

SINCE

Stemming Irregular Migration in Northern and Central Ethiopia

Call for Proposals T05-EUTF-HoA-ET-02.1

Information Meeting

Part II – Administrative and Financial aspects

August 11, 2017
Saro-Maria Hotel, Addis Ababa



Embassy of Italy



ITALIAN AGENCY
FOR DEVELOPMENT
COOPERATION



*funded by
the European Union
Trust Fund for Africa*

Outline

- Timeline for the Call
- Main financial aspects of the Call
- Eligibility of costs
- Budget for the Action
- How to apply
- Evaluation process

SINCE

Stemming Irregular Migration in Northern and Central Ethiopia



ITALIAN AGENCY
FOR DEVELOPMENT
COOPERATION



Timeline for the Call

Open Call for Proposal

Concept note and full application shall be submitted together

- Deadline to submit applications: **25 September 2017**
- Deadline for requesting clarifications by e-mail: **4 September 2017**
- Last date on which clarifications are issued: **13 September 2017**

SINCE

Stemming Irregular Migration in Northern and Central Ethiopia



ITALIAN AGENCY
FOR DEVELOPMENT
COOPERATION



Financial allocation

- The overall indicative amount: **EUR 14,000,000**
- Minimum and maximum amount per Lot
 - Lot 1 – Addis Ababa : EUR 2,000,000 – EUR 2,500,000
 - Lot 2 – Amhara: EUR 3,000,000 – EUR 3,500,000
 - Lot 3 – Oromia: EUR 2,500,000 – EUR 3,000,000
 - Lot 4 – SNNP and west Oromia: EUR 2,000,000 – EUR 2,500,000
 - Lot 5 – Tigray: EUR 2,000,000 – EUR 2,500,000
- **One** grant per lot

SINCE

Stemming Irregular Migration in Northern and Central Ethiopia



ITALIAN AGENCY
FOR DEVELOPMENT
COOPERATION



Co-financing

- Co-financing is **mandatory**
- Minimum co-financing is **5%** of the eligible costs of the Action
- Co-financing should come from own resources or funds other than the EU

SINCE

Stemming Irregular Migration in Northern and Central Ethiopia



ITALIAN AGENCY
FOR DEVELOPMENT
COOPERATION



Number of applications

- The **lead applicant may not submit more than one application as lead applicant** under this call for proposals (one lot has to be chosen in the application).
- The lead applicant may not be awarded more than one grant under this call for proposals.
- The **lead applicant may be a co-applicant** or an affiliated entity in a **maximum one other application in another lot** under this call for proposals.
- A **co-applicant/affiliated entity may not be**: (1) a co-applicant or affiliated entity in **another application of the same lot**, and (2) **may not** be the **co-applicant** or affiliated entity **in more than two** applications under this call for proposals.

SINCE

Stemming Irregular Migration in Northern and Central Ethiopia



ITALIAN AGENCY
FOR DEVELOPMENT
COOPERATION



Eligibility of direct costs (1)

General Criteria – Article 14 of the General Conditions

- They are **incurred** during the implementation of the Action
- They are **indicated** in the estimated overall **budget** for the Action
- They are **necessary** for the implementation of the Action
- They are **identifiable** and **verifiable, recorded** in the accounting records
- They **comply** with the requirements of applicable tax and social legislation
- They are reasonable, justified and comply with the requirements of sound financial management, in particular regarding **economy and efficiency**

SINCE

Stemming Irregular Migration in Northern and Central Ethiopia



ITALIAN AGENCY
FOR DEVELOPMENT
COOPERATION



Eligibility of direct costs (2)

Type of eligible costs

- Cost of **Staff** assigned to the Action
- **Travel** and **subsistence** costs
- Purchase costs, depreciation, rental or leasing of **equipment**
- Costs of **consumables**
- Costs of service, supply and work **contracts**
- Costs deriving directly from the **requirements** of the Contract
- Duties, **taxes** and charges, including VAT, paid and **not recoverable**

SINCE

Stemming Irregular Migration in Northern and Central Ethiopia



ITALIAN AGENCY
FOR DEVELOPMENT
COOPERATION



Simplified cost options (1)

- Actual costs incurred is the norm
- The following simplified costs options are also eligible (see **Annex K**):
 - **unit costs**
 - **lump sums**
 - **flat-rate financing**
 - **apportionment for costs related to field offices**
- First three options < **EUR 60,000.00** per grant beneficiary

SINCE

Stemming Irregular Migration in Northern and Central Ethiopia



ITALIAN AGENCY
FOR DEVELOPMENT
COOPERATION



Simplified cost options (2)

- **unit costs** cover all or certain specific categories of eligible costs which can be clearly identified and are expressed in **amounts per unit**.

Example: unit costs for small local transportation or other expenses in rural areas

(often in expense categories with small value items and/or with poor documentation)

- **lump sums** cover in **global terms** all or certain specific categories of eligible costs which can be clearly identified.

Example: global cost for the organisation of an opening event, global cost for the production of information videos etc.

SINCE

Stemming Irregular Migration in Northern and Central Ethiopia



ITALIAN AGENCY
FOR DEVELOPMENT
COOPERATION



Simplified cost options (2)

- **flat-rate financing** this covers specific categories of eligible costs which can be clearly identified and are expressed **as a percentage of other eligible costs**.

Example: local office costs and related expenses (maintenance, security, a shared car etc.) charged as a percentage of staff costs, indirect costs, etc.

- **apportionment for costs related to field offices:** When the Field Office is used for other projects, the **portion of costs attributable to the action** can be determined by the beneficiary(ies) on the basis of a simplified allocation method (apportionment).

SINCE

Stemming Irregular Migration in Northern and Central Ethiopia



ITALIAN AGENCY
FOR DEVELOPMENT
COOPERATION



Ineligible costs

The following costs are not eligible:

- **debts** and debt service charges (interest)
- **provisions for losses** or potential future liabilities
- **costs already financed** by another action receiving a European Union grant
- purchases of land or buildings
- **currency exchange losses**
- **credit to third parties**
- salary costs of the personnel of **national administrations**

SINCE

Stemming Irregular Migration in Northern and Central Ethiopia



ITALIAN AGENCY
FOR DEVELOPMENT
COOPERATION



Budget for the Action (1)

- 1. **Human Resources:** Salaries, per diem
- 2. **Travel:** Local and International travel
- 3. **Equipment and supplies:** Purchase or rent of Equipment and supplies
- 4. **Local office:** Vehicle cost, Office rent, consumables, office supplies, utilities
- 5. **Other costs, services:** Publication, Evaluation, Expenditure Verification, Translation
- 6. **Other:** Cost related to activities for the actions.
- 8. **Indirect costs** (maximum 7% of subtotal direct eligible costs of the Action)
- 10. Provision for **contingency reserve** (maximum 5% of direct costs)
- 12. Taxes and contribution in kind (not applicable for this call)

SINCE

Stemming Irregular Migration in Northern and Central Ethiopia



ITALIAN AGENCY
FOR DEVELOPMENT
COOPERATION



Budget for the Action (2)

1. Budget for the Action ¹	All Years				Semester 1 ²			
	Unit ¹³	# of units	Unit value (in EUR)	Total Cost (in EUR) ³	Unit	# of units	Unit value (in EUR)	Total Cost (in EUR)
1. Human Resources¹⁴								
1.1 Salaries (gross salaries including social security charges and other related costs, local staff) ⁴								
1.1.1 Technical	Per month				Per month			
1.1.2 Administrative/ support staff	Per month				Per month			
1.2 Salaries (gross salaries including social security charges and other related costs, expat/int. staff)	Per month				Per month			
1.3 Per diems for missions/travel ⁵								
1.3.1 Abroad (staff assigned to the Action)	Per diem				Per diem			
1.3.2 Local (staff assigned to the Action)	Per diem				Per diem			
1.3.3 Seminar/conference participants	Per diem				Per diem			
Subtotal Human Resources								

SINCE

Stemming Irregular Migration in Northern and Central Ethiopia



ITALIAN AGENCY
FOR DEVELOPMENT
COOPERATION



Budget justification

2. Justification of the Budget for the Action	All Years	
Costs	Clarification of the budget items <i>Provide a narrative clarification of each budget item demonstrating the necessity of the costs and how they relate to the action (e.g. through references to the activities and/or results in the Description of the Action).</i>	Justification of the estimated costs <i>Provide a justification of the calculation of the estimated costs. Note that the estimation should be based on real costs or on simplified cost options if allowed, as described in section 2.1.5 of the Guidelines for Grants Applicants</i>
1. Human Resources		
1.1 Salaries (gross salaries including social security charges and other related costs, local staff)		
1.1.1 Technical		
1.1.2 Administrative/ support staff		
1.2 Salaries (gross salaries including social security charges and other related costs, expat/int. staff)		
1.3 Per diems for missions/travel		
1.3.1 Abroad (staff assigned to the Action)		
1.3.2 Local (staff assigned to the Action)		
1.3.3 Seminar/conference participants		
Subtotal Human Resources		

SINCE

Stemming Irregular Migration in Northern and Central Ethiopia



ITALIAN AGENCY
FOR DEVELOPMENT
COOPERATION



How to apply

- Applications must be submitted **in accordance with the instructions** on the concept note and full application in the grant application form annexed to these guidelines (Annex A).
- Applicants must apply in **English**
- Applications must be submitted in **a sealed envelope** by registered mail, private courier service or by hand-delivery
- The deadline for the submission of applications is **September 25, 2017**, at **15:00** (Addis Ababa local time)
- **Use the checklist** at the end of the Application Form – Annex A

SINCE

Stemming Irregular Migration in Northern and Central Ethiopia



ITALIAN AGENCY
FOR DEVELOPMENT
COOPERATION



Further information

- Deadline for requesting any clarifications by email: **4 September 2017**

E-mail address: addisabeba.since@esteri.it

- **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 no later than the **13 September 2017** on the following websites:

- <http://www.ambaddisabeba.esteri.it>
- <http://www.itacaddis.org/en/news.php>
- <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome>
- http://www.eeas.europa.eu/delegations/ethiopia/index_en.htm

SINCE

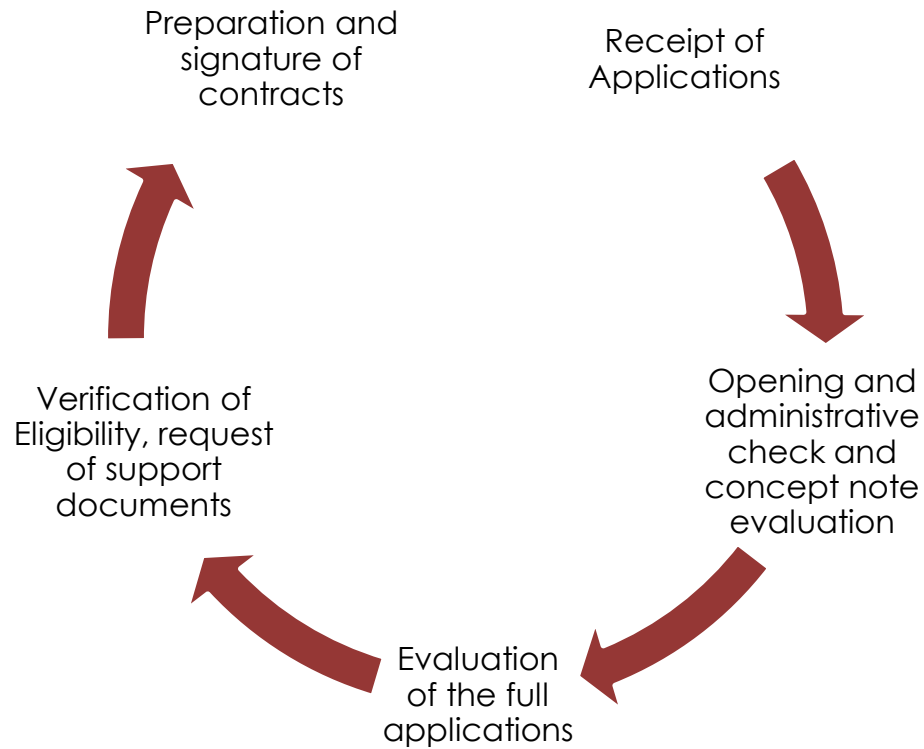
Stemming Irregular Migration in Northern and Central Ethiopia



ITALIAN AGENCY
FOR DEVELOPMENT
COOPERATION



Evaluation and selection process



SINCE

Stemming Irregular Migration in Northern and Central Ethiopia



ITALIAN AGENCY
FOR DEVELOPMENT
COOPERATION



Opening and administrative check

The following will be assessed

- If the deadline has been met
- If the application satisfies all the criteria specified in the checklist in Section 7 of part B of the grant application form.

In case of missing/incorrect information or late submission: application may be rejected

SINCE

Stemming Irregular Migration in Northern and Central Ethiopia



ITALIAN AGENCY
FOR DEVELOPMENT
COOPERATION



Opening and administrative check

PART 1 (ADMINISTRATIVE)

1. The correct grant application form has been used.
2. The declaration by the lead applicant has been filled in and signed.
3. The proposal is typed and is in English
4. One original and 3 cop(ies are included
5. An electronic version of the proposal is enclosed
6. Each co-applicant has completed and signed the mandate and the mandate is included.
7. Each affiliated entity(ies) has completed and signed an affiliated entity(ies)'s statement and the statements are included. Please write 'Not applicable' (NA) if you have no affiliated entity(ies)
8. The budget is enclosed, in balance, presented in the format requested, and stated in EUR
9. The logical framework has been completed and is enclosed.
10. The lead applicant and the co applicants have signed a partnership statement or agreement/MoU that is enclosed.
11. The number of application submitted as applicant/co-applicant respect the limit described in section 2.1.4 of the Guidelines for Applicants.

PART 2 (ELIGIBILITY)

12. The action will be implemented in an eligible regions, zones and woredas.
13. The duration of the action is between 18 months and 24 months (the minimum and maximum allowed).
14. The requested EU contribution does not exceed the Lot budget.
15. The total amount of financing requested on the basis of simplified cost options does not exceed EUR 60 000 per each applicant.

SINCE

Stemming Irregular Migration in Northern and Central Ethiopia



ITALIAN AGENCY
FOR DEVELOPMENT
COOPERATION



Concept note evaluation

- All concept notes that pass the administrative check will be evaluated
- Evaluation will focus on
 - **Relevance**
 - **Design**
- The concept notes will receive an overall score out of 50 using the breakdown in the **evaluation grid** in the next slide

SINCE

Stemming Irregular Migration in Northern and Central Ethiopia



ITALIAN AGENCY
FOR DEVELOPMENT
COOPERATION



Concept note evaluation

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 and to what extent does the proposal meet the specific additional criteria and factors of added value indicated under 1.2. of the guidelines for applicants?	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**	

SINCE

Stemming Irregular Migration in Northern and Central Ethiopia



ITALIAN AGENCY
FOR DEVELOPMENT
COOPERATION



Concept note evaluation

- Concept note will be **ranked** according to their scores.
- Only the concept notes with a **score of at least 30** will be considered for pre-selection
- The number of concept notes will be reduced to the number of concept notes whose total aggregate amount of requested contributions is equal to **300% of the available budget**

SINCE

Stemming Irregular Migration in Northern and Central Ethiopia



ITALIAN AGENCY
FOR DEVELOPMENT
COOPERATION



Full application evaluation

Section	Maximum Score
1. Financial and operational capacity	20
1.1 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient experience of project management?	5
1.2 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient technical expertise? (especially knowledge of the issues to be addressed)	5
1.3 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient management capacity? (Including staff, equipment and ability to handle the budget for the action)?	5
1.4 Does the lead 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 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?:	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	100

SINCE

Stemming Irregular Migration in Northern and Central Ethiopia



ITALIAN AGENCY
FOR DEVELOPMENT
COOPERATION



Verification of eligibility

- **only** be performed for the applications that have been provisionally selected
- The following documents will be requested by the CA:
 - The **statutes** or articles of association
 - An **external audit report** produced by an approved auditor
 - A copy of the lead applicant's **latest accounts**
 - **Legal entity sheet** and **financial identification form**

SINCE

Stemming Irregular Migration in Northern and Central Ethiopia



ITALIAN AGENCY
FOR DEVELOPMENT
COOPERATION



SINCE

Stemming Irregular Migration in Northern and Central Ethiopia

Thank you



*funded by
the European Union
Trust Fund for Africa*

Embassy of Italy