



Contracting Authority:

Agency for Vocational Education and Training and Adult Education
Department for Financing and Contracting of EU Programmes

**Further development and implementation of the Croatian
Qualifications Framework**

MULTI-ANNUAL OPERATIONAL PROGRAMME “HUMAN
RESOURCES DEVELOPMENT”, INSTRUMENT FOR PRE-
ACCESSION ASSISTANCE (IPA)

Guidelines
for grant applicants

IPA BGUE 04 06 – Human Resources Development

Reference: Europeaid/131254/M/ACT/HR

Deadline for submission of proposals: 7 November 2011

NOTICE

This is a restricted Call for Proposals. In the first instance, only Concept Notes must be submitted for evaluation. Thereafter, applicants whose Concept Notes have been pre-selected will be invited to submit a Full Application Form. Further to the evaluation of the Full Applications, 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. FURTHER DEVELOPMENT AND IMPLEMENTATION OF THE CROATIAN QUALIFICATIONS FRAMEWORK

1.1 BACKGROUND

The Instrument for Pre-accession Assistance (IPA) the period 2007 – 2013, replaces programmes CARDS, Phare, ISPA, and SAPARD. The Republic of Croatia is the beneficiary of the IPA programme from 2007 until the moment of its accession to the EU. The Grant Scheme is financed under IPA IV Component, Operational programme for Human Resources Development, Priority Axis 3: Enhancing human capital and employability, Measure 3.1- Further development of the Croatian Qualifications Framework.

This grant scheme is aimed to address this issue by contributing to the improvement of education system for better qualifications. The grant scheme is based on the main strategic documents, in particular, on the Education Sector Development Plan 2005-2010, Baseline for the **Croatian Qualifications Framework (CROQF)**, National Curriculum for Preschool, General Compulsory and Secondary School Education, and the handbook Croatian Qualifications Framework – Introduction to qualifications¹ (. Finally, the grant scheme is in line with the Commission's Communication on Cohesion Policy in Support of Growth and Jobs in particular with the objective of creating more and better jobs by attracting more people into entrepreneurial activity² and the Council Conclusions on a strategic framework for European cooperation in education and training ("ET 2020") (OJ 2009/C 119/2). http://ec.europa.eu/education/lifelong-learning-policy/doc1120_en.htm. In the Baseline for the Croatian Qualifications Framework, adopted by the Government in 2007, it is stated the importance of the implementation of the concept of learning outcomes and development of qualifications framework as an instrument for regulation of the lifelong learning.

The aim of the Croatian Qualifications Framework is to link together learning outcomes achieved in all educational institutions (**primary schools, secondary schools – grammar and VET – higher education institutions, adult education providers, training providers etc.**) through formal, non-formal and informal learning and enable their referencing within Croatia as well as in the context of international exchange. Croatian Qualifications Framework is compatible with the European Qualification Framework for Lifelong Learning (EQF-LLL) and Bologna Framework of Qualifications for Higher Education.

The educational curriculum developments in the Croatian education system now need to be examined with regard to the CROQF principles. Educational institutions will face the challenge of reforming their curricula in accordance to the new curriculum policy that **shifts from the idea of knowledge transfer to that of development of competences, labour market needs and LLL**.

With its decision to take part in the Bologna process in 2001, and the passing of the Law on Scientific Activity and Higher Education (National Gazette 123/03, 105/04, 174/04, 02/07 decision of the Constitutional Court, 46/07, 45/09) Croatia has introduced some of the main principles of the Bologna process and all study programmes were restructured accordingly. Supporting legal acts and regulations³ have enabled implementation of the European Standards and Guidelines for **Quality Assurance** in science and higher education, and have given public universities complete autonomy in setting up and updating their own study programmes. The next phase of curricula reform will stipulate **study programmes based on learning outcomes** and proper use of ECTS. Also it is necessary to make provisions for introduction of **lifelong learning as well as adult learning** into higher education and further improvement of **key competences** within study programme design as well as developing study programmes accessible by foreign students.

The implementation of this grant scheme must contribute to the achievement of the output indicator which is defined for Priority axis 3, Measure 3.1 (Section 3.2. of the HRD OP "Indicators") –

¹ Croatian Qualifications Framework – Introduction to qualifications
<http://www.vlada.hr/hr/aktualne teme i projekti/aktualne teme/hko hrvatski kvalifikacijski okvir/clanci i publikacije/prirucnik hrvatski kvalifikacijski okvir uvod u kvalifikacije>

² Community Strategic Guidelines, 2007-2013, Guideline 3

³ Act for Quality Assurance in Science and Higher Education (National Gazette 45/09) and The Ordinance on the Content of Accreditation and the Conditions for Issuing of Accreditation for Higher Education, Delivery of Study Programmes and Reaccreditation of Higher Education Institutions

1. Number of developed curricula and/or study and joint study programmes according to principles of CROQF
2. Number of developed qualifications standards
3. Number of modules in foreign languages developed and offered for international and Croatian students

Also projects have to contribute to the fulfilment of at least one and/or more indicators listed in section 1.2 of these Guidelines for Applicants.

1.2 OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

The **global objective** of this Call for Proposals is:

To support development and implementation of the Croatian Qualifications Framework (CROQF).

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

1. Development and modernization of systems and qualifications in general and/or higher education;
2. Development of learning outcomes based curricula/programmes, including higher education study programmes based on the proper use of ECTS and learning outcomes⁴
3. Development of capacity for implementation of student centred learning.

Priority issues

At the minimum, all projects are expected to address one of the above mentioned objectives of the Call.

In addition to this, the priorities are as follows:

- Priority in Lot 1: development of school curricula for general education system based on learning outcomes
- Priorities in Lot 2:
 - development of qualifications standards and/or
 - development of courses, modules or study programmes in foreign languages⁵

The **target groups** of the Grant scheme are pre-school children, pupils, students, teachers, administrative and managerial staff at education institutions, employees and the wider labour market. The projects should particularly focus on the following target groups:

- Students in elementary and secondary general education - primary and grammar schools
- Students in higher education institutions.

Projects have to contribute to the fulfilment of at least one and/or more of the following indicators:

- Number of developed study programmes/curricula
- Number of developed teaching/learning materials
- Number of developed qualification standards
- Number of developed modules and/or study programmes in foreign languages

⁴ For reference, the term „proper use“ of ECTS and learning outcomes will be based on the European Commission's ECTS Users' guide which is available at: http://ec.europa.eu/education/lifelong-learning-policy/doc/ects/guide_en.pdf.

⁵ Courses and study modules are understood in these Guidelines to mean smaller units of a study programme. Courses are individual units of a programme, and modules are a group of courses which form a sensible whole.

Additionally to this, applicants are requested to provide other objectively verifiable indicators for their projects in the attached Logical Framework Matrix on the level of the overall objective, project purpose and results.

1.3 FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this Call for Proposals is EUR 4,400,000, in case additional funds become available, the Contracting Authority can award them according to the rules for this Call for Proposals. The Contracting Authority reserves the right not to award all available funds.

There are 2 lots in this grant scheme:

Lot 1: **implementation of the CROQF in general education**

Lot 2: **implementation of the CROQF in higher education**

Indicative allocation of funds per lot 1: EUR 2,200,000

Indicative allocation of funds per lot 2: EUR 2,200,000

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

Size of grants

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

- minimum amount: EUR 50,000
- maximum amount: EUR 400,000

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

- Minimum percentage: 60% of the total estimated eligible costs of the action.
- Maximum percentage: 95% of the total eligible costs of the action (see also Section 2.1.4).

The balance (i.e. the difference between the total cost of the action and the amount requested from the Contracting Authority) must be financed from the applicant's or partners' own resources, or from sources other than the European Union budget or the European Development Fund⁶.

⁶ Where a grant is financed by the European Development Fund, any mention of European Union financing must be understood as referring to European Development Fund financing.

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 *Eligibility of applicants: who may apply?*

(1) In order to be eligible for a grant, applicants **must**:

- be legal persons **and**
- be nationals^{7 8} of a Member State of the European Union, Albania, Bosnia and Herzegovina, Croatia, FYROM, Montenegro, Serbia, Turkey and Kosovo under UNSC Resolution 1244/99; countries that are beneficiaries of the European Neighbourhood and Partnership Instrument; Member States of the European Economic Area: Iceland, Lichtenstein, Norway. This obligation does not apply to international organisations **and**
- be directly responsible for the preparation and management of the action with their partners, not acting as an intermediary **and**
- not derive profit from the grant i.e. the grant can only cover costs of activities **and**
- depending on the Lot for which the application is made, be at least one of the types of organisations listed below:
 - For **Lot 1**: general education institutions (i.e. primary schools and/or secondary grammar schools), higher education institutions offering teacher degrees, public institutions in charge of education policy development/implementation, research institutes with institutional expertise in education and training⁹, regional and local authorities,
 - For **Lot 2**: higher education institutions (i.e. universities, universities' constituent units¹⁰, polytechnics, schools of professional higher education; irrespective of ownership), public institutions

⁷ Such nationality being determined on the basis of the organisation's statutes which should demonstrate that it has been established by an instrument governed by the national law of the country concerned. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if the statutes are registered locally or a "Memorandum of Understanding" has been concluded.

⁸ If the applicant's legal personality has been recognised in a country eligible under this section pursuant to the Council of Europe Convention n. 124 on the Recognition of the Legal Personality of International Non-Governmental Organisations (<http://conventions.coe.int/Treaty/Commun/QueVoulezVous.asp?NT=124&CM=8&DF=07/03/2011&CL=ENG>), the official evidence issued by the country concerned under the said Convention shall determine the nationality of the organisation.

⁹ A proof of institutional expertise of a higher education institution or a research institute in education and training is an existence of organizational unit (eg. department) dealing in either teacher education or education policy. Other proof may also be accepted if it is properly documented.

¹⁰ In all Lots, project applicants or partners which are constituent units of a Croatian university must include with the submission of their Concept Note a letter of endorsement from the University in order to be eligible for a grant. In addition, if applying for Lot 2, this letter of endorsement must include a statement by the University that the proposed project is in line with the University's strategic development plans and initiatives.

in charge of education policy development/implementation, research institutes with institutional expertise in education and training¹¹ **and**

- if a project includes an activity to “develop new or adjust existing courses and study modules in foreign languages, based on proper use of learning outcomes, ECTS and student workload” (Lot 2), the project applicant must be a university.

(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 A, section 3 of the grant application form (“Declaration by the applicant”), applicants must declare that they do not fall into any of these situations.

Grant 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:

- Commission decision (2008/969/EC, Euratom) of 16 December 2008 on the Early Warning System (EWS) for the use of authorising officers of the Commission and the executive agencies (OJ, L344, 20.12.2008, p.125);
- Commission Regulation (2008/1302/EC, Euratom) of 17 December 2008 on the central Exclusion database – CED (OJ L 344, 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 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 procurement contract or a grant agreement or decision.

2.1.2 Partnerships and eligibility of partners

Applicants may act individually or with partner organisations as specified hereafter.

Partners

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. In addition to the categories referred to in section 2.1.1, the following are however also eligible:

- all institutions listed as applicants irrespective of Lot
- preschool education institutions;
- adult education institutions;
- VET schools;
- research institutes;
- non-governmental organizations in the field of education and training, including student organizations;
- national authorities which are responsible for regulated professions;
- cooperatives.

¹¹ A proof of institutional expertise of a higher education institution or a research institute in education and training is an existence of organizational unit (eg. department) dealing in either teacher education or education policy. Other proof may also be accepted if it is properly documented.

Specific partnership requirement for lot 1

In cases where a higher education institution offering teacher degrees or a research institute with institutional expertise in education and training is a project applicant, the project must have at least two partners who belong to one or more of the following categories: preschool education institutions, general education institutions or regional or local authorities responsible for portfolio of education.

There are no specific partnership requirement for Lot 2.

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 5 - “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.

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

2.1.3 <i>Eligible actions: actions for which an application may be made</i>
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Definition:

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

Duration

The initial planned duration of an action may not be lower than 10 months nor exceed 18 months.

Sectors or themes

The sectors covered by this project are the pre-school education, general primary and secondary education, as well as the higher education sector.

Location

Actions must take place in Croatia with the exception of study visits, which can take place also in other countries. However, the cost of such activities should not exceed 10% of the total eligible costs of the Action.

Types of action

This Call allows for implementation of all actions which contribute to the achievement of the objectives of the Programme as per section 1.2 above. The exception is the list of ineligible actions listed on page 12.

Types of activity

Lot 1: implementation of the CROQF in general education

- trainings and workshops related to curricula development/implementation for teaching staff in general education institutions;
- trainings and workshops related to methods on determining and writing learning outcomes;

- development of school curricula for general education system based on learning outcomes, including development of key competences¹²
- study visits, trainings, seminars or conferences both at national and European level with the purpose of sharing experience and good practice results (regarding qualifications, curricula, methods etc.) . As indicated above, expenditure for study visits may not be more than 10% of the total eligible cost of the Action;
- support for cooperation between educational institutions and between educational institutions and local/regional communities for a coordinated approach to proper implementation of the CROQF;
- other activities necessary for development of curricula in general education (determination of pupils' workload, according to the CROQF¹³, etc);
- information and dissemination activities related to the implementation of principles of CROQF in the general education sector in Croatia (which include, but are not limited to, approaches in curricula development, training of teacher staff in general education, flexible learning path and key competences);
- integration of the European dimension of education into curricula;
- developing, producing and distribution of teaching material, innovative text books, audio-visual / interactive materials, education software, distance / e-learning tools;
- upgrading and development of innovative / learner-centred educational techniques/methods, both in didactics as well as in pedagogical sense;
- developing innovative methods of pupils' / students and teachers' feedback and assessment;
- developing innovations that directly address cross-sectoral issues e.g. equal opportunities, gender mainstreaming, environment, sustainable development, etc.
- purchasing of necessary equipment and materials. Expenditure for these measures/activities may not be more than 26% of the total eligible costs of the Action.

Lot 2: implementation of the CROQF in higher education

Projects must involve at least one of the following activities:

- development of qualification standards and/or other relevant documentation (occupational standards and other standards which are relevant for development of qualification standards¹⁴);
- development of new or adjustment of existing study programmes in Croatian language, based on proper use of learning outcomes, ECTS and student workload;
- development or provision of higher education programmes for non-traditional learners (eg. adults) at higher education institutions in accordance with principles of CROQF;
- development and implementation of accreditation rules and procedures for study programmes;
- coordination, development and implementation of policies, standards or guidelines for assessment of achieved learning outcomes.

¹² Croatian Qualifications Framework – Introduction to qualifications
http://www.vlada.hr/hr/aktualne teme i projekti/aktualne teme/hko_hrvatski_kvalifikacijski_okvir/clanci_i_publicacije/prirucnik_hrvatski_kvalifikacijski_okvir_uvod_u_kvalifikacije

The National Framework Curriculum, a document encompassing eight key competences, www.mzos.hr

¹³ Croatian Qualifications Framework – Introduction to qualifications
http://www.vlada.hr/hr/aktualne teme i projekti/aktualne teme/hko_hrvatski_kvalifikacijski_okvir/clanci_i_publicacije/prirucnik_hrvatski_kvalifikacijski_okvir_uvod_u_kvalifikacije

¹⁴ All projects which include this activity must develop the qualification standard according to the qualification standard template annexed to these Guidelines.

Projects may also involve any of the following activities:

- development of new or adjustment of existing courses and study modules in foreign languages, based on proper use of learning outcomes, ECTS and student workload¹⁵;
- development of new or adjustment of existing study programmes in foreign languages, based on proper use of learning outcomes, ECTS and student workload;
- providing trainings for academic staff in three areas: in teaching¹⁶ competences both in Croatian and in foreign languages; development and application of clear examination criteria and procedures; proper use of learning outcomes in development of study programmes and curricula. Other areas for training are also eligible if needed for implementation of project;
- assessing real student workload in existing study programmes and/or development of methods and guidelines for such assessment;
- developing innovative methods for students' and teaching staff feedback which is related to quality of study programmes (such as surveys and other information and opinion gathering activities);
- development of pilot systems for the recognition of prior learning in higher education¹⁷;
- development and implementation of e-learning or distance learning modules in accordance with principles of CROQF;
- development or improvement of information data collection and analysis capacities and facilities which are necessary for the proper institutional implementation of the principles of CROQF in higher education;
- development of new higher education institutions' studying regulations, guidelines, handbooks and strategic documents necessary for proper implementation of the CROQF;
- study visits, trainings, seminars or conferences both at national and European level which are necessary for the achievement of project results. Long term study visits will not be supported. Expenditure for these measures/activities may not be more than 10% of the total eligible costs of the Action;
- Promotion of attainment of key competences for lifelong learning, in line with Recommendation of the European Parliament and of the Council on key competences for lifelong learning¹⁸ and in line with National Framework Curriculum;
- integration of European dimension of education into higher education curricula;
- information, dissemination and promotion activities related to the implementation of principles of CROQF in the higher education sector in Croatia (which include, but are not limited to, proper use of learning outcomes, ECTS and student workload, recognition of prior learning, flexible learning path and key competences).

¹⁵ Please note that only universities are eligible to apply for this activity.

¹⁶ In the context of these Guidelines, "teaching competences" mean pedagogic, psychological, didactic and methodic competences of teachers, in accordance with the Act on Education and Training in Primary and Secondary School (Official Gazette 87/08, 92/10).

¹⁷ Recognition of prior learning denotes the formal acceptance at a higher education institution of the learning outcomes that a person has achieved outside of a formal education system, i.e. a person's informal or non-formal learning. These kinds of learning have been defined in Croatian legislation by the Act on Adult Education (Official Gazette 17/07) and in relevant CROQF documents.

¹⁸ The scope of this action is further described at: http://europa.eu/legislation_summaries/education_training_youth/lifelong_learning/c11090_en.htm.

- developing, producing and distribution of innovative text books, teaching material, audio-visual / interactive materials, education software, distance / e-learning tools, both in Croatian and in foreign languages;
- upgrading and development of innovative / learner-centred educational techniques, both in didactics as well as in pedagogical sense;
- developing innovations that directly address specific cross-sectoral issues, e.g. equal opportunities, gender mainstreaming, environment, sustainable development, etc.
- purchasing of necessary equipment and materials. Expenditure for these measures/activities may not be more than 26% of total eligible costs of the Action.

One project may contain activities only from one Lot.

Sub-granting is not allowed.

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:

- projects concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses;
- projects concerned only or mainly with individual scholarships for studies or training courses;
- academic research;
- projects concerned only or mainly with capital or infrastructural investment;
- single conferences or congresses. Conferences can be financed from the grant only if they form part of a wider range of activities to be implemented during the lifetime of the action and are relevant for the achievement of the action's goals;
- procurement of furniture, equipment or software which is not directly related to development or implementation of project activities;
- project duplicating the actions of the European Commission Lifelong Learning Programme and Erasmus Mundus Programme.
- projects in which project applicants or partners are constituent units of a Croatian university, and which have not received a letter of endorsement from their university, in line with section 2.1.1. footnote 10 of these Guidelines

Number of applications and grants per applicant

An applicant may not submit more than one application per lot under this Call for Proposals.

An applicant may not be awarded more than one grant per lot under this Call for Proposals.

An applicant may at the same time be partner in another application

Partners may take part in more than one application

Exceptionally, when an applicant is a Croatian university, it may submit more than one application per lot under this call for proposal. In the same case, an applicant may be awarded more than one grant.

Please note that in such cases special attention will be paid to sufficient financial and operational capacity (see selection criteria on page 21). The same attention will be paid in cases when an applicant appears as a partner in (an) other application(s).

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 the EU 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). Article 14.6 of the General Conditions to the Standard Grant Contract – List of ineligible costs supplemented as specified on page 13/14 of these Guidelines for Applicants.

Civil servants or other public employees of central or local administrations which participate under this call for proposals as applicant or partners may not receive fees for their contribution to the action other than their salaries in the respective institution. The salaries of the civil servants or other public employees of the central and local administrations may be presented as co-financing contribution of the applicant or partners.

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 each heading Information on taxes can be found in Annex I to these Guidelines.

Contingency reserve

A contingency reserve not exceeding 5% of the estimated direct eligible costs 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. 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.

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:

- taxes, including value added taxes, unless they are not recoverable by any means and it is established that they are borne by the final beneficiary;
- customs and import duties, or any other charges;
- purchase, rent or leasing of land and existing buildings, unless the rent or leasing is exclusively related to the period of co-financing of the operation, and that it is preferable to other solutions in terms of the best value for money;
- fines, financial penalties and expenses of litigation;

- operating costs, unless the operating costs relate exclusively to the period of co-financing of the operation;
- second hand equipment;
- bank charges, with the exception of costs relating to bank guarantee or comparable surety to be lodged by the beneficiary of a grant;
- conversion costs, charges and exchange losses associated with any of the component specific euro accounts, as well as other purely financial expenses;
- contributions in kind;
- maintenance and rental costs, unless the rental costs relate exclusively to the period of co-financing of the operation;
- depreciation costs for the infrastructure, unless following conditions are met:
 - No national or Community grants have contributed to the purchase of the related investment;
 - Depreciation costs are calculated with the relevant applicable national accountancy rules;
 - Costs relate exclusively to the period of co-financing of the operation concerned;
- debts and debt service charges
- provision for losses or potential future liabilities;
- interest owed;
- costs declared by the beneficiary and covered by another action or work programme;
- credit to third parties

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.

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/online-services/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 organisation is in a situation where it is impossible to register in PADOR, it shall submit a justification proving that such impossibility is of a general nature and goes beyond the control of the applicant and/or its partner(s). In this case, the applicant and/or the partners concerned shall complete the "PADOR off-line form"¹⁹ in annex of these Guidelines and send it by the submission deadline along with the application to the address indicated in sections 2.2.2 and 2.2.6. Subsequently, the registration in PADOR will be initiated 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.

2.2.1 *Concept Note content*

Applications must be submitted in accordance with the instructions on the Concept Note included in the Grant Application Form annexed to these Guidelines (Annex A).

Applicants must apply in English.

¹⁹ Which corresponds to Sections 3 and 4 of Part B of the application form.

In the Concept note, the applicants must only provide an estimate of the amount of contribution requested from the Contracting Authority. Only the applicants invited to submit a full application in the second phase will be required to present a detailed budget. The elements assessed on the basis of the concept note may not be modified by the applicant in the full application form. The EU contribution may not vary from the initial estimate by more than 20%. The applicant is free to adapt the percentage of co-financing required within the minimum and maximum amount and percentages of co-financing, as laid down in the present Guidelines under section 1.3.

Any error or major discrepancy related to the points listed in the instructions on the Concept Note may lead to the rejection of the Concept Note.

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

Hand-written Concept Notes will not be accepted.

Please note that only the Concept Note form will be evaluated. It is therefore of utmost importance that this document contain ALL relevant information concerning the action. No additional annexes should be sent.²⁰

2.2.2 Where and how to send concept notes

The Concept note together with the Checklist for the Concept Note (Part A section 2 of the grant application form) and the Declaration by the applicant for the Concept Note (Part A section 3 of the grant application form) must be submitted in one original and 3 copies in A4 size, each bound.

Concept Notes must be submitted as well in electronic format (CD-Rom). The electronic format must contain **exactly the same** application as the paper version enclosed.

Where an applicant sends several different concept notes (if allowed to do so by the Guidelines of the Call), each one must be sent separately.

The outer envelope must bear the **reference number and the title of the call for proposals**, together with the lot number and title, the full name and address of the applicant, and the words "Not to be opened before the opening session" and "*Ne otvarati prije sastanka odbora*".

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

Postal address

Agency for Vocational Education and Training and Adult Education
(Agencija za strukovno obrazovanje i obrazovanje odraslih)
Department for Financing and Contracting of EU Programmes
Radnička cesta 37b, HR-10000 Zagreb
Croatia

Address for hand delivery or by private courier service

Agency for Vocational Education and Training and Adult Education
(Agencija za strukovno obrazovanje i obrazovanje odraslih)
Department for Financing and Contracting of EU Programmes
Radnička cesta 37b, HR-10000 Zagreb
Croatia

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

²⁰ Except for cases described in footnote 10, section 2.1.1

Applicants must verify that their Concept Note is complete using the Checklist for Concept Note (Part A section 2 of the grant application form). Incomplete concept notes may be rejected.

2.2.3 *Deadline for submission of the Concept Notes*

The deadline for the submission of Concept Note is 7 November 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 15:00 Central European Time (CET) on 7 November 2011 as evidenced by the signed and dated receipt. Any Concept Note submitted after the deadline will automatically be rejected.

However, for reasons of administrative efficiency, the Contracting Authority may reject any Concept Note received after the effective date of approval of the Concept note evaluation (see indicative calendar under section 2.5.2)

2.2.4 *Further information for Concept Note*

An information session on this Call for Proposals will be held on 28 September 2011 at 9:00 hours CET.

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

E-mail address: defco@asoo.hr

The 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 concept notes.

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 as well as other important notices to applicants during the course of the evaluation procedure, may be published on the internet at the EuropeAid web site <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> and <https://www.aso.hr/defco>, as the need arises. 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 help desk:

Europeaid-pador@ec.europa.eu

2.2.5 *Full Application form*

Applicants invited to submit a full application form following the pre-selection of the Concept Note must do so by using the Part B of the application form annexed to these Guidelines (Annex A). Applicants should keep strictly to the format of the application form and fill in the paragraphs and the pages in order.

The elements assessed on the basis of the concept note cannot be modified by the applicant in the full application form. The EU contribution may not vary from the initial estimate by more than 20%, while the applicant is free to adapt the percentage of co-financing required within the minimum and maximum amount and percentages of co-financing, as laid down in these Guidelines under section 1.3.

Applicants must submit their applications in the same language as their concept note.

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

Any error related to the points listed in the Checklist (Part B, Section 6 of the Grant Application form) or any major inconsistency in the full application form (e.g. the amounts mentioned 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 full application form and the published annexes which have to be filled in (budget, logical framework) will be transmitted to the evaluators and assessors. It is therefore of utmost importance

that these documents contain ALL relevant information concerning the action. **No supplementary annexes should be sent.**

2.2.6 *Where and how to send the Full Application form*

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

Postal address

Agency for Vocational Education and Training and Adult Education
(Agencija za strukovno obrazovanje i obrazovanje odraslih)
Department for Financing and Contracting of EU Programmes
Radnička cesta 37b, HR-10000 Zagreb
Croatia

Address for hand delivery and by private courier service

Agency for Vocational Education and Training and Adult Education
(Agencija za strukovno obrazovanje i obrazovanje odraslih)
Department for Financing and Contracting of EU Programmes
Radnička cesta 37b, HR-10000 Zagreb
Croatia

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

Applications must be submitted in one original and 3 copies in A4 size, each bound. The 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 full application form must not be split into several different files). The electronic format must contain **exactly the same** application as the paper version.

The Checklist (Section 6 of Part B of the grant application form) and the Declaration by the applicant (Section 7 of Part B 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 must be sent separately.

The outer envelope must bear the **reference number and the title of the Call for Proposals**, together with the number and title of the lot the full name and address of the applicant, and the words "Not to be opened before the opening session" and "*Ne otvarati prije sastanka odbora*".

Applicants must verify that their application is complete using the checklist (Section 6 of Part B of the grant application form). Incomplete applications may be rejected.

2.2.7 *Deadline for submission of the Full Application form*

The deadline for the submission of applications will be indicated in the letter sent to the applicants whose application has been preselected.

However, for reasons of administrative efficiency, the Contracting Authority may reject any application received after the effective date of approval of evaluation report for full applications (see indicative calendar under Section 2.5.2)

2.2.8 *Further information for the Full Application form*

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

E-mail address: defco@asoo.hr

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 or an action.

Questions that may be relevant to other applicants, together with the answers, will be published on the internet at website <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> and <https://www.aso.hr/defco>. It is therefore highly recommended to regularly consult the abovementioned website 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 2.1.3, 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 Concept Note satisfies all the criteria specified in points 1-5 of the Checklist (Section 2 of Part A 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?		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) can only be allocated if the proposal specifically addresses one of the priorities indicated in Section 1.2 (Objectives of the programme) of these guidelines.

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

*** Note: maximum score of 5 points can be awarded only to projects where an applicant or majority of partners is located within one of the counties listed below.²¹

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 EUR 8,800,000 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 preselected applicants will subsequently be invited to submit full applications.

²¹ Bjelovarsko-bilogorska, Brodsko-posavska, Karlovačka, Koprivničko-križevačka, Ličko-senjska, Osječko-baranjska, Požeško-slavonska, Sisačko-moslavačka, Šibensko-kninska, Virovitičko-podravska and Vukovarsko-srijemska

(2) STEP 2: EVALUATION OF THE FULL APPLICATION

First, 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 full application form satisfies all the criteria specified in points 1-8 of the Checklist (Section 6 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 — e.g. will it lead to improved legislation, codes of conduct, methods, etc?</i>) - environmentally (if applicable) (<i>will the action have a negative/positive environmental impact?</i>)	5
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 7 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:²²

1. The statutes or articles of association of the applicant organisation²³ and of each partner organisation²⁴. 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.²⁵
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)²⁶.
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.

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 Croatian language, a translation into English language 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 English language, 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 English language.

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.

²² No supporting document will be requested for applications for a grant not exceeding EUR 25 000.

²³ 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

²⁴ Where Council of Europe Convention n. 124 on the Recognition of the Legal Personality of International Non-Governmental Organisations is applied please refer to footnote n. 9.

²⁵ To be inserted only where the eligibility conditions have not changed from one call for proposals to the other.

²⁶ 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.

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.

2.5.2 Indicative time table

	DATE	TIME*
Information meeting (if any)	28 September 2011	9:00
Deadline for request for any clarifications from the Contracting Authority	17 October 2011	15:00
Last date on which clarifications are issued by the Contracting Authority	27 October 2011	-
Deadline for submission of Concept Notes	7 November 2011	15:00
Information to applicants on the opening & administrative checks and concept note evaluation (step 1)	13 February 2012*	-
Invitations for submission of Full Application Form	14 February 2012*	-
Deadline for submission of Full Application Form	2 April 2012*	-
Information to applicants on the evaluation of the Full Application Form (step 2)	2 July 2012*	-
Notification of award (after the eligibility check) (step 3)	9 October 2012*	-
Contract signature	10 October 2012*	-

***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> and <https://www.aso.hr/defco>.

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.

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)²⁷

ANNEX D: LEGAL ENTITY SHEET

ANNEX E: FINANCIAL IDENTIFICATION FORM

DOCUMENTS FOR INFORMATION

ANNEX F: 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 G: CROQF QUALIFICATION STANDARD TEMPLATE

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

ANNEX I: INFORMATION ON THE TAX REGIME APPLICABLE TO GRANT CONTRACTS SIGNED UNDER THE CALL.

PROJECT CYCLE MANAGEMENT GUIDELINES

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

²⁷ Optional where the total amount of the grants to be awarded under the Call for Proposals is EUR 100 000 or less.