licence for implementing activities on higher education issued by the Service for Licensing, Accreditation and Attestation (Rosobrnadzor).

Where the requested supporting documents are not uploaded in PADOR they must be supplied in the form of originals, photocopies or scanned versions (i.e. showing legible stamps, signatures and dates) of the said originals. However, the Legal entity sheet and the financial identification form must always be submitted in original.

Where such documents are not in one of the official languages of the European Union or in the language of the country where the action is implemented, a translation into the language of the call for proposals of the relevant parts of these documents, proving the applicant's eligibility, must be attached and will prevail for the purpose of analysing the application.

Where these documents are in an official language of the European Union other than the language of the call for proposals it is **strongly** recommended, in order to facilitate the evaluation, to provide a translation of the relevant parts of the documents, proving the applicant's eligibility, into the language of the call for proposals.

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

Based on the verification of the supporting documents by the Evaluation Committee it will make a final recommendation to the Contracting Authority which will decide on the award of grants.

2.5 NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

2.5.1 Content of the decision

Applicants will be informed in writing of the Contracting Authority's decision concerning their application and, in case of rejections, the reasons for the negative decision.

Applicants believing that they have been harmed by an error or irregularity during the award process may file a complaint. See further section 2.4.15 of the Practical Guide.

⁹ This obligation does not apply to natural persons who have received a scholarship, nor to public bodies nor 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 2.4.2.

2.5.2 Indicative time table

	DATE	TIME*
Deadline for request for any clarifications from the Contracting Authority	10 May 2011	16:00 hours Moscow time
Last date on which clarifications are issued by the Contracting Authority	20 May 2011	n/a
Deadline for submission of Application Form	31 May 2011	16:00 hours Moscow time for hand deliveries
Information to applicants on the opening & administrative checks and concept note evaluation (step 1)	June 2011*	-
Information to applicants on the evaluation of the Full Application Form (step 2)	July 2011*	-
Notification of award (after the eligibility check) (step 3)	August – September 2011*	-
Contract signature	November 2011*	-

***Provisional date.** All times are in the time zone of the country of the Contracting Authority

This indicative timetable may be updated by the Contracting Authority during the procedure. In such case, the updated timetable shall be published on internet at the EuropeAid web site <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome>.

2.6 CONDITIONS APPLICABLE TO IMPLEMENTATION OF THE ACTION FOLLOWING 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 F of these Guidelines). By signing the Application form (Annex A of these Guidelines), the applicant declares accepting, in case where it is awarded a grant, the Contractual conditions as laid down in the standard grant contract.

Implementation contracts

Where implementation of the action requires the Beneficiary to award procurement contracts, it must award the contract to the tenderer offering the best value for money, that is to say, the best price-quality ratio, in compliance with the principles of transparency and equal treatment for potential contractors, care being taken to avoid any conflict of interests. To this end, the Beneficiary must follow the procedures set out in Annex IV to the standard grant contract.

2.7 EARLY WARNING SYSTEM AND CENTRAL EXCLUSION DATABASE

The applicants and, if they are legal entities, persons who have powers of representation, decision-making or control over them, are informed that, should they be in one of the situations mentioned in:

- the Commission Decision of 16.12.2008 on the Early Warning System (EWS) for the use of authorising officers of the Commission and the executive agencies (OJ, L 344, 20.12.2008, p.125) or
- the Commission Regulation of 17.12.2008 on the Central Exclusion Database (CED) (OJ L344, 20.12.2008, p.12),

their 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 EWS only or both in the EWS and CED, and communicated to the persons and entities listed in the above-mentioned Decision and Regulation, in relation to the award or the execution of a grant agreement or decision.

3. LIST OF ANNEXES

DOCUMENTS TO BE COMPLETED

ANNEX A: GRANT APPLICATION FORM (WORD FORMAT)

ANNEX B: BUDGET (EXCEL FORMAT)

ANNEX C: LOGICAL FRAMEWORK (EXCEL FORMAT)¹⁰

ANNEX D: LEGAL ENTITY SHEET (EXCEL FORMAT)¹¹

ANNEX E: FINANCIAL IDENTIFICATION FORM

ANNEX F: PADOR OFF-LINE FORM¹²

DOCUMENTS FOR INFORMATION

ANNEX G: STANDARD GRANT CONTRACT

- ANNEX II: GENERAL CONDITIONS APPLICABLE TO EUROPEAN UNION-FINANCED GRANT CONTRACTS FOR EXTERNAL ACTIONS
- ANNEX IV: CONTRACT AWARD PROCEDURES
- ANNEX V: STANDARD REQUEST FOR PAYMENT
- ANNEX VI: MODEL NARRATIVE AND FINANCIAL REPORT
- ANNEX VII: MODEL REPORT OF FACTUAL FINDINGS AND TERMS OF REFERENCE FOR AN EXPENDITURE VERIFICATION OF AN EU FINANCED GRANT CONTRACT FOR EXTERNAL ACTIONS
- ANNEX VIII: MODEL FINANCIAL GUARANTEE
- ANNEX IX: STANDARD TEMPLATE FOR TRANSFER OF OWNERSHIP OF ASSETS

ANNEX H: DAILY ALLOWANCE RATES (PER DIEM), available at the following address:
http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm

PROJECT CYCLE MANAGEMENT GUIDELINES

http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101_en.htm

¹⁰ Optional where the total amount of the grants to be awarded under the Call for Proposals is EUR 100 000 or less.

¹¹ Only applicable where the European Commission is the Contracting Authority or will make the payments under the contracts to be signed.

¹² Only applicable in centralised calls where PADOR is made of use