

EUROPEAN ECONOMIC AREA (EEA GRANTS) FINANCIAL MECHANISM 2014-2021

**PROGRAMME G: “Capacity Building of National Asylum and Migration Management Systems”
OPEN CALL FOR PROPOSALS**

“Small Grant Scheme- Improved Strategic and Contingency Planning”.

Annex I
APPLICANTS
GUIDELINE

Programme Operated by:



UDI

Table of Contents

Application process.....	3
Administrative and eligibility Criteria	3
Evaluation/Selection.....	5
Criteria	5
Expected outputs.....	6
The work plan	6
Communication and Dissemination activities	7
The Project Budget	7
Selection Process	8
Eligibility of Expenditures	9
Procurement.....	11
Monitoring, Reporting and Payments	12
Clarification questions and FAQ.....	12

Programme Operated by:



UDI

Application process

Applicants are requested to fill in the Application form and submit it to the email addresses: ydeap@yptp.gr and eeagrants@yptp.gr.

In case applicants face technical difficulties, they can submit their proposal via post at the following address:

European and Development Programmes Management Agency/Ministry of Citizen Protection.
Panagioti Kanellopoulou 4 Avenue
Athens, 115 27.

Following communication and confirmation by the PO Programming and Evaluation Unit.

Supporting official legal documentation should be sent by email to the abovementioned address along with the application. Furthermore, if the proposal is selected for funding, then all the additional documentation must be uploaded in the National Management Informatics System. Physically signed copies shall be sent via post. See the relevant chapter of the open call main text for the full list of supporting documents needed.

All relevant documentation, including the Application Form and the Templates are accessible through the Programme Operator's website www.ydeap.gr as well as the National Focal Point's webpage www.eeagrants.gr.

A total of two proposals with the same entity either as an applicant or as a partner can be funded. If more than two proposals concern the same entity, the lowest ranking proposal(s) will be omitted.

Administrative and eligibility Criteria

Administrative Criteria

Applications must be submitted in Greek, along with a summary in English, until the deadline stated in the open call text in order to be considered eligible.

The supporting documents listed in the call shall be attached to the Application form.

In case where one or more documents are missing, the applicant must submit a signed legal declaration, mentioning any missing documents and the justification for not submitting them. The Programme Operator shall decide whether the justification is adequate.

In case of partnership with one or more project partners:

Programme Operated by:



1. The applicant is responsible for the submission of the Proposal, as well as any other relevant documentation.
2. For non-native partners, relevant adjustments of the required documentation will be made if necessary. In all cases, documents of non-native partners must be submitted in English.
3. A declaration of interest or a letter of Intent should be submitted along with the application. A Partnership Agreement between the project promoter and each partner will be signed in English and shall be submitted at the project contracting phase, if a project is selected for financing.

Eligibility Criteria

In addition to the eligibility rules provided in the Call for Proposals, as well as Article 1.6 of EEA Grants Regulation¹, the following should apply:

All Programmes and activities funded by the EEA Financial Mechanism 2014-2021 shall be based on the common values of respect for human dignity, freedom, democracy, equality, the rule of law and the respect for human rights, including the rights of persons belonging to minorities. They shall follow the principles of good governance; they shall be participatory and inclusive, accountable, transparent, responsive, effective and efficient. There shall be zero-tolerance towards corruption.

All Programmes and activities funded by the EEA Financial Mechanism 2014-2021 shall be consistent with sustainable development, long-term economic growth, social cohesion and environmental protection and they shall follow a results and risk management approach.

Non-Governmental Organizations, as described in Article 1.6 (n) of the EEA Grants Regulation² (a non-profit voluntary organization established as a legal entity, having a non-commercial purpose, independent of local, regional and central government, public entities, political parties and commercial organizations. Political parties and religious institutions are not considered NGOs), should be registered in Greece to be considered eligible (Law 4375/2016, Art. 31 par. 2(c)).

Eligible expenditures are stipulated in Chapter 8 of the EEA Grants Regulation².

The geographical scope of the Projects is the whole territory of Greece. The proposed grant amount should be within the permissible limits provided in the Call (i.e. 50.000€ to 200.000€) and the proposed implementation period should not exceed 30th April 2024 (last day of eligibility period of the Programme).

¹ Regulation on the implementation of European Economic Area Financial Mechanism (EEA FM), 2014-2021, <https://eeagrants.org/resources/regulation-implementation-eea-grants-2014-2021>

² Regulation on the implementation of European Economic Area Financial Mechanism (EEA FM), 2014-2021, <https://eeagrants.org/resources/regulation-implementation-eea-grants-2014-2021>

Programme Operated by:



Evaluation/Selection

Criteria

Evaluation criteria	Max score	Eliminating criterion
Relevance to the Call Objectives	40	If below 20, the project is automatically rejected
Maturity/feasibility	20	If below 10, the project is automatically rejected
Budget/Cost efficiency	20	If below 10 the project is automatically rejected
Sustainability	10	
Expertise of applicant/ partner	10	
Maximum	100	
Minimum score to be included in the list to be considered by the Selection Committee, also in the reserve list	55	

Analysis of the evaluation & selection criteria for the open call for proposals:

- **Relevance** to the call objectives: Mixed partnership schemes among entities stemming from the public sector (including academic community) and civil society with proposals aiming at the improved strategic and contingency planning. Development of a common approach towards the enhancement of the national asylum and migration management systems. Clear demonstration of the approach to achieve the desired outputs. Methodological adequacy. Compatibility with national and international standards for the reception of vulnerable asylum seekers.
- **Maturity/Feasibility:** Conclusion of preparatory activities linked to the proposed project's initiation. Successful implementation of similar projects. Implementation team competencies. Complementarity of the proposal with projects already implemented by the applicant/partner organization. Competency of partnership. Involvement of affected stakeholders in the design, implementation, monitoring, and evaluation of the project.
- **Budget:** Resource allocation tracking and control (how the funds are allocated). The budget is cost effective in relation to the quality of services offered; budget is realistic and allocated in a way that all outcomes will be met. Ability to absorb project budget.
- **Sustainability:** Financial sustainability of the proposed project for the last year of funding (i.e, until 31.12.2024). Holistic approach that takes into account the continuity of the Project after its completion. Economic and environmental sustainability of proposed project (if applicable).

Programme Operated by:

- **Expertise of applicant/ partner:** Experience in relevant projects, cooperation with public organizations/NGOs as well as experience in supporting vulnerable groups of asylum seekers. Relevance of the applicant/partner past experience of at least two years of running co-financed projects. All criteria can be scored by intervals of 5 (*please see more information on evaluation process*).

Expected outputs

	<u>Description</u>	<u>Indicators</u>	<u>Target</u>
Outcome 2 Improved Strategic and Contingency Planning	Output 2.2: Cooperation on service provision between public institutions and relevant civil society organizations supported	Number of public institutions working in partnership with relevant civil society organisations	2

An indicative, but not exhaustive list of activities that applicants can consider is the following:

- Data analysis on relevant areas of concern.
- Management of referrals.
- Primary health services and medical services and access to the public healthcare system
- Legal counseling and/or legal aid in the procedure for asylum applications or, other legal support towards accessing the Greek legal system.
- Prevention activities and Info sessions on human rights.
- Skills development activities such as provision of Greek language lessons, IT literacy etc.
- Support in accessing public services with referrals or/and escorts (e.g. health, education, legal).
- Intercultural activities, co-organized both with refugee & host community's population.
- Information and support for independent living and navigation into the Greek context, activities to support social inclusion and facilitating the procedure of entering the job market.
- Activities to ensure a safe exit from the center.
- Networking and cooperation activities at local, regional or national level with public entities.
- Contingency planning, risk management techniques and mitigation actions.

The work plan

Constructing the **work plan** is a significant part of developing a project proposal. A well-structured work plan should help a project organize its activities, having a clear and detailed understanding of the actions listed, their duration and their dependencies. In the Application Form, all projects are asked to describe their activities specifying also the involvement of the partners.

Programme Operated by:

Communication and Dissemination activities

Applicants shall include a **Communication Plan** in their project application, with the aim of creating awareness of the programme objectives, any bilateral cooperation with entities in Iceland, Liechtenstein and/or Norway, the implementation, results and the impact of support from the EEA Grants to the project.

The Communication Plan shall include at least the following:

- the aims and target groups, including stakeholders on national, regional and/or local levels and the general public;
- the strategy and content of the information and communication measures, including activities, communication tools and timeframe, having regard to the added value and impact of the EEA and Norway Grants' funding;
- **at least one information activity on progress**, achievements and results in the project, such as a seminar or a conference with stakeholders, a press conference or press event, a launch activity and/or a closing activity for the project.
- **a dedicated reference to the project in the applicant/partner websites with information** in English and Greek; The information of the project must be regularly updated during the project lifetime and shall include information about the project, its progress, achievements and results, the cooperation with other entities, relevant photos, contact information and a clear reference to the Programme and the EEA Grants;
- information on the administrative departments or bodies responsible for implementation of the information and communication measures, including a contact person;

During the project preparation stage, it is important to plan those activities, the financial resources needed for them, as well as relevant indicators for the evaluation of the information and communication activities.

The Project Budget

All applicants shall submit a **project budget**, according to the relevant template (**Annex II**) during the proposal submission process. The total budget must be well-justified and in line with the planned activities, the duration of the project and the allocation of activities between the partners involved.

This implies that the detailed budget is always prepared in close cooperation with the partner(s), and on the basis of the activities necessary to meet the project's objectives and the resources required to carry out these activities within the time allowed. Emphasis at the stage of the project budget formulation should be given to the allocation of activities per partner and therefore the identification of the resources needed by each partner to complete the activities.

The budget submitted must be **realistic** and based on **plausible assumptions**. It should also include all costs exclusively related to the implementation of the project, and should properly reflect all projected expenditures in line with the activities financed. All expenditure submitted to the proposed budget must comply with the general principles of expenditure described in the relevant Chapter (Eligibility of Expenditures).

The budget shall contain the estimated eligible costs, broken down by category and by partner.

Programme Operated by:

The classification of expenditure included in the project budget template should reflect the stipulated requirements in terms of eligible expenditure. **The creation of additional categories in the project budget is not allowed.**

Selection Process

The PO has established a Selection Committee, the role of which is to select which projects shall be funded. The Selection Committee consists of at least three (3) persons with relevant sector experience, proposed by the PO.

Representatives from the FMO, the Donor Programme Partner and the National Focal Point, shall be invited to participate in the meetings of the Selection Committee as observers. Further observers to the meetings of the Selection committee can be invited by the PO, upon request from the FMO. PO shall keep minutes of the Selection Committee meetings and provide a copy to the FMO no later than two (2) weeks after each meeting.

The Selection Committee shall operate in an open, transparent, and accountable manner, and its composition must ensure that due attention is paid to possible areas of conflict of interest.

The Selection Process will be implemented according to the Non-Conflict of Interest Policy. Project selection process will take place in 4 stages.

First stage: PO will review the project applications regarding administrative and eligibility criteria, as listed in the call text. If the submitted proposals do not meet the administrative criteria and the eligibility criteria set, they will be rejected, without being eligible for inclusion in the second evaluation phase. The PO will inform applicants for the reasons for the rejection and will give reasonable time to appeal for the rejection. All other proposals will proceed to the second stage of the evaluation.

Second stage: This stage concerns the evaluation of proposals, based on pre-defined evaluation criteria, which are announced in the text of the call as well as this Guideline. The evaluation will be carried out by independent experts (scorers), one of whom shall be impartial from the PO. Each application for funding would be assessed by two experts, and where the difference in experts' scores is above 30% of the higher score, a third expert shall assess the application. In the case of a third expert scorer, the average score of the two closest scores will count for the ranking. Experts shall justify in writing the scores for each criterion they will evaluate. Once this stage of the evaluation is complete, the PO shall produce a ranking list of proposals on the basis of their average scores.

Third stage: the PO will provide the Selection Committee with the ranking list of project applications, including the name of the applicants, the title of the project and their average score.

The Selection Committee will review the ranked list of project applications and may ask questions if needed to the assessors of the administrative and eligibility criteria of the PO and the evaluators and /or conduct interviews with applicants if necessary. It may modify the ranking in justified cases based on transparent criteria. The justification for the modifications should be detailed and documented in the minutes of the meetings of the Selection Committee. The Selection Committee may decide to approve a project application under conditions. These conditions could relate to reducing the budget, obtaining

Programme Operated by:



clarifications, etc.

All Selection Committee sessions and decisions shall be duly recorded on relevant minutes.

The final recommendation of the Selection Committee for projects to be funded, including a reserve list, will be sent to the FMO for the final approval. This is the last stage of the selection process.

All applicants shall be duly informed about the final decision concerning their application.

Eligibility of Expenditures

Eligible expenditures of projects are those actually incurred by the project promoter or the project partner, which meet the following criteria:

they are incurred between the first and final dates of eligibility of a project as specified in the project contract;

they are connected with the subject of the project contract and they are indicated in the detailed budget of the project;

they are proportionate and necessary for the implementation of the project;

they are used for the sole purpose of achieving the objective of the project and its expected outcome(s), in a manner consistent with the principles of economy, efficiency and effectiveness;

they are identifiable and verifiable, through being recorded in the accounting records of the project promoter/partner and determined according to the applicable accounting standards and generally accepted accounting principles; and

they comply with the requirements of applicable tax and social security legislation,

Expenditures are considered to have been incurred when the cost has been invoiced, paid and the subject matter delivered (in case of goods) or performed (in case of services and works). Exceptionally, costs in respect of which an invoice has been issued in the final month of eligibility are also deemed to be incurred within the dates of eligibility if the costs are paid within 30 days of the final date of eligibility.

The project promoter's internal accounting and auditing procedures must permit direct reconciliation of the expenditures and revenue declared in respect of the project with the corresponding accounting statements and supporting documents.

Direct Expenditure (Art. 8.3 of EEA Grants Regulation³)

1. The eligible direct expenditures for a project are those expenditures which are identified by the project promoter and/or the project partner, in accordance with their accounting principles and usual internal rules, as specific expenditures directly linked to the implementation of the project and which can therefore be booked to it directly. The direct eligible expenditures are:

- a) the cost of personnel assigned to the project, comprising actual remuneration including social security charges and other statutory costs as applicable, provided that this corresponds to the project

³ Regulation on the implementation of European Economic Area Financial Mechanism (EEA FM), 2014-2021, <https://eeagrants.org/resources/regulation-implementation-eea-grants-2014-2021>

- promoter's and project partner's usual policy on remuneration;
- b) travel and subsistence allowances for personnel and volunteers taking part in the project, provided that they are in line with the project promoter's and project partner's usual practices on travel costs;
- c) cost of new or second-hand equipment provided that it is depreciated in accordance with generally accepted accounting principles applicable to the project promoter and generally accepted for items of the same kind. Only the portion of the depreciation corresponding to the duration of the project and the rate of actual use for the purposes of the project may be taken into account by the Programme Operator. In case the Programme Operator determines that the equipment is an integral and necessary component for achieving the outcomes of the project, the entire purchase price of that equipment may be eligible;
- d) purchase of land and real estate under the conditions set in Article 8.6;
- e) costs of consumables and supplies, provided that they are identifiable and assigned to the project;
- f) costs entailed by other contracts awarded by a project promoter for the purposes of carrying out the project, provided that the awarding complies with the applicable rules on public procurement;
- g) costs arising directly from requirements imposed by the project contract for each project.

2. Where the entire purchase price of equipment is eligible in accordance with point (c) of paragraph 1, the project promoter must:

- a) keep the equipment in its ownership for a period of at least five years following the completion of the project and continues to use the equipment for the benefit of the overall objectives of the project for the same period;
- b) continue to use the equipment properly insured against losses such as fire, theft or other normally insurable incidents both during project implementation and for at least five years following the completion of the project; and
- c) set aside adequate resources for the maintenance of the equipment for at least five years following the completion of the project.

The specific means for the implementation of this obligation shall be specified in the project contract. The Programme Operator may release any project promoter from the above obligations with respect to any specifically identified equipment where the Programme Operator is satisfied that, having regard to all relevant circumstances, continued use of that equipment for the overall objectives of the project would serve no useful economic purpose.

3. Where necessary to accommodate the specific circumstances of project promoters or project partners that are international organizations, or bodies or agencies thereof, the provisions on direct eligible expenditure described in this Article may be waived, in agreement with the Financial Mechanism Committee (FMC). Any such waiver shall be explicitly provided for in the project contract and/or partnership agreement.

Indirect Expenditure (Art. 8.5 of EEA Grants Regulation)

1. Indirect costs are all eligible costs that cannot be identified by the project promoter and/or the project partner as being directly attributed to the project but which can be identified and justified by its accounting system as being incurred in direct relationship with the eligible direct costs attributed to the project. They may not include any eligible direct costs. Indirect costs of the project shall represent a fair portion of the

Programme Operated by:



overall overheads of the project promoter or the project partner. They may be identified according to either of the following methods:

- a) based on actual indirect costs for those project promoters and project partners that have an analytical accounting system to identify their indirect costs as indicated above;
 - b) a project promoter and project partners may opt for a flat rate of up to 25% of total direct eligible costs, excluding direct eligible costs for subcontracting and the costs of resources made available by third parties which are not used on the premises of the project promoter or project partner, subject to the calculation of the rate on the basis of a fair, equitable and verifiable calculation method or a method applied under schemes for grants funded entirely by the Beneficiary State for similar types of project and project promoter;
 - c) a project promoter and project partners may opt for a flat rate of up to 15% of direct eligible staff costs;
 - d) in case of projects including a research component, indirect eligible costs may be determined by applying a flat rate of 25% of the total direct eligible costs, excluding direct eligible costs for subcontracting and the costs of resources made available by third parties which are not used on the premises of the project promoter or project partner.
2. In case of project promoters or project partners that are international organizations, or bodies or agencies thereof, indirect costs may be identified in accordance with the relevant rules established by such organizations.

Excluded costs

The following costs shall not be considered eligible;

- a) interest on debt, debt service charges and late payment charges;
- b) charges for financial transactions and other purely financial costs, except costs related to accounts and financial services imposed by the project contract;
- c) provisions for losses or potential future liabilities
- d) exchange losses;
- e) recoverable VAT;
- f) costs that are covered by other sources;
- g) fines, penalties and costs of litigation, except where litigation is an integral and necessary component for achieving the outcomes of the project; and
- h) excessive or reckless expenditure.

Procurement

1. National and European Union law on public procurement shall be complied with at any level in the implementation of the Programmes and the projects.
2. Notwithstanding provisions of national law that exempt NGOs from public procurement, any procurement procedures related to amounts above the European Union thresholds for procurement shall be undertaken in accordance with the applicable laws on procurement without regard for such an exemption.
3. In cases where contracts concluded as part of the implementation of the Programmes fall below the national or European Union thresholds set for public procurement or outside the scope of the

Programme Operated by:



applicable public procurement laws, the awarding of such contracts (including the procedures prior to the awarding) and the terms and conditions of such contracts shall comply with best economic practices, including accountability, allow fair competition between potential providers, for example by way of effective price comparison, and ensure the optimal use of resources from the EEA Financial Mechanism 2014-2021.

4. The highest ethical standards shall be observed during the procurement and execution of contracts. The Programme Operator shall ensure the application of adequate and effective means to prevent illegal or corrupt practices. No offer, gifts, payments or benefit of any kind, which would or could, either directly or indirectly, be construed as an illegal or corrupt practice, e.g. as an inducement or reward for the award or execution of procurement contracts, shall be accepted.

Monitoring, Reporting and Payments

The Project Promoters are expected to design and follow their internal Monitoring & Evaluation frameworks and indicators plan to ensure that the project is adequately monitored and operating in accordance to the national and EEA Grants legal framework. During the project implementation, at quarterly basis and at the end of the project, Project Promoters are expected to report to the Programme Operator on the project progress, results and expenses using the templates the Programme Operator shall provide. In any given situation, the Project Promoters and their partners are subject to the stipulations of the National Management and Control System of the EEA Grants Financial Mechanism 2014-2021.

In addition, the PO will develop an annual monitoring plan pertaining the regular monitoring of the projects. The monitoring framework developed by the PO will focus on the compliance of the projects with the financial and governance procedures and policies applied for the project implementation. administrative checks and desk review of the documentation submitted through the interim progress reports compose the first phase of monitoring review. As a second step, monitoring reviews will be facilitated, in principle, through on-the-spot project verification visits to monitor in issues regarding the physical aspects of the project, and through regular communication.

Upon the completion of a monitoring reviews, the PO will share a monitoring report with the findings and recommendations for action to the Project Promoter giving a short deadline for response (e.g. 10 working days) and e.g. 1 month for compliance.

Failing to comply with the PO recommendations may have implications on the payment flow and continuity of the project implementation.

In case of partnerships, Project Promoter shall perform payments towards the Project Partner. Payments of the project grant shall take the form of advance payments, interim payments and a final payment or the form of reimbursement over incurred expenditure. The methodology followed as well as the amount of advance payment to projects shall be set out in the Partnership Agreement.

Clarification questions and FAQ

The PO Programming and Evaluation Unit will be available to answer the queries from potential applicants and the application process received by email. Programme Operator shall record any enquiry received by the potential applicants and respond in a timely manner. All enquires and the relevant responses shall be

Programme Operated by:



published in Programme Operator's website (www.ydeap.gr) and updated frequently, throughout the submission period.

Programme Operated by:



UDI