



Contracting Authority: The European Union

Non State Actors in Development

In-country interventions

THAILAND

Guidelines
for grant applicants

Restricted Call for Proposals

Budget line 21 03 01

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Deadline for submission of Concept note: 17 March 2014 at 17:00 hrs

(Thailand local time)

Notice

This is a restricted Call for Proposals. In the first instance, only Concept Notes must be submitted for evaluation. Thereafter, applicants who have been pre-selected will be invited to submit a Full Application Form. After the evaluation of the Full Applications, an eligibility check will be performed for those which have been provisionally selected. Eligibility will be checked on the basis of the supporting documents requested by the Contracting Authority and the signed 'Declaration by the Applicant' sent together with the application.

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1. NON STATE ACTORS IN DEVELOPMENT – IN COUNTRY INTERVENTION - THAILAND

1.1. BACKGROUND

Since the beginning of 1990s, Thailand has shown an impressive improvement in its socio-economic indicators. Consequently, the Thai-EU relations have evolved from traditional donor-recipient development assistance to a partnership for development and beyond. The EU sees its role as a facilitator for knowledge sharing and a partner for substantive policy dialogues on a large number of areas, particularly with the establishment of the Thailand-EU Cooperation Facility (TEC)¹ as the main support under the Country Strategy Paper covering 2007-2013 and the Policy Dialogue Support Facility (PDSF)² which is adopted for the continuation of the current bilateral programme of TEC and is implemented from mid-2013 to 2017.

The thematic programme Non State Actors and Local Authorities in Development (NSA/LA) was introduced in 2007, following the Regulation (EC) n° 1905/2006 of the European Parliament and of the Council (OJ L 378, 27 December 2006), establishing a financing instrument for development cooperation (DCI)³ and is the successor of the NGO Co-financing thematic programme launched in 1976 to enable EU to support actions proposed by the European NGOs specialised in development co-operation.

The NSA/LA Programme aims at co-financing initiatives proposed and carried out by civil society organisations and local authorities originating from the EU and partner countries in the area of development. The programme's added value lies in its nature of being an "actor oriented" programme, giving Civil Society Organisations (NSAs) and Local Authorities (LAs) the opportunity (right of initiative) to propose actions, which are then selected and co-financed by the European Union.

The EU has significantly strengthened its engagement with Civil Society Organisations (CSO) and local Authorities (LAs) over the last years.

The communication on "The roots of democracy and sustainable development: Europe's engagement with Civil Society in external relations", issued in September 2012, further develops the provisions relating to CSO in the Agenda for Change. It identifies priorities areas for engagement with local CSO in partner countries relating to the promotion of a conducive environment for the participation of CSO in domestic policies and in the EU programming cycle.

In the Communication "Enhancing the role of Local Authorities in partner countries for enhanced governance and more effective development outcomes"[2] (2013), the EU recognises the significant role that Local Authority, play, as the level of public institution closest to citizens in the development processes alongside central governments and civil society organisations, not only in providing basic services but also in achieving democratic empowerment and good governance as well as in promoting sustainable solutions to development and inclusive growth at the local level.

¹ TEC is a grant-based programme for technical assistance covering i) trade, ii) higher education, iii) environment and iv) governance.

² The objective of the Thailand-EU PDSF is to further advance Thailand's constructive dialogues and cooperation with the EU towards the achievement of sustainable economic and social development goals and global integration, specifically in four strategic areas: 1) trade and investment; 2) higher education and science and technology; 3) environment, climate change, energy and natural resources sustainable management, and; 4) good governance and human rights. This objective will be achieved through policy dialogues with the Royal Thai Government (RTG) and other State Actors in Thailand.

³ Available at the following address: http://ec.europa.eu/europeaid/what/civil-society/index_en.htm
The Strategy Paper 2007 – 2010 for the programme "Non-State-Actors and Local Authorities in Development".

Thailand started benefiting from a country envelop under the NSA/LA Programme in 2008. Since then a total of 36 projects for a total budget of over 19 million euros were selected in the framework of the four Calls for Proposals and subsequently funded by the European Union.

NSAs in Thailand have demonstrated to be able to contribute positively to the country's development, but they need encouragement and support. The NSA Programme is entirely devoted to the strengthening of the capacities of national NSAs (in partnership with LAs where relevant) to enable them to contribute effectively and sustainably to the development of the country.

The NSA thematic Programme is therefore complementary to other programmes funded by the EU including the Thai- EU bilateral programme of PDSF implemented under on-going bilateral programme, and the Aid to Uprooted People (AUP) Programme⁴ and by other donors. It should be noted that no new bilateral programme allocation will be available for Thailand due to its middle-income status under the new 2014-2020 DCI Programme.

Thailand will benefit from budget allocated under the NSA Programme under the 2014 Call for Proposals. Local authorities (LAs) however can take part in the actions as co-applicants or affiliated entities.

1.2. OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

The **global objective** is the strengthening of civil society operations aiming at promoting an inclusive and empowered society in Thailand and in particular to address the issue of social exclusion and marginalisation in Thailand and to promote social cohesion, dialogue, mutual understanding and reconciliation.

The **specific objectives** of this Call for Proposals are:

- To improve technical, operational and management capacities of NSAs promoting the interest of the most marginalised and vulnerable groups in Thailand;
- To support NSAs actions which advocate for more recognition of, and raise the awareness on, the rights and demands of marginalised and vulnerable groups;
- To create platforms for dialogue between NSAs, with LAs and other stakeholders to discuss these issues and reconcile divergences and contrasts among different societal segments;
- To promote communities' participation in decision making processes at local and central level (adoption of administrative acts, launch of development projects, approval of new legislation, etc.) with a particular focus on underrepresented groups and minorities.

Rationale:

The socio-economic indicators of Thailand have improved in the last few years. However social and regional economic disparities remain high, particularly among vulnerable groups such as indigenous people, migrant communities, ethnic and religious minorities and people living in rural areas, and particularly in the most remote and marginalised communities. Additionally, the unrest in the Deep South has impeded development in the region including as regards to civil society. These have contributed to the country's severe political polarisation and have increased tensions which risk undermining the country' cohesion and stability. In this framework it is crucial that policy decisions, including those relating to local development, are taken on the basis of participatory processes open to all social groups, including the most vulnerable and marginalised

⁴ *In Thailand the Aid to Uprooted people Programme is focused on the provision of assistance to the Burmese refugees along the Thai-Burmese border and their hosting communities. The AUP Thailand Programme(AAP 2013) has a financial envelop of EUR 5 000 000 for which a call for proposals will be launched in 2014.The call will be announced by a publication under the following weblink : http://ec.europa.eu/europeaid/work/funding/index_fr.htm*

Thailand, to a certain extent, can count on substantial financial, economic, organisational, operational and, more importantly, human resources. Given this situation, and in virtue of the nature of the Thai - EU relations which evolved from a traditional donor-recipient relationship towards a veritable partnership for development, **the NSA Programme in Thailand will not fund service delivery projects or traditional projects for poverty reduction such as construction of schools or health clinics, rehabilitation of roads or other infrastructures, the improvement of water and sanitation facilities or the launch of income generation activities.**

Moreover, the NSA Programme will be complementary and avoid overlapping with the other EU funded development programmes in Thailand. Thus, the NSA Programme will not fund activities of assistance to the Burmese refugees along the Thailand border and their hosting communities, as this target group is already covered under the Aid to Uprooted People (AUP) programme (see footnote 4).

The Programme is instead aimed at strengthening the capacities of NSAs which promote the interests of the most marginalised groups, at supporting advocacy and raising awareness actions, at creating platforms for constructive dialogue, and ultimately at creating the conditions to ensure that decision making processes are carried out in consideration of the needs and interests of all the societal groups in Thailand, including the most disadvantaged ones. Section 2.1.4 of the present guidelines further specifies eligible activities and actions under the NSAs in Thailand.

1.3. FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this Call for Proposals is **EUR 1 800 000**. The Contracting Authority reserves the right not to award all available funds.

Size of grants

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

- minimum amount: EUR 300 000
- maximum amount: EUR 500 000

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

- For proposals submitted by applicants established in Thailand: maximum percentage: 90 % of the total eligible costs of the action (see also Section 2.1.5).
- For proposals submitted by applicants established in a Member State of the European Union: the maximum percentage: 75% of the total eligible costs of the action (see also Section 2.1.5).

The balance (i.e. the difference between the total cost of the action and the amount requested from the Contracting Authority) must be financed from sources other than the European Union Budget or the European Development Fund⁵.

2. RULES FOR THIS CALL FOR PROPOSALS

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

5 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.

is applicable to the present call (available on the Internet at this address: http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm).

2.1. ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

(1) the actors:

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

(2) the actions:

Actions for which a grant may be awarded (2.1.4);

(3) the costs:

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

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

Applicant

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

- be legal persons **and**
- be non-profit-making **and**
- be Non State Actor (NSA)⁶ **and**
- be legally established in⁷ a Member State of the European Union or in Thailand. NSAs must be officially registered in accordance with the legislation in force in their respective country **and**
- be directly responsible for the preparation and management of the action with the co-applicant(s) and affiliated entity(ies), not acting as an intermediary **and**

⁶ The DCI Regulation under art. 24 paragraph 2 defines NSA indicating that these include "non-governmental organisations, organisations representing indigenous peoples, organisations representing national and/or ethnic minorities, local traders' associations and citizens' groups, cooperatives, trade unions, organisations representing economic and social interests, organisations fighting corruption and fraud and promoting good governance, civil rights organisations and organisations combating discrimination, local organisations (including networks) involved in decentralised regional cooperation and integration, consumer organisations, women's and youth organisations, teaching, cultural, research and scientific organisations, universities, churches and religious associations and communities, the media and any non-governmental associations and independent foundations".

⁷ To be 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 and that its head office is located in an eligible country. 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.

(2) The potential applicant may not participate in calls for proposals or be awarded grants if it is in any of the situations listed in Section 2.3.3 of the Practical Guide 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'), the applicant must declare that the applicant himself, the co-applicant(s) and affiliated entity(ies) are not in any of these situations.

The applicants legally established in Thailand may act individually or with co-applicant(s).

The applicants from Member States of the European Union must act with at least one co-applicant legally established in Thailand.

If awarded the Grant contract, the applicant will become the Beneficiary identified as the Coordinator in annex E3h1 (Special conditions). The Coordinator is the main interlocutor of the Contracting Authority. It represents and acts on behalf of any other co-beneficiary (if any) and coordinate the design and implementation of the Action.

Co-applicant(s)

Co-applicant(s) participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the applicant.

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

In addition to the categories referred to in section 2.1.1, the following are however also eligible as co-applicant: Local Authorities (LAs)⁸ or Association of Local Authorities⁹ (ALAs) established in a Member State of the European Union or in Thailand, and constituted in accordance with the legislation in force in the country concerned.

Multi-actors partnership among NSAs and particularly LAs is strongly encouraged since LAs (ALAs) are public authorities closest to citizens and their roles are to respond to citizens' demands and to redistribute more equitable socio-economics benefits at local level.

The applicants originating from the European Union which propose an action must also demonstrate:

- i) an established and effective partnership with NSAs and if relevant also together with LAs (ALAs) established in Thailand, and
- ii) that the proposed action is based on an **initiative of co-applicant(s) established in Thailand** ensuring their **involvement** during all the stages of the implementation of the action.

The EU will attach particular importance to the "quality of partnership". This means, the applicant should demonstrate expected benefits and added value of the proposed partnership. Particularly, while capacity

⁸ In line with the European Commission COM(2013) 280, the term «Local Authorities» refer to public institutions with legal personality, component of the State structure, below the level of central government and accountable to citizens. Local Authorities are usually composed of a deliberative or policy-making body (council or assembly) and an executive body (the Mayor or other executive officer), directly or indirectly elected or selected at local level. The term encompasses different tiers of government, e.g. villages, municipalities, districts, counties, provinces, regions, etc. <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2013:0280:FIN:EN:PDF>

⁹ The term "association of local authorities" includes network of associations of local authorities: a group of associations with a permanent representative body established as an autonomous organisation in accordance with the laws in force in the country concerned. It must comply with all the eligibility criteria laid down, and must be able to assume full contractual responsibility for the actions undertaken, based on a mandate from the members of the network. The network must have the capacity to manage an action of the scale of the proposed one.

building is a crucial component for local actors, the European actors should foresee and integrate capacity building activities for local actors as one of key components for the proposed action (see section 2.3 below - Full Application evaluation grid).

Co-applicant(s) must sign the Mandate in Part B section 4 of the grant application form.

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

2.1.2. *Affiliated entities*

Affiliated entity(ies)

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

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

- (i) entities together forming one entity, including where it is specifically established for the purpose of implementing the action. In this case, the resulting entity may apply as an applicant or as co-applicant whereas the other entities simply as its affiliated entity(ies); or
- (ii) entities having a link with the applicants, notably a legal or capital link, which is neither limited to the action nor established for the sole purpose of its implementation on the condition that they satisfy the eligibility and non-exclusion criteria of an applicant.

If the applicants are awarded a contract, their affiliated entity(ies) will not become Beneficiary(ies) of the Action and signatory(ies) of the Contract. However, they will participate in the design and in the implementation of the Action and the costs they incur (including those incurred for Implementation Contracts and Financial Support to third parties) may be accepted as eligible costs, provided they comply with all the relevant rules already applicable to the Beneficiary(ies) under the Grant Contract.

Affiliated entity(ies) must satisfy respectively the eligibility criteria as applicable to the applicant and to the co-applicant(s).

Affiliated entity(ies) must sign the affiliated entity(ies) statement in Part B section 5 of the grant application form.

2.1.3. *Associates and Contractors*

The following entities are not applicant(s) nor affiliated entity(ies) and do not have to sign the "mandate" or "affiliated entities' statement":

- Associates

Other organisations may be involved in the action. Such associates play a real role in the action but may not receive funding from the grant, with the exception of per diem or travel costs. Associates do not have to meet the eligibility criteria referred to in section 2.1.1. Associates must be mentioned in Part B section 6 — 'Associates of the Applicant participating in the Action' — of the Grant Application Form.

- Contractors

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

- Sub-grantee (redistribution of grant)

The grant beneficiaries may award financial support to third parties. These entities are neither affiliated entity(ies) nor associates nor contractors. However, they are subject to the nationality and origin rules set out in Annex IV to the standard grant contract.

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

To be eligible, the action proposed shall address the objectives defined under the Section 1.2 above.

Besides, the action shall be based on an initiative of Thailand based actors and should ensure their involvement during all stages of their implementation.

Actions proposed by EU NSAs as applicant must demonstrate an established and effective partnership with NSAs and/or local authorities and associations of local authorities established in Thailand (this technical criteria will be assessed during the STEP 2: EVALUATION OF THE FULL APPLICATION, refer to the item 3.4 of the Evaluation Grid).

Definition:

An action is composed of a set of activities.

Duration

The initial planned duration of an action may not be *lower than 24 months* nor *exceed 48 months*.

Location

Actions must take place in Thailand. Cross border action will not be supported¹⁰.

Types of action

1. Actions building the technical, organisational, financial and management capacities of actors promoting the interests of the marginalised and vulnerable groups in Thai society;
2. Creation of new networks of NSAs and if relevant also together with LAs or ALAs aiming at promoting the interests of the marginalised and vulnerable groups in Thai society;
3. Actions focussing on building capacity of NSAs and if relevant also together with LAs/ALAs based on their needs and priorities in areas such as enhancing local planning process, policy-making and budgeting skills; and strengthening transparency, accountability and communication with their constituents;
4. Actions empowering marginalised and vulnerable groups to voice their demands;
5. Actions supporting communities to organise themselves and address local challenges;
6. Creation of constructive dialogue platforms to discuss issues such as social fragmentation, social disparities and social marginalisation;
7. Actions promoting good governance, transparency and accountability as well as actions promoting participation in decision making processes.

All actions to be supported should include an element of capacity building of Thai actors whether NSAs and when relevant LAs/ALAs, in a way to guarantee principles of empowerment, accountability, participation and non-discrimination of vulnerable groups.

¹⁰ *Activities must take place and must benefit Thailand. Any action with a cross border or multi-country scope (covering Thailand and one or more country(ies)) cannot be supported under this Call for proposals.*

All actions must respect principles of human rights, good governance and gender equality.

Particular attention should be paid to **cross-cutting issues** contributing to the achievement of the global objective of poverty reduction and the promotion of an inclusive and empowered society, such as the promotion of gender equality, human rights and democracy, the protection and promotion of children's and older people rights, rights of peoples with disabilities, integration of environmental questions, respect of the rule of law and fight against HIV/AIDS.

The following types of action are ineligible:

- activities of assistance to the Burmese refugees along the Thailand border and their hosting communities, as this target group is already covered under the Aid to Uprooted People programme (refer to footnote 4);
- cross-border activities;
- actions with the main purpose to provide service delivery;
- actions with traditional projects for poverty reduction such as construction of schools or health clinics, rehabilitation of roads or other infrastructures, the improvement of water and sanitation facilities or the launch of income generation activities as main purpose of the action;
- actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses;
- actions concerned only or mainly with individual scholarships for studies or training courses;
- one-off conferences: conferences can only be funded if they form part of a wider range of activities to be implemented in the life-time of the action. For these purposes, preparatory activities for a conference and the publication of the proceedings of the conference do not, in themselves, constitute such "wider activities";
- actions which consist exclusively or primarily in capital expenditure, e.g. land, buildings, equipment and vehicles, except in special circumstances;
- actions which discriminate against individuals or groups of people on grounds of their gender, sexual orientation, religious beliefs or lack of them, or their ethnic origin;
- actions supporting political parties;
- actions including proselytism

Types of activities supported

1. Support to the creation of new networks of NSAs and if relevant also together with LAs/ALAs such as cooperatives, apex organisations, federations, trade unions, etc.
2. Actions providing training and capacity building of NSAs and if relevant also together with LAs/ALAs;
3. Advocacy actions, community mobilisation, raising awareness actions;
4. Support to media including community radios or others;
5. Confidence building actions;
6. Legal support and actions aimed at improving the access to justice;

Sector, themes and examples of possible projects (indicative)

As explained in the "rationale" under Section 1.2 of the present guidelines, the NSA Programme in Thailand will **not fund service delivery projects or traditional poverty reduction projects**, such as the provision of health and education services, the construction or rehabilitation of infrastructures, the launch of income generation as main purpose of activities, and will not provide assistance to groups (such as the Burmese refugees and their hosting communities) which are supported under other programmes.

Nonetheless, the NSA Programme is a demand driven programme which makes it possible to support actions in a broad range of sectors and themes. Coherently with the global and specific objectives described in these guidelines, initiatives to be supported under the NSAs could include, for example:

- Initiatives supporting the sustainable use of environmental resources through advocacy on environmental issues of local importance and through the promotion of local communities' participation in raising their concerns towards the government's infrastructure projects such as constructions of roads, dams, etc.
- Initiatives promoting the interests of marginalised and disadvantaged groups by providing their associations (fishermen's or farmers' associations, indigenous people's Community Based Organisations, etc.) with tools to respond to existing social and economic challenges (financing education, awareness campaigns, child protection);
- Initiatives aimed at raising the awareness on issues faced by marginalised, vulnerable and disadvantaged groups such as migrants, indigenous people, minorities, disabled people and others making their voice heard. This can be done, for instance, by involving the media (launch of specific programmes, support to community radios, etc.) or by creating platforms (think tanks, foundations, networks or others) for dialogue and constructive engagement particularly with public bodies and governmental authorities;
- Initiatives aimed at building confidence, reconciliation (especially in conflict-affected areas) and mutual trust of different societal segments by the promotion and dissemination of local culture including arts, literature and music.

NB: The above list is indicative and non exhaustive.

Financial support to third parties (sub granting)

Under this Call, financial support to third parties can be included but **should not be** the main purpose of the action.

The maximum amount of financial support per third party is EUR 60 000.

Applicants may propose financial support to third parties (sub granting) in order to help achieving the objectives of the action. The Sub-granting mechanisms will be used to fund Thailand based small-scale community development projects to be carried out by the NSAs including CBOs and if relevant also together with LAs/ALAs, as a way to put in practice the capacities acquired by their participation in the capacity building activities organised under the projects.

The proposed action of the sub grant must demonstrate a strong capacity building component (trainings, networking, technical support, know-how transfer, etc) supporting the third parties benefitting from the financial support.

In compliance with the present guidelines and notably of any conditions or restrictions set above, applicants should define mandatorily in section 2.1.1. of the grant application form:

- (i) the objectives and results to be obtained with the financial support
- (ii) a comprehensive list of types of activities eligible under the financial support

(iii) the eligibility criteria for the financial support including types of entities eligible which may receive financial support. Financial support to Thailand based entities without legal personality (non officially established/registered entities) could be envisaged by the applicants.

(iv) the award criteria for selecting third parties for financial support.

(v) the criteria for determining the indicative amount of each sub-grant and the set minimum and maximum amount foreseen for financial support.

(v) analysis assessment of the context including risk assessment. The application will foresee the mitigation measures to ensure an efficient implementation of the financial support.

(vi) the monitoring and evaluation system foreseen for the financial support.

Visibility

Communication and visibility activities should be properly planned and budgeted at each stage of the project implementation. These activities should not only focus on publicising the EU support for the action but also on its outcome and impact.

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

Monitoring and Evaluation

Each application should plan the necessary human resources and the appropriate budget measures to ensure mid-term and final evaluation of the action. It shall include any appropriate measure for the monitoring of the proposed action.

Number of applications and grants per applicants

The applicant may submit maximum one application as applicant under this Call for Proposals.

The applicant may not be awarded more than one grant as applicant under this Call for Proposals.

The applicant may be a co-applicant **or** an affiliated entity in maximum one other application at the same time, provided that the proposed actions are different in nature from each other.

A co-applicant may submit maximum one application as co-applicant under this Call for Proposals.

A co-applicant may not be awarded more than one grant as co-applicant under this Call for Proposals.

A co-applicant may be the applicant or an affiliated entity in maximum one other application at the same time, provided that the proposed actions are different in nature from each other.

The affiliated entity(ies) may take part in maximum two applications as affiliated entity(ies) provided that the proposed action are different in nature from each other.

The non-respect of the above mentioned rules will lead to the automatic rejection of all applications concerned.

2.1.5. Eligibility of costs: costs that can be included

Only 'eligible costs' can be covered by a grant. The categories of costs that are eligible and non-eligible are indicated below. The budget is both a cost estimate and a ceiling for 'eligible costs'.

The reimbursement of eligible costs may be based on any or a combination of the following forms:

- actual costs incurred by the Beneficiary(ies) and affiliated entity(ies)
- one or more simplified cost options.

Simplified cost options may take the form of:

- **unit costs:** covering all or certain specific categories of eligible costs which are clearly identified in advance by reference to an amount per unit.
- **lump sums:** covering in global terms all or certain specific categories of eligible costs which are clearly identified in advance.
- **flat-rate financing:** covering specific categories of eligible costs which are clearly identified in advance by applying a percentage fixed ex ante.

The amounts or rates have to be based on estimates using objective data such as statistical data or any other objective means or with reference to certified or auditable historical data of the applicants or the affiliated entity(ies). The methods used to determine the amounts or rates of unit costs, lump sums or flat-rates must comply with the criteria established in Annex K, and especially ensure that the costs correspond fairly to the actual costs incurred by the Grant Beneficiary(ies) and affiliated entity(ies), are in line with their accounting practices, no profit is made and the costs are not already covered by other sources of funding (no double funding). Refer to Annex K for directions and a checklist of controls to assess the minimum necessary conditions that provide reasonable assurance for the acceptance of the proposed amounts.

The applicant proposing this form of reimbursement, must clearly indicate in worksheet no.1 of Annex B, each heading/item of eligible costs concerned by this type of financing, i.e. add the reference in capital letters to "UNIT COST" (per month/flight etc), "LUMPSUM" or "FLAT RATE" in the Unit column. (see example in Annex K)

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

- describe the information and methods used to establish the amounts of unit costs, lump sums and/or flat-rates, to which costs they refer, etc.
- clearly explain the formulas for calculation of the final eligible amount¹¹
- identify the beneficiary who will use the simplified cost option (in case of affiliated entity, specify first the beneficiary), in order to verify the maximum amount per each beneficiary (which includes if applicable simplified cost options of its affiliated entity(ies))

At contracting phase, the Contracting Authority decides whether to accept the proposed amounts or rates on the basis of the provisional budget submitted by the applicant, by analysing factual data of grants carried out by the applicant or of similar actions and by performing checks established by Annex K.

The total amount of financing on the basis of simplified cost options that can be authorised by the Contracting Authority for any of the applicants individually (including simplified cost options proposed by their own affiliated entities) cannot exceed EUR 60 000 (the indirect costs are not taken into account).

Recommendations to award a grant are always subject to the condition that the checks preceding the signing of the contract do not reveal problems requiring changes to the budget (such as arithmetical errors, inaccuracies, unrealistic costs and ineligible costs). The checks may give rise to requests for clarification and

11 Examples:- for staff costs: number of hours or days of work * hourly or daily rate pre-set according to the category of personnel concerned;- for travel expenses: distance in km * pre-set cost of transport per km; number of days * daily allowance pre-set according to the country;- for specific costs arising from the organization of an event: number of participants at the event * pre-set total cost per participant etc.

may lead the Contracting Authority to impose modifications or reductions to address such mistakes or inaccuracies. It is not possible to increase the grant or the percentage of EU co-financing as a result of these corrections.

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

Eligible direct costs

To be eligible under the Call for Proposals, costs must comply with the provisions of Article 14 of the General Conditions to the Standard Grant Contract (see Annex G of the Guidelines).

Contingency reserve

The budget may include a contingency reserve not exceeding 5% of the estimated direct eligible costs. It can only be used with the **prior written authorisation** of the Contracting Authority.

Eligible indirect costs

The indirect costs incurred in carrying out the action may be eligible for flat-rate funding, but the total must not exceed 7% of the estimated total eligible direct costs. Indirect costs are eligible provided that they do not include costs assigned to another budget heading in the standard grant contract. The applicant may be asked to justify the percentage requested before the contract is signed. However, once the flat rate has been fixed in the special conditions of the standard grant contract, no supporting documents need to be provided.

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

Contributions in kind

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

Contributions in kind may not be treated as co-financing

However, if the description of the action as proposed includes contributions in kind, the contributions have to be made.

Ineligible costs

The following costs are not eligible:

- debts and debt service charges (interest);
- provisions for losses or potential future liabilities;
- costs declared by the Beneficiary(ies) and financed by another action or work programme receiving a Union (including through EDF) grant;
- purchases of land or buildings, except where necessary for the direct implementation of the action, in which case ownership must be transferred to the final beneficiaries and/or local Beneficiary(ies), at the latest at the end of the action;
- currency exchange losses;
- credit to third parties;
- top up salary for civil servants.

2.2. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

Prior registration in PADOR for this Call for Proposals is obligatory.

For a restricted call for proposals:

- **Phase 1, concept note:** Registration in PADOR is obligatory for an applicant applying for grants above €60 000.

Registration is optional though strongly recommended for:

- An applicant applying for grants of €60 000 or less;
 - co-applicant(s) and affiliated entity(ies).
- **Phase 2, full proposal:** Registration in PADOR is obligatory for all pre-selected applicant, co-applicant(s) and all their affiliated entity(ies).

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

Before starting to register your organisation in PADOR, please read the ‘Quick guide’ on the website. It explains the registration process.

It is strongly recommended to register in PADOR when you start drafting your proposal and not to wait until just before the deadline of submission.

On the paper version of the proposal you must give your EuropeAid ID (EID). To get this ID, your organisation must enter PADOR to register, save and ‘sign’ certain obligatory data (the fields shown in orange on each screen) and the related documents (see section 2.4).

However, if it is impossible for the organisation to register in PADOR, it must submit a justification proving that this impossibility is general and beyond the control of the applicants and/or its affiliated entity(ies). In such cases, the applicants and/or affiliated entity(ies) concerned must complete the ‘PADOR off-line form’¹² attached to these Guidelines and send it by the submission deadline, together with the application, to the address indicated in sections 2.2.2 and 2.2.6. The registration in PADOR will then be carried out by the European Commission service in charge of the CfP. If, at a later stage, the organisation wishes to update its data itself, it will have to send an access request to the PADOR helpdesk.

All questions related to 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 Concept Note instructions in the Grant Application Form annexed to these Guidelines (Annex A).

Applicants must apply in English.

In the Concept Note, applicants must only provide an estimate of the amount of contribution requested from the Contracting Authority and an indicative percentage of that contribution in relation to the total amount of the Action. Only the applicant invited to submit a full application in the second phase will be required to present a detailed budget. The elements outlined in 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%.

¹² Which corresponds to Sections 3 and 4 of Part B of the application form.

Applicants are 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 in section 1.3. Own contributions by the applicants can be replaced by other donors' contributions at any time.

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

Clarifications will only be requested when information provided is unclear and thus prevents 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.

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 three (3) copies in A4 size, each bound.

An electronic version of the Concept Note must also be submitted. A CD-Rom or USB key with the Concept Note in electronic format will be included, along with the paper version, in a sealed envelope as described below. The electronic file must contain **exactly the same** application as the paper version enclosed.

Where applicants send 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 (*EuropeAid/135-394/DD/ACT/TH: Non State Actors in Development - In Country Interventions – Thailand*), together with the full name and address of the applicant, and the words '*Not to be opened before the opening session*' and '*ห้ามเปิดซองก่อนถึงเวลาที่กำหนด*'.

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) to the address below:

Address for regular post, hand delivery or by private courier service
Delegation of the European Union to Thailand
Kian Gwan House II, 19th Floor,
140/1 Wireless Road,
Bangkok 10330, Thailand
Tel: (+66) 2 305 2600

Concept Notes 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 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 Concept Notes

The deadline for the submission of Concept Notes is **17 March 2014** 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 17:00 hours, Thailand local time** as evidenced by the signed and dated receipt. Any Concept Note submitted after the deadline will be rejected.

However, for reasons of administrative efficiency, the Contracting Authority may reject any Concept Note sent in due time but 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 about Concept Notes

Information sessions on this Call for Proposals will be organised in Bangkok, Chiang Mai, Ubon Rachatanee and Had Yai.

The tentative schedule for the information session is the following :

7 February 2014 in Chiang Mai	The Mercure Hotel from 09:00 – 12:30 hrs
13 February 2014 in Bangkok	The Sukothai Hotel from 09:00 – 12:30 hrs
17 February 2014 in Hat Yai	The Hat Yai Paradise and Resort from 10:30 – 15:30 hrs
20 February 2014 in Ubon Rachatanee	The Sunee Grand Hotel from 09:00 – 12:30 hrs

Any changes regarding the date, time or the premises of the information sessions will be announced under the Europeaid webpage dedicated to this call for proposals: <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> and the EU Delegation to Thailand website http://eeas.europa.eu/delegations/thailand/index_en.htm

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

E-mail address: Delegation-Thailand-FCS@ec.europa.eu

Fax: (+66) 2 255 9110

The Contracting Authority has no obligation to provide clarifications to questions received after this date.

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

To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, or affiliated entity(ies), an action or specific activities.

Questions that may be relevant to other applicants, together with answers and other important notices in the course of the evaluation procedure, will be published on the EuropeAid website <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> and the EU Delegation to Thailand website http://eeas.europa.eu/delegations/thailand/index_en.htm, as the need arises. It is therefore advisable to consult the abovementioned website regularly in order to be informed of the questions and answers published.

All questions related to PADOR registration should be addressed to the PADOR help desk:

Europeaid-pador@ec.europa.eu

2.2.5. Full Application forms

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

The elements outlined in 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 %, although applicants are 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 7 of the Grant Application form) or any major inconsistency in the full application form (e.g. if the amounts in the budget worksheets are inconsistent) may lead to the rejection of the application.

Clarifications will only be requested when information provided is unclear and thus prevents 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, if used). It is therefore of utmost importance that these documents contain ALL the relevant information concerning the action. **No supplementary annexes should be sent.**

2.2.6. Where and how to send Full Application forms

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) to the address below:

Address for regular post, hand delivery or by private courier service

Delegation of the European Union to Thailand

Kian Gwan House II, 19th Floor,

140/1 Wireless Road,

Bangkok 10330, Thailand

Tel: (+66) 2 305 2600

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 three (3) copies in A4 size, each bound. The full application form, budget and logical framework must also be supplied in electronic format (CD-Rom or USB key) in a separate and single file (i.e. the full application form must not be split into several different files). The electronic file must contain **exactly the same** application as the paper version.

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

Where applicants send 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 (*EuropeAid/135-394/DD/ACT/TH: Non State Actors in Development - In Country Interventions – Thailand*), together with the full name and address of the applicant, and the words *'Not to be opened before the opening session'* and *"ห้ามเปิดซองก่อนถึงเวลาที่กำหนด"*.

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

2.2.7. *Deadline for submission of Full Application forms*

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

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

2.2.8. *Further information about Full Application forms*

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: Delegation-Thailand-FCS@ec.europa.eu

The Contracting Authority has no obligation to provide clarifications to questions received after this date.

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

To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, affiliated entity(ies), or an action.

No individual replies will be given to questions. All questions and answers as well as other important notices to applicants during the course of the evaluation procedure, will be published on the website <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> and the EU Delegation to Thailand website http://eeas.europa.eu/delegations/thailand/index_en.htm. It is therefore advisable to consult the abovementioned website regularly in order to be informed of the questions and answers published.

2.3. EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by the Contracting Authority with the possible assistance of external assessors. All actions submitted by applicants will be assessed according to the following steps and criteria.

If the examination of the application reveals that the proposed action does not meet the eligibility criteria stated in paragraph 2.1, the application will be rejected on this sole basis.

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

The following will be assessed:

- Compliance with the submission deadline. If the deadline has not been met, 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 Concept Notes that pass the first administrative check will be evaluated on the relevance and design of the proposed action.

The Concept Note will receive an overall score out of 50 using the breakdown in the evaluation grid below. The evaluation will also check on compliance with the instructions on the Concept Note, which can be found in Part A of the Application Form.

The evaluation criteria are divided into headings and subheadings. Each subheading will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Scores

1. Relevance of the action	Sub-score	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

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

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

First, only the Concept Notes with a score of at least 30 will be considered for pre-selection.

Secondly, the number of Concept Notes will be reduced, taking account of the ranking, to the number of Concept Notes whose total aggregate amount of requested contributions is equal to approximately 200% of the available budget for this Call for Proposals. The amount of requested contributions of each concept note will be based on the indicative financial envelopes for each lot.

After the evaluation of Concept Notes, the Contracting Authority will send letters to all applicants, indicating whether their application was submitted by the deadline, informing them of the reference number they have been allocated, whether the Concept Note was evaluated and the results of that evaluation. The pre-selected applicants will subsequently be invited to submit full applications.

STEP 2: EVALUATION OF THE FULL APPLICATION

First, the following will be assessed:

- Compliance with the submission deadline. If the deadline has not been met, the application will automatically be rejected.
- The full application form satisfies all the criteria specified in points 1-9 of the Checklist (Section 7 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 quality of the applications, including the proposed budget and capacity of the applicants and affiliated entity(ies), will be evaluated using the evaluation criteria in the evaluation grid below. There are two types of evaluation criteria: selection and award criteria.

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

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

The award criteria help to evaluate the quality of the applications in relation to the objectives and priorities, and to award grants to projects which maximise the overall effectiveness of the Call for Proposals. They help to select applications which the Contracting Authority can be confident will comply with its objectives and priorities. They cover the relevance of the action, its consistency with the objectives of the Call for Proposals, quality, expected impact, sustainability and cost-effectiveness.

Scoring:

The evaluation grid is divided into sections and subsections. Each subsection of sections 1 of the evaluation grid will be assessed on whether the criteria has been fulfilled or not. Each subsection of sections 2, 3,4 and 5 will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Evaluation Grid

Section	
1. Financial and operational capacity	Yes/No
1.1 Do the applicants and, if applicable, affiliated entity(ies) have sufficient experience of project management?	
1.2 Do the applicants and, if applicable, affiliated entity(ies) have sufficient technical expertise? (especially knowledge of the issues to be addressed.)	
1.3 Do the applicants and, if applicable, affiliated entity(ies) have sufficient management capacity? (including staff, equipment and ability to handle the budget for the action)?	

1.4 Does the applicant have stable and sufficient sources of finance?	
	Maximum Score
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 any evaluation planned?	5
3.4 Is the co-applicant(s)'s and affiliated entity(ies)'s 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, extension and information sharing.)	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?	/ 5
5.2 Is the ratio between the estimated costs and the expected results satisfactory?	/ 10
Maximum total score	80

Note on Section 1. Financial and operational capacity

If the answer is negative to one or more of the criteria, the application will be rejected.

Provisional selection

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

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

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

- The Declaration by the applicant (Section 8 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 applicants, the affiliated entities(ies), and the action will be verified according to the criteria set out in Sections 2.1.1, 2.1.2 and 2.1.3.

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

2.4. SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED APPLICATIONS

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

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

1. The statutes or articles of association of the applicant, (if any) of each co-applicant(s) and (if any) of each affiliated entity(ies).¹³
2. A copy of the applicant's latest accounts (the profit and loss account and the balance sheet for the last two financial years for which the accounts have been closed). A copy of the latest account is not required from (if any) the co-applicant(s).
3. Legal entity sheet (see annex D of these Guidelines) duly completed and signed by each of the applicants (i.e by the applicant and (if any) by each co-applicant(s), accompanied by the justifying documents requested there. If the applicants have already signed a contract with the Contracting Authority, instead of the legal entity sheet and supporting documents, the legal entity number may be provided, unless a change in legal status occurred in the meantime.

13 Where the applicant and/or a co-applicant(s) and or an affiliated entity(ies) is a public body created by a law, a copy of the said law must be provided.

4. A financial identification form of the applicant (not from co-applicant(s)) conforming to the model attached at Annex E of these Guidelines, certified by the bank to which the payments will be made. This bank should be located in the country where the applicant is established. If the applicant has already submitted a financial identification form in the past for a contract where the European Commission was in charge of the payments and intends to use the same bank account, a copy of the previous financial identification form may be provided instead.

6. Should the applicant and/or the co-applicant(s) claim for the eligibility of taxes under the action, it must demonstrate that they (both as applicants and/or co-applicants) are not tax exempted and that taxes cannot be recovered under the applicable national law. Hence the applicants and co-applicants will have to submit the evidences at the eligibility stage (Step 3) that as an entity, they are not entitled to reclaim taxes.

This evidence may take the following forms (list is not exhaustive):

- an extract of the national tax law showing that the entity is not entitled to reclaim taxes, and

- official document from the competent tax authority stating that the entity is not entitled to reclaim taxes (and that this does not depend on the simple fact that it does not wish to be subject to indirect taxes (such as the VAT). This official document may be a specific declaration by the competent tax authority, and/or failing to provide the latter, a declaration of honour from the entity concerned accompanied by an expert statement (e.g. by an independent lawyer, an independent auditor etc) that the entity cannot reclaim taxes incurred for the activities implemented through the action.

For all applicants, it is foreseen that additional supporting documents may be required by the Evaluation Committee to verify the eligibility of applicant, co-applicant and affiliated entities.

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, a translation into English of the relevant parts of these documents proving the applicant(s)'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, it is **strongly** recommended, in order to facilitate the evaluation, to provide a translation of the relevant parts of the documents, proving the applicants' eligibility, into English.

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.

After verifying the supporting documents, the Evaluation Committee will make a final recommendation to the Contracting Authority, which will decide on the award of grants.

2.5. NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

2.5.1. *Content of the decision*

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

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

2.5.2. Indicative timetable

	DATE	TIME*
Information meeting	7 Feb. 2014 in Chiang Mai 13 Feb 2014 in Bangkok 17 Feb 2014 in Hat Yai ** 20 Feb 2014 in Ubon Rachatanee	09:00 – 12:30 hrs ** For Hat Yai 10:30 – 15:30 hrs
Deadline for requesting any clarifications from the Contracting Authority Date 21 days before the submission deadline	24 Feb 2014	-
Last date on which clarifications are issued by the Contracting Authority Date 11 days before the submission deadline	6 March 2014	-
Deadline for submission of Concept Notes	17 March 2014	17:00 hrs Thailand local time
Information to applicants on opening, administrative checks and concept note evaluation (Step 1)	May 2014*	-
Invitations to submit Full Application Form	May 2014*	-
Deadline for submission of Full Application Form Date min 45 days after invitation	July 2014*	-
Information to applicants on the evaluation of the Full Application Form (Step 2)	September 2014*	-
Notification of award (after the eligibility check) (Step 3)	October 2014*	-
Contract signature	December 2014*	-

*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 cases, the updated timetable will be published on the EuropeAid web site

<https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> and the EU Delegation to Thailand website http://eeas.europa.eu/delegations/thailand/index_en.htm

2.6. CONDITIONS FOR IMPLEMENTATION AFTER THE CONTRACTING AUTHORITY'S DECISION TO AWARD A GRANT

Following the decision to award a grant, the Beneficiary(ies) will be offered a contract based on the Contracting Authority's grant contract (see Annex G of these Guidelines). By signing the application form (Annex A of these Guidelines), the applicants agree, if awarded a grant, to accept the contractual conditions of the standard grant contract.

Implementation contracts

Where implementation of the action requires the Beneficiary(ies) and its affiliated entity(ies) (if any) 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, the 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 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
- 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 (Word format)

Annex D: Legal Entity Sheet

Annex E: Financial identification form

Annex F: PADOR off Line Form¹⁴

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

¹⁴ http://ec.europa.eu/europeaid/work/onlineservices/pador/dispensation_en.htm. Only applicable in centralised calls where PADOR used.

-Annex VII: model report of factual findings and terms of reference for an expenditure verification of an EU financed grant contract for external action

-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

Annex K: Guidelines and Checklist for assessing Budget and Simplified cost options.

Annex J: 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