

**Support the fight against human  
trafficking in the states of the  
Gulf of Guinea**

**Support for the protection and rehabilitation of victims of  
trafficking and for actions to prevent trafficking in human  
beings carried out by civil society organisations in Nigeria**

## **Guidelines for grant applicants**

Reference: ALTP/2020/NGA/AAP1

Deadline for submission of concept note and full applications:  
**October 07, 2020 at 6:00pm (Abuja, Nigeria)**



Implemented by Expertise France



Funded by European Union

## NOTICE

This is an open call for proposals. The Concept notes and full applications (Part A of the grant application form) must be submitted simultaneously. 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 Expertise France and the signed **'declaration by the lead applicant'** sent together with the full application.

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## 1. Support the fight against human trafficking in the states of the Gulf of Guinea

### 1.1. Background

In January 2019, the European Commission, through its **Emergency Trust Fund for Africa in support of stability and the fight against the root causes of irregular migration and the phenomenon of displaced persons (UTF)**, decided to support a project presented by Expertise France to assist the authorities and civil society in six West African countries (Guinea, Côte d'Ivoire, Ghana, Togo, Benin and Nigeria) in their fight against human trafficking. **This four-year project, entitled "Support the Fight against Human Trafficking in the states of the Gulf of Guinea" (hereafter "SFAHT"), is implemented directly by Expertise France**, which also provided co-financing for activities implemented at the national level in Togo and Benin (countries not directly eligible for the UTF).

The main objective of the project is **to support the authorities and civil society in these six states in the different aspects of the fight against human trafficking**, and to work in particular on:

- **Institutional and operational consolidation and preventive actions**
- **Law enforcement**
- **Protection of victims**
- **Regional cooperation.**

The Gulf of Guinea region is indeed characterized by a pattern of cross-border and circular trafficking: these countries are at the same time territories of origin, transit and destination of trafficked persons. It is estimated that 75% of migration movements in West Africa take place within the region. Within the geographical area of intervention there are several major intra-regional corridors combining migration flows (regular or irregular) and the occurrence of abusive practices, mainly for the purposes of sexual exploitation or forced labour. Trafficking in persons in this region has both an internal and a transnational dimension.

Respect for the rights and promotion of the protection of trafficked persons are at the heart of the mechanisms deployed to combat this scourge.

The project is implemented in close collaboration with the National Agency for the Prohibition of Trafficking in Persons (NAPTIP). Its mission as described in the Trafficking in Persons (Prohibition) Enforcement and Administration (TIPPEA) Act of 2015, is to :

- Adopt effective measures for the prevention and eradication of trafficking in persons and related offences
- Protection, assistance and rehabilitation of trafficked persons.
- Enhance the effectiveness of Law Enforcement agents and other partners in the suppression of trafficking in persons.

In Nigeria which is a source, transit and destination country for human trafficking, the root causes of trafficking include poverty, lack of education, globalization, corruption and gender inequality. Globalization allows traffickers to set up complex routes and systems within and across borders. The presence of these complex channels creates a challenge because prosecuting one trafficker may only minimally disrupt the network of traffickers. Corruption prevents traffickers from being held accountable and can also prevent victims from seeking justice. Another factor is political and economic deprivations, which deny accesses to opportunities and scarce resource which organized crimes continue to use in exploitation.

## **1.2. Objectives of the programme and priority issues**

The protection of victims of trafficking is at the heart of all policies and measures to fight this phenomenon. Conventionally, the main elements of a proactive policy in terms of victim protection are considered to be the following: the development of tools for the identification, orientation and referral of victims (national or foreign), the dissemination of norms and standards of care, the establishment of temporary reception structures, the production of mappings of the actors, the strengthening of local relays, the establishment of assistance and rehabilitation funds and the production of consolidated statistics. All of the countries covered by the project have adopted measures of this type, aimed primarily at child victims, women and nationals, but their degree of formalisation and application remains heterogeneous and generally insufficient to meet the needs observed.

In close collaboration with Nigerian authorities concerned, first and foremost the NAPTIP, the project intends to contribute to the institutionalization and standardization of practices for the care of victims identified and potential victims by:

- Strengthening financial mechanisms for victims assistance,
- Supporting the operationalisation of systems for the identification, referral and care of victims (integrated referral systems, with a specific attention to gender)
- Developing shelter options adapted to the needs of each category of victims
- Improving and diversifying the range of assistance services to meet the needs of victims.

### **GLOBAL OBJECTIVE OF THIS CALL FOR PROJECTS**

The **global objective** of this call for proposals is to support civil society organisations in Nigeria in the development of structuring and innovative projects for the protection and rehabilitation of persons (adults and children) who are victims of trafficking and, in a subsidiary manner, the prevention of trafficking in human beings.

The aim is also to build the capacity of Nigerian civil society so that it can participate actively in dialogue with the public authorities on the issue of human trafficking.

**The specific objective(s)** of this call for proposals are as follows:

- To improve the protection of trafficked persons through the strengthening of structures offering assistance services, psychosocial support and/or reintegration activities aiming to a full and complete reintegration of such persons.
- To strengthen the prevention of trafficking in human beings on a sustainable basis through innovative actions with a concrete and lasting impact.

The projects presented should seek to achieve at least one or both of the two specific objectives.

### **Financial allocation provided by Expertise France**

The overall indicative amount made available under this call for proposals is EUR 480 000.

Expertise France 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 < 50 000>
- Maximum amount: EUR <150 000>

## Percentage of co-funding

Any grant requested under this call for proposals should, when possible, fall below the following maximum percentage of total eligible costs of the action:

- Maximum percentage: 80% 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 Expertise France) should be funded from sources other than the general budget of the European Union, the European Development Fund<sup>1</sup> or Expertise France.

The grant may cover the entire eligible costs of the action if it is deemed essential to carry it out. If that is the case, the lead applicant must justify the need for full funding in Section 2.1 of Part B of the grant application form. The validity of the justification provided will be examined during the evaluation procedure. The absence of any justification may lead to the rejection of the application.

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<sup>1</sup> 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 the actions funded under this call, in accordance with Chapter 6 of the Procedures and practical guide for EU funded projects (PRAG), which is applicable to the present call<sup>2</sup>.

### 2.1. Eligibility criteria

There are three sets of eligibility criteria, relating to:

(1) the actors:

- The **'lead 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 lead applicant and its co-applicant(s) are hereinafter jointly referred as 'applicant(s)'**) (2.1.1),
- and, if any, **affiliated entity(ies)** to the lead 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. lead applicant and co-applicant(s))**

##### **Lead applicant**

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

- be a legal entity **and**
- be a non-profit **and** belong to one of this category: non-governmental organisation (national or international), social enterprise (such as a cooperative), foundation, international organisation (intergovernmental);
- if international organisations are eligible remember to publish PRAG Annex e3h11 containing derogations **to include in the special conditions, if the coordinator is an international organisation whose pillars have not been positively assessed or if one of the co-beneficiaries is an international organisation (regardless of whether its pillars have been positively assessed or not)**
- be established<sup>3</sup> in a member state of the European Union or in Nigeria, **and** legally registered for at least two years at the time of submission of the application, 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**

<sup>2</sup> The PRAG and in particular its chapter 6 is available on EuropeAid's website at the following address: <http://ec.europa.eu/europeaid/prag/document.do?nodeNumber=6>

<sup>3</sup> 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.

- Demonstrate its capacity to manage activities relating to the themes concerned and to the size of the project requiring a grant by providing:
  - a copy of the organisation's registration document and a note describing its activities
  - a copy of the organization's most recent annual report or a presentation of the activities implemented by the organization over the last two years
  - the organization's most recent financial statements: certified closed accounts 2018 and 2017, provisional accounts 2019 and provisional budget 2020
- Any previous experience and proven expertise in the field of protection of VoTs should be presented in the application form.
- Foreign CSOs, i.e. those established outside Nigeria, are allowed to participate in the call for proposals in the framework of a consortium with one or more Nigerian NGOs. Foreign applicants will have to demonstrate that their experience brings added value to the project, that their action (i) responds to a demand and needs identified at the local level and (ii) includes active support to local partners (capacity building, transfer of skills). Applicants must ensure that the local structure with which they are in partnership complies with the same eligibility rules of this call.

(2) Potential applicants may not participate in calls for proposals or be awarded grants if they are in any of the situations listed in Section 2.6.10.1 of the practical guide<sup>4</sup>;

Lead applicants, co-applicants, affiliated entities and, in case of legal entities, persons who have powers of representation, decision-making or control over the lead applicant, the co-applicants and the affiliated entities are informed that, should they be in one of the situations of early detection or exclusion according to Section 2.6.10.1 of the practical guide, 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 early detection and exclusion system, and communicated to the persons and entities concerned in relation to the award or the execution of a grant contract. In this respect, lead applicants, co-applicants and affiliated entities are obliged to declare that they are not in one of the exclusion situations through a signed declaration on honour (PRAG Annex A14). For grants of EUR 60 000 or less, no declaration on honour is required.

In Part A, Section 3 and Part B Section 8 of the grant application form ('declaration(s) by the lead applicant'), the lead applicant must declare that the lead applicant himself, the co-applicant(s) and affiliated entity(ies) are not in any of these situations.

The lead applicant may act individually or with co-applicant(s) or, if co-applicants are obligatory under the action: must act with co-applicant(s) as specified hereafter.

If awarded the grant contract, the lead applicant will become the beneficiary identified as the coordinator in Annex e3h1 (special conditions). The coordinator is the main interlocutor of Expertise France. It represents and acts on behalf of any other co-beneficiary (if any) and coordinate the design and implementation of the action.

**If the applicant does not meet these eligibility criteria, the application will not be considered.**

### **Co-applicant(s)**

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<sup>4</sup> The PRAG and in particular Chapter 6 is available on the website at the following address: <https://ec.europa.eu/europeaid/prag/document.do?nodeNumber=2.6.10.1&id=>

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

Co-applicants must satisfy the eligibility criteria as applicable to the lead applicant himself.

Co-applicants 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 beneficiary(ies) in the action (together with the coordinator).

### **2.1.2. Affiliated entities**

Affiliated entity(ies)

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

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

Only entities having a structural link with the applicants (i.e. the lead applicant or a co-applicant), in particular a legal or capital link.

This structural link encompasses mainly two notions:

- (i) Control, as defined in Directive 2013/34/EU on the annual financial statements, consolidated financial statements and related reports of certain types of undertakings:

Entities affiliated to an applicant may hence be:

- Entities directly or indirectly controlled by the applicant (daughter companies or first-tier subsidiaries). They may also be entities controlled by an entity controlled by the applicant (granddaughter companies or second-tier subsidiaries) and the same applies to further tiers of control;
  - Entities directly or indirectly controlling the applicant (parent companies). Likewise, they may be entities controlling an entity controlling the applicant;
  - Entities under the same direct or indirect control as the applicant (sister companies).
- (ii) Membership, i.e. the applicant is legally defined as a e.g. network, federation, association in which the proposed affiliated entities also participate or the applicant participates in the same entity (e.g. network, federation, association,...) as the proposed affiliated entities.

The structural link shall as a general rule be neither limited to the action nor established for the sole purpose of its implementation. This means that the link would exist independently of the award of the grant; it should exist before the call for proposals and remain valid after the end of the action.

By way of exception, an entity may be considered as affiliated to an applicant even if it has a structural link specifically established for the sole purpose of the implementation of the action in the case of so-called 'sole applicants' or 'sole beneficiaries'. A sole applicant or a sole beneficiary is a legal entity formed by several entities (a group of entities) which together comply with the criteria for being awarded the grant. For example, an association is formed by its members.

#### What is not an affiliated entity?

The following are not considered entities affiliated to an applicant:

- Entities that have entered into a (procurement) contract or subcontract with an applicant, act as concessionaires or delegates for public services for an applicant,
- Entities that receive financial support from the applicant,
- Entities that cooperate on a regular basis with an applicant on the basis of a memorandum of understanding or share some assets,
- Entities that have signed a consortium agreement under the grant contract (unless this consortium agreement leads to the creation of a 'sole applicant' as described above).

#### How to verify the existence of the required link with an applicant?

The affiliation resulting from control may in particular be proved on the basis of the consolidated accounts of the group of entities the applicant and its proposed affiliates belong to.

The affiliation resulting from membership may in particular be proved on the basis of the statutes or equivalent act establishing the entity (network, federation, association) which the applicant constitutes or in which the applicant participates.

If the applicants are awarded a grant contract, their affiliated entity(ies) will not become beneficiary(ies) of the action and signatory(ies) of the grant 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 the same eligibility criteria as the lead applicant and the co-applicant(s). They 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 applicants nor affiliated entities and do not have to sign the 'mandate for co-applicant(s)' or 'affiliated entities' statement':

- Associates

Other organisations or individuals 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 participating in the action' — of the grant application form.

- Contractors

The 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.

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

Definition:

An action is composed of a set of activities.

#### Duration

The initial planned duration of an action may not be lower than fifteen (15) months nor exceed twenty (20) months.

## Sectors or themes

The actions proposed must be in line with the priorities identified under this call for proposals (see point 1.2), i.e. the development of structuring and innovative projects for the protection and rehabilitation of trafficked persons (adults and children) and, in a subsidiary manner, the prevention of trafficking in human beings.

## Location

Actions must take place in **the South-Southern, South-Eastern or South-western region of Nigeria.**

## Types of action

The actions proposed should fall within the areas identified in point 1.2.

An action should be described as a readable and coherent set of activities designed to meet the specific needs of the target groups and to achieve particular objectives within a limited timeframe.

The project involves the implementation of a new action, or the extension of the activities of an ongoing action to other topics and situations. Measurable and verifiable performance indicators must be proposed by the applicant.

The types of action that may be funded under this call for proposals are (non-exhaustive list, as the actions proposed may be of several types):

- Direct assistance (emergency/medium-term/long-term) to VoTs (e.g. shelter, immediate needs etc.).
- Psycho-social support
- Support towards reintegration (e.g. family reintegration)
- Income-generating activities, employment, training courses
- Awareness and prevention activities

The following types of action are ineligible:

- actions focusing only or mainly on individual sponsorships for participation in workshops, seminars, conferences and congresses;
- actions aiming only or mainly at funding individual scholarships for studies or training courses;
- Actions consisting in financing individual enterprises;
- Actions consisting exclusively or primarily of capital expenditure, e.g. the purchase of land, buildings, equipment and vehicles;
- Actions providing financial and/or political support to political parties or religious groups;
- Actions integrating aspects of religious or political preaching;
- Actions including discrimination aspects.

## Types of activity

Types of activity eligible for funding under this call for proposals

- Activities to address the immediate needs of VoTs
- Activities for the medical, psychological, legal and social care of trafficked persons (adults and children)
- Activities in support of tracing and family/community reintegration of VoTs (adults and children)
- Economic reintegration activities for VoTs (training, income-generating activities, support for the creation of small individual businesses, return to employment, etc.).

- Prevention and awareness-raising activities

### Financial support to third parties<sup>5</sup>

Applicants may not propose financial support to third parties.

### Visibility

The applicants must take all necessary steps to publicise the fact that the European Union has financed or co-financed the action. As far as possible, actions that are wholly or partially funded by Expertise France or the European Union must incorporate information and communication activities designed to raise the awareness of specific or general audiences of the reasons, of the assistance provided by Expertise France and/or EU in the country or region concerned, and of the results and impact of this assistance.

Applicants must comply with the objectives and priorities and guarantee the visibility of Expertise France and the EU funding. The document "ALTP Visibility Rules", which details the rules applicable in this field in the framework of the implementation of the project, will be annexed to the contract and signed.

### Number of applications and grants per applicants / affiliated entities

The lead applicant may not submit more than one (1) application(s) under this call for proposals.

The lead applicant may not be awarded more than one (1) grant(s) under this call for proposals.

The lead applicant may not be a co-applicant or an affiliated entity in another application at the same time.

A co-applicant/affiliated entity may not be the co-applicant or affiliated entity in more than one (1) application(s) under this call for proposals.

A co-applicant/affiliated entity may not be awarded more than one (1) grant(s) under this call for proposals.

### ***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 an overall 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.

<sup>5</sup> These third parties are neither affiliated entity(ies) nor associates nor contractors.

- **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). Determining SCO is possible also through 'expert judgement' provided by internally available experts or procured in accordance with the applicable rules. Experts must be either commissioned auditors or chartered accountants, or staff of the Commission but cannot be staff of the beneficiary. 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 beneficiary(ies) and affiliated entity(ies), are in line with their cost 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 the details of the procedure to be followed depending on the type and amount of the costs to be declared as SCO.

Applicants 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', '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 applicants 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 amount

In the grant award phase, Expertise France decide whether to accept the proposed amounts or rates on the basis of the provisional budget submitted by the applicants, by analysing factual data of grants carried out by the applicants or of similar actions and by carrying out the checks described in Annex K.

Recommendations to award a grant are always subject to the condition that the checks preceding the signing of the grant 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 may lead Expertise France 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 applicants' interest to provide a **realistic and cost-effective budget**.

The grant may take the form of a single lump-sum covering the entire eligible costs of an action or a work programme.

Single lump sums may be determined on the basis of the estimated budget, which should comply with the principles of economy, efficiency and effectiveness. Compliance with these principles shall be verified ex ante at the time of evaluation of the grant application.

When authorising single lump sums the responsible authorizing officer shall comply with the conditions applicable to output or result based SCOs.

When using this form of financing, the description of the action shall include detailed information on the essential conditions triggering the payment, including, where applicable, the achievement of outputs and/or results.

The responsible authorising officer may consider that the usual cost accounting practices of the beneficiary are compliant with the conditions applicable to simplified cost options, if they are accepted by national authorities under comparable funding schemes. In this case the grant beneficiary shall demonstrate that the national authority accepted the cost accounting practices and will have to specify in which context this acceptance is given.

The evaluation committee and the contracting authority will assess if the funding scheme is comparable and in case of positive outcome will consider these practices as if they were ex-ante assessed by an external auditor.

The simplified cost option may also take the form of an apportionment of Field Office's costs. Field Office means a local infrastructure set up in the country where the action is implemented. That may consist of costs for local office as well as human resources.

A Field Office may be exclusively dedicated to the action financed (or co-financed) by the EU or may be used for other projects implemented in the partner country. When the Field Office is used for other projects, only the portion of capitalised and operating costs which corresponds to the duration of the action and the rate of actual use of the field office for the purpose of the action may be declared as eligible direct costs.

The portion of costs attributable to the action can be declared as actual costs or determined by the beneficiary(ies) on the basis of a simplified allocation method (apportionment).

The method of allocation has to be:

1. Compliant with the beneficiary's usual accounting and management practices and applied in a consistent manner regardless of the source of funding and
2. Based on an objective, fair and reliable allocation keys. (Please refer to Annex K to have examples of acceptable allocation keys).

A description prepared by the entity of the allocation method used to determine Field Office's costs in accordance with the entity's usual cost accounting and management practices and explaining how the method satisfy condition 1 and 2 indicated above, has to be presented in a separate sheet and annexed to the Budget.

The method will be assessed and accepted by the evaluation committee and the Contracting Authority at contracting phase. The applicant is invited to submit (where relevant) the list of contracts to which the methodology proposed had been already applied and for which proper application was confirmed by an expenditure verification.

At the time of carrying out the expenditure verifications, the auditors will check if the costs reported are compliant with the method described by the beneficiary(ies) and accepted by the Contracting Authority.

Adequate record and documentation must be kept by the beneficiary(ies) to prove the compliance of the simplified allocation method used with the conditions set out above. Upon request of the beneficiary(ies), this compliance can be assessed and approved ex-ante by an independent external auditor. In such a case, the simplified allocation method will be automatically accepted by the evaluation committee and it will not be challenged ex post.

When costs are declared on the basis of such allocation method the amount charged to the action is to be indicated in the column "TOTAL COSTS" and the mention "APPORTIONMENT" is to be indicated in the column "units" (under budget heading 1 (Human resources) and 4 (Local Office) of the Budget).

### Eligible direct costs

To be eligible under this 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).

In case Expertise France has its own audit and verification system, as for instance one specific audit firm (or one out of a pool) that has been previously selected in respect of the applicable procurement rules:

The applicants (and where applicable their affiliated entities) agree that the expenditure verification(s) referred to in Article 15.7 of the general conditions to the standard grant contract (see Annex G of the guidelines) will be carried out by Expertise France or any external body authorised by the European Commission or Expertise France.

Insert if necessary for the implementation of actions under this call for proposals (and add respective provision to the special conditions) Salary costs of the personnel of national administrations may be eligible to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the action were not undertaken.

### 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 Expertise France.

### 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 lead applicant may be asked to justify the percentage requested before the grant contract is signed. However, once the flat rate has been fixed in the special conditions of the 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 Expertise France or 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 beneficiaries or affiliated entities free of charge by a third party. As contributions in kind do not involve any expenditure for beneficiaries or affiliated entities, they are normally 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 Expertise France or European 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 in accordance with Article 7.5 of the general conditions of the standard grant contract, at the latest at the end of the action;
- currency exchange losses;
- salary costs of the personnel of national administrations (civil servant)

## **2.2. How to apply and the procedures to follow**

### **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.

Please note that:

1. In the concept note, lead applicants must only provide an estimate of the requested EU contribution as well as an indicative percentage of that contribution in relation to the eligible costs of the action. A detailed budget is to be submitted only by the lead applicants invited to submit a full application in the second phase.
2. The elements outlined in the concept note may not be modified in the full application. Expertise France contribution may not vary from the initial estimate by more than 20%. Lead 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. The lead applicant may replace a co-applicant or an affiliated entity only in duly justified cases (e.g. bankruptcy of initial co-applicant or affiliated entity). In this case the new co-applicant/affiliated entity must be of a similar nature as the initial one. The lead applicant may adjust the duration of the action if unforeseen circumstances outside the scope of the applicants have taken place following the submission of the concept note and require such adaptation (risk of action not being carried out). In such cases the duration must remain within the limits imposed by the guidelines for applicants. An explanation/justification of the relevant replacement/adjustment shall be included in an accompanying letter or email.

Own contributions by the applicants can be replaced by other donors' contributions at any time.

3. Only the concept note form will be evaluated. It is therefore of utmost importance that this document contains ALL relevant information concerning the action. No additional annexes should be sent.  
Any error or major discrepancy related to the concept note instructions may lead to the rejection of the concept note.

Expertise France reserves the right to ask for clarifications when the information provided does not enable it to make an objective assessment.

Hand-written concept notes will not be accepted.

### **2.2.2. *Full applications***

Lead applicants must submit a full application at the same time of concept note, so using Part B of the grant application form annexed to these guidelines (Annex A). Lead applicants should then keep strictly to the format of the grant application form and fill in the paragraphs and pages in order.

The elements outlined in the concept note cannot be modified by the lead applicant in the full application. Expertise France contribution may not vary from the initial estimate by more than 20 %, although lead 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. The lead applicant may replace a co-applicant or an affiliated entity only in duly justified cases (e.g. bankruptcy of initial co-applicant or affiliated entity). In this case the new co-applicant/affiliated entity must be of a similar nature as the initial one. The lead applicant may adjust the duration of the action if unforeseen circumstances outside the scope of the applicants have taken place following the submission of the concept note and require such adaptation (risk of action not being carried out). In such cases the duration must remain within the limits imposed by the guidelines for applicants. An explanation/justification of the relevant replacement/adjustment shall be included in an accompanying letter or email.

Lead applicants must submit their full applications in the same language as their concept notes.

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 (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 additional annexes should be sent.**

### **2.2.3. *Where and how to send concept notes and full applications***

Concept notes and full applications must be submitted in two separate files with the specific title for each proposal (concept note or full application) to the e-mail addresses below:

[abimbola.adewumi@expertisefrance.fr](mailto:abimbola.adewumi@expertisefrance.fr)

[eric-zaye.gnaoule@expertisefrance.fr](mailto:eric-zaye.gnaoule@expertisefrance.fr)

Applications sent by other means (e.g. private express courier or hand-delivered) or delivered to other addresses will be rejected.

**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.**

#### **2.2.4. *Deadline for submission of concept notes and full applications***

The deadline for the submission of the concept note and full applications is **October 07, 2020 at 6:00pm (Abuja, Nigeria)**

#### **2.2.5. *Further information about concept notes and full applications***

Questions may be sent by e-mail 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:

[eric-zaye.gnaoule@expertisefrance.fr](mailto:eric-zaye.gnaoule@expertisefrance.fr)

[alessandro.rabbiosi@expertisefrance.fr](mailto:alessandro.rabbiosi@expertisefrance.fr)

Expertise France 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 lead applicants, co-applicants, affiliated entity(ies), an action or specific activities.

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 Expertise France: **www.expertisefrance.org**. 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 Expertise France. All applications 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 Section 2.1, the application will be rejected on this sole basis.

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

During the opening and administrative check the following will be assessed:

- If the deadline has been met. Otherwise, the application will be automatically rejected.
- If the concept note satisfies all the criteria specified in the checklist in Section 2 of Part A of the grant application form. This includes also an assessment of the eligibility of the action. 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.

## (2) STEP 2: CONCEPT NOTE EVALUATION

The concept notes that pass this check will be evaluated on the relevance and design of the proposed action.

The concept notes 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 how to complete the concept note, which can be found in Part A of the grant 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\***

<b>1. Relevance of the action</b>	Sub-score	<b>30</b>
1.1 How relevant is the proposal to the objectives and priorities of the call for proposals and to the specific themes/sectors/areas or any other specific requirement stated in the guidelines for applicants? Are the expected results of the action aligned with the priorities defined in the guidelines for applicants (section 1.2)?	5(x2)**	
1.2 How relevant is the proposal to the particular needs and constraints of the target country(ies), region(s) and/or relevant sectors (including synergy with other development initiatives and avoidance of duplication)?	5(x2)**	
1.3 How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs (as rights holders and/or duty bearers) and constraints been clearly defined and does the proposal address them appropriately?	5	
1.4 Does the proposal contain particular added-value elements (e.g. innovation, best practices)? <i>[and the other additional elements indicated under 1.2. of the guidelines for applicants]</i>	5	
<b>2. Design of the action</b>	Sub-score	<b>20</b>
2.1 How coherent is the overall design of the action?  Does the proposal indicate the expected results to be achieved by the action? Does the intervention logic explain the rationale to achieve the expected	5(x2)**	

results?		
2.2 Does the design reflect a robust analysis of the problems involved, and the capacities of the relevant stakeholders?	5(x2)**	
<b>TOTAL SCORE</b>		<b>50</b>

\*\*this score is multiplied by 2 because of its importance

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

Firstly, 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 at least 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 batch, where relevant.

After the evaluation of concept notes, Expertise France will send letters to all lead 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.

### **(3) STEP 3: EVALUATION OF THE FULL APPLICATION**

Firstly, the following will be assessed:

- If the full application satisfies all the criteria specified in the checklist (Section 7 of Part B of the grant application form). This includes also an assessment of the eligibility of the action. 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 full applications that pass this check will be further evaluated on their quality, including the proposed budget and capacity of the applicants and affiliated entity(ies). They 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)'s operational capacity and the lead applicant's financial capacity and are used to verify 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 (this only applies to lead applicants);
- have the management capacity, professional competencies and qualifications required to successfully complete the proposed action. This applies to applicants and any affiliated entity(ies).

**The award criteria** help to evaluate the quality of the applications in relation to the objectives and priorities set forth in the guidelines, 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 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	Maximum Score
<b>1. Financial and operational capacity</b>	<b>20</b>
1.1 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient in-house experience of project management?	5
1.2 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient in-house 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 in-house 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
<b>2. Relevance</b>	<b>30</b>
<i>Score transferred from the Concept Note evaluation</i>	
<b>3. Design of the action</b>	<b>20</b>
3.1 How coherent is the design of the action? Does the proposal indicate the expected results to be achieved by the action? Does the intervention logic explain the rationale to achieve the expected results? Are the activities proposed appropriate, practical, and consistent with the envisaged outputs and outcome(s)?	5
3.2 Does the proposal/Logical Framework include credible baseline, targets and sources of verification? If not, is a baseline study foreseen (and is the study budgeted appropriately in the proposal)?	5
3.3 Does the design reflect a robust analysis of the problems involved, and the capacities of the relevant stakeholders?	5
3.4 Is the level of involvement and participation in the action of the co-applicant(s) and affiliate(s) satisfactory?  <i>If the lead applicant applies without co-applicants or affiliated entities, the score for point 3.4 will be 5</i>	5
<b>4. Implementation approach</b>	<b>15</b>
4.1 Is the action plan for implementing the action clear and feasible? Is the timeline realistic?	5
4.2 Does the proposal include an effective and efficient monitoring system? Is there an evaluation planned (previous, during or/and at the end of the implementation)?	5

4.3 Is the co-applicant(s)'s and affiliated entity(ies)'s level of involvement and participation in the action satisfactory?	5
<b>5. Sustainability of the action</b>	<b>15</b>
5.1 Is the action likely to have a tangible impact on its target groups?	5
5.2 Is the action likely to have multiplier effects, including scope for replication, extension, capitalisation on experience and knowledge sharing?	5
5.3 Are the expected results of the proposed action sustainable?:  <ul style="list-style-type: none"> <li>- Financially (<i>e.g. financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs</i>)</li> <li>- Institutionally (<i>will structures allow the results of the action to be sustained at the end of the action? Will there be local 'ownership' of the results of the action?</i>)</li> <li>- At policy level (where applicable) (<i>what will be the structural impact of the action — e.g. improved legislation, codes of conduct, methods</i>)</li> <li>- Environmentally (if applicable) (<i>will the action have a negative/positive environmental impact?</i>)</li> </ul>	5
<b>Maximum total score</b>	<b>100</b>

If the total score for Section 1 (financial and operational capacity) is less than 12 points, the application will be rejected. If the score for at least one of the subsections under Section 1 is 1, the application will also be rejected.

If the lead applicant applies without co-applicants or affiliated entities the score for point 4.3 shall be 5.

#### *Provisional selection*

After the evaluation, a table will be drawn up listing the applications ranked according to their score. The highest scoring applications will be provisionally selected until the available budget for this call for proposals is reached. In addition, a reserve list will be drawn up following the same criteria. This list will be used if more funds become available during the validity period of the reserve list.

## 2.4. Submission of supporting documents for provisionally selected applications

A lead applicant whose application has been provisionally selected or placed on the reserve list will be informed in writing by Expertise France. It will be requested to supply the following documents in order to allow the Expertise France to verify the eligibility of the lead applicant, (if any) of the co-applicant(s) and (if any) of their affiliated entity(ies)<sup>6</sup>:

1. The statutes or articles of association of the lead applicant, (if any) of each co-applicant and (if any) of each affiliated entity<sup>7</sup>. Where the contracting authority has recognised the lead applicant's, or the co-applicant(s)'s, or their affiliated entity(ies)'s eligibility for another call for proposals under the same budget line within 2 years before the deadline for receipt of applications, it should be submitted, instead of the statutes or articles of association, a copy of the document proving their eligibility in a former call (e.g. a copy of the special conditions of a grant contract received during the reference period), unless a change in legal status has occurred in the meantime<sup>8</sup>. This obligation does not apply to international organisations which have signed a framework agreement with the European Commission.
2. A copy of the lead applicant's latest accounts (the profit and loss account and the balance sheet for the last financial year for which the accounts have been closed)<sup>9</sup>. A copy of the latest account is neither required from (if any) the co-applicant(s) nor from (if any) affiliated entity(ies)).
3. Legal entity sheet (see Annex D of these guidelines) duly completed and signed by each of the applicants (i.e. by the lead applicant and (if any) by each co-applicant), 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.
4. A financial identification form of the lead applicant (not from co-applicant(s)) conforming to the model attached as 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 lead applicant is established. If the lead 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.
5. Entities without legal personality must, to the extent possible, submit the documentation listed above. In addition, a letter must be provided by the legal representative certifying his/her capacity to undertake legal obligations on behalf of the entity. <list any other documentation, as required>
6. The lead applicant as well as all co-applicants and affiliated entities shall fill in and sign the declaration on honour certifying that they are not in one of the exclusion situations (see Section 2.6.10.1 of the PRAG).

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<sup>6</sup> No supporting document will be requested for applications for a grant not exceeding EUR 60 000.

<sup>7</sup> Where the lead 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.

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

<sup>9</sup> This obligation does not apply to natural persons who have received a scholarship or that are in most need in receipt of direct support, nor to public bodies and 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.

Documents must be supplied in the form of originals, photocopies or scanned versions (i.e. showing legible stamps, signatures and dates) of the said originals.

Where such documents are not in the language of the country where the action is implemented, of the relevant parts of these documents proving the lead applicant's and, where applicable, co-applicants' and affiliated entity(ies)' eligibility, must be attached for the purpose of analysing the application.

Where these documents are in an official language other than of the language(s) of the call for proposals, it is **strongly** recommended, in order to facilitate the evaluation, to provide a translation of the relevant parts of the documents, proving the lead applicant's and, where applicable, co-applicants' and affiliated entity(ies)' eligibility, into the language(s) of the call for proposals.

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

After verifying the supporting documents, the evaluation committee will make a final recommendation to Expertise France, which will decide on the award of grants.

NB : In the eventuality that Expertise France is not satisfied with the strength, solidity, and guarantee offered by the structural link between one of the applicants and its affiliated entity, it can require the submission of the missing documents allowing for its conversion into co-applicant. If all the missing documents for co-applicants are submitted, and provided all necessary eligibility criteria are fulfilled, the above mentioned entity becomes a co-applicant for all purposes. The lead applicant has to submit the application form revised accordingly.

## 2.5. Notification of Expertise France decision

### 2.5.1. *Content of the decision*

The lead applicants will be informed in writing of Expertise France decision concerning their application and, if rejected, the reasons for the negative decision.

If an applicant feels aggrieved by an error or irregularity committed during the award procedure, he may lodge a complaint with the Registry of the Administrative Court of Paris, 7 rue de Jouy, 75004 Paris - <http://paris.tribunal-administratif.fr/>.

### 2.5.2. *Indicative timetable*

	DATE	TIME
1. Deadline for requesting any clarifications from the contracting authority	09/15/2020, 21 days before the submission deadline	06:00 pm
2. Last date on which clarifications are issued by the contracting authority	09/25/2020, 11 days before the submission deadline	06:00 pm
3. Deadline for submission of: concept notes and full applications	10/07/2020	06:00 pm
4. Information to lead applicants on opening, administrative checks and	11/30/2020	-

<b>concept note evaluation (Step 1) and the evaluation of the full applications (Step 2)</b>		
<b>5. Contract signature</b>	<b>12/11/2020</b>	-

**All times are in the time zone of Abuja, Nigeria.**

This indicative timetable refers to provisional dates (except for dates 2, 3, and 4) and may be updated by Expertise France during the procedure. In such cases, the updated timetable will be published on the web [www.expertisefrance.org](http://www.expertisefrance.org)

## **2.6. Conditions for implementation after Expertise France decision to award a grant**

Following the decision to award a grant, the beneficiary(ies) will be offered a contract based on the standard 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, those contracts must be awarded in accordance with Annex IV to the standard grant contract.

In this context, a distinction should be made between awarding implementation contracts and subcontracting parts of the action described in the proposal, i.e. the description of the action annexed to the grant contract, such subcontracting being subject to additional restrictions (see the general terms and conditions in the model grant contract).

Awarding implementation contracts: implementation contracts relate to the acquisition by beneficiaries of routine services and/or necessary goods and equipment as part of their project management; they do not cover any outsourcing of tasks forming part of the action that are described in the proposal, i.e. in the description of the action annexed to the grant contract.

Subcontracting: Subcontracting is the implementation, by a third party with which one or more beneficiaries have concluded a procurement contract, of specific tasks forming part of the action as described in annex to the grant contract (see also the general terms and conditions in the model grant contract).

### 3. LIST OF ANNEXES

#### DOCUMENTS TO BE COMPLETED

- Annex A - Part A: Grant application form – concept note (Word format)
- Annex A - Part B: Grant application form – full applications (Word format)
- Annex B: Budget (Excel format)
- Annex C: Logical framework (Excel format)
- Annex D: Financial identification form

#### DOCUMENTS FOR INFORMATION<sup>10</sup>

- Annex G: Standard grant contract
- Annex II: General conditions
- Annex IV: Contract award rules
- Annex VI: Model narrative and financial report
- 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/funding/about-procurement-contracts/procedures-and-practical-guide-prag/diems\\_en](http://ec.europa.eu/europeaid/funding/about-procurement-contracts/procedures-and-practical-guide-prag/diems_en)
- Annex J: Information on the tax regime applicable to grant contracts signed under the call.
- Annex K: Guidelines for assessing simplified cost options.
- Annex a14-PRAG: Declaration on Honour
- Annex e3h11-PRAG

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<sup>10</sup> These documents should also be published by the contracting authority.