



Sub-Granting Authority: **ENGIM (Ente Nazionale Giuseppini del Murialdo)**

First Open Call for Proposals

Guidelines for Applicants

RISE-ALB: Strengthening of Social Entrepreneurship in Albania

Budget Reference: AID 011864

Financed by the AICS – Agenzia Italiana Cooperazione allo Sviluppo

Co-financed by OSCE - Organization for Security and Development in Europe

Deadline for submission of full application:

26 April 2021 at 17:00

NOTICE

This is an open Call for Proposals where all the documents are submitted together.

Projects will be evaluated in a single step, without preselection.

The instructions described in this document will help all the applicants to successfully submit their applications. You can download the Application Package at ENGIM webpage <https://www.engiminternazionale.org/ong/progetti-albania.html> or you can request the package by sending an email to the address: andrea.loiacono@engiminternazionale.org

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1. THE RISE-ALB PROJECT SUB-GRANTING SCHEME

1.1. BACKGROUND

The Project “*RISE-ALB: Strengthening of Social Entrepreneurship in Albania*” (hereafter called “RISE-ALB”), is a project financed by the AICS and implemented by ENGIM in partnership with: AAPSK (Albanian Ministry of Welfare - Confiscated Assets Agency), ALTIS University “Cattolica del Sacro Cuore” of Milan, Idea2020 spin-off of Tuscia University, ART-ER, Consortium Fare Comunità, Libera, Qendra Sociale Murialdo and PartnersAlbania.

The Overall Objective of the Project is to contribute to the sustainable, inclusive and legalistic development of the Albanian economy, promoting entrepreneurship and the reuse of property confiscated from the organized crime.

The Specific Objective is to empower the Albanian social economy through the strengthening of civil society organizations and the creation of social enterprises that ensure the socio-economic inclusion of people belonging to disadvantaged categories (especially women, young people and people with disabilities).

The Project RISE-ALB also contributes to educating the general public in Albania towards the positive impact of correct management of the assets confiscated from organized crime and the damages that an illegal approach has on the long term in terms of competitiveness, employment, and economic development.

The Expected Results are:

1. Improve the effectiveness and inclusiveness of policies in support of social entrepreneurship and the reuse of assets confiscated from the organized crime.
2. Encouraged experimental training and job placement initiatives of disadvantaged people.
3. Strengthen the capacity of civil society organizations in the field of social entrepreneurship.

One of the components of the project RISE-ALB is the sub-granting scheme, which provides financial support to the non-profit organizations in Albania for the implementation and development of their projects based on the social enterprises model. This component is co-financed by OSCE through the project “*Strengthening the fight against transnational organized crime in South-Eastern Europe through improved regional co-operation in asset seizure, confiscation, management and re-use*”.

The Project RISE-ALB is designed and implemented in compliance with the Law no. 10192, date 3.12.2009 “For the prevention and fight from the organized crime and trafficking through preventive measures against assets” and Law no. 34, date 04.07.2019 “For the administration of the confiscated assets”, and the Decision no. 888, date 11.11.2020 “For the determination of the evaluation criteria, method and procedures of giving in use and alienation of confiscated assets”.

1.2. SPECIFICATIONS OF THE CALL FOR PROPOSALS

The **specific objective** of this call for proposals is to support the development of social enterprises in Albania.

The no-profit organization not already recognized as social enterprises, the project proposals should demonstrate the willingness of the Applicant to request the status of social enterprise in the Albanian National Register of Social Enterprises.

The total budget allocated for this call for proposals is EUR 180,000.

The Call for Proposal is divided in two lots.

LOT 1 is for proposals related to social entrepreneurship focused on interventions in the identified asset confiscated from the organized crime.

LOT 2 is open for any proposal in the territory of Albania, more generally for social entrepreneurship and out

of the focus of the assets confiscated from the organized crime.

In the **LOT 1**, 45.000 EUR are financed by OSCE.

LOT1 is based on the Directive No.17, date 03.03.2021 “For making available the confiscated asset with an area of 85 sq, cadastral area 8524, number of propriety 4/216-B, Llagjia “E Re” Elbasan”. Through this call for proposals, the interested CSOs can apply to implement a project supported through the sub-granting scheme of the RISE-ALB project.

More detailed information on the confiscated asset from the organized crime available for the purposes of this Call for Proposals is attached as **Annex G** of these Guidelines.

The above mentioned confiscated asset from the organized crime is under the administration of the AAPSK, the state authority responsible for the administration of the sequestered and confiscated assets from the judiciary according to the provisions of the Albanian legislation.

Based on the Decision on the Inter-Institutional Committee against Organized Crime No.17, date 03.03.2021 “For making available the confiscated asset with an area of 85 sq, cadastral area 8524, number of propriety 4/216-B, Llagjia “E Re” Elbasan”, the AAPSK will sign a Usufruct Contract with the organization awarded within LOT1 through this Call for Proposals. The Usufruct Contract will allow the organization awarded to use the confiscated asset for a period of up to 5 years free of charge, with the possibility of extension of the contract, for the implementation of the project funded through this Call for Proposals and its continuation with the same actions and objective(s).

ENGIM invites all the Albanian Civil Society Organizations (CSOs) that aim to establish or develop social enterprises in compliance with the Albanian law on Social Enterprises (Ligj nr. 65/2016).

The current Call for Proposals seeks to support CSOs active all over Albania (see 2.1 Eligibility criteria).

The specific area of the **LOT 1** is Elbasan where the asset confiscated from the organized crime is located. The project proposals must be related to the above mentioned confiscated asset from the organized crime.

The area for **LOT 2** is all the territory of Albania.

The applicants should clearly indicate in the proposal the ways how they plan to ensure the sustainability of the services/products that will be developed and delivered after the project implementation period.

The creation of local networks and partnerships with different stakeholders in the targeted area, as an indicator of the sustainable re-use of the confiscated asset from the organized crime, is encouraged under this call for proposals.

The inclusion of the following aspects shall be considered a value added elements:

1. Participation in the training organized by ENGIM about capacity building for Social Enterprises.
2. Reconstruction and refurbishment details plan (if any), as requested in the Application Form, **ANNEX A**, Section 3 and Section 8.

1.3. FINANCIAL ALLOCATION PROVIDED BY THE SUB-GRANTING AUTHORITY

The overall indicative amount available under this Call for Proposals is EUR 180.000. The Sub-Granting Authority reserves the right not to award all available funds.

Size of Sub-Grant: The **project grant** (co-funding not included) for any sub-grant requested under this Call for Proposals must fall between the following minimum and maximum amounts:

| | Minimum amount (EUR) | Maximum amount (EUR) |
|--------------|----------------------|----------------------|
| LOT 1 | 70.000 | 90.000 |

| | | |
|--------------|--------|--------|
| LOT 2 | 25.000 | 30.000 |
|--------------|--------|--------|

The sub-grant authority reserves the right to shift part of the fund from one lot to another.

All applicants shall clearly identify on the application form the LOT under which is submitted its proposal. Project results shall be indisputably inscribed within one LOT.

If the allocation indicated cannot be used due to insufficient quality or number of proposals received, the sub-grant authority reserves the right to re-allocate the remaining funds to a second call.

Number of Projects financed under this Call for Proposals:

Under this Call, will be awarded one project for the **LOT 1** and at least three projects for the **LOT 2**.

Co-funding: Each applicant should provide as co-funding a minimum 5% of **each grant**.

2. RULES FOR THIS CALL FOR PROPOSALS

These guidelines set out the rules for the submission and selection of the operations financed under this Call.

2.1. ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

- Applicants, the entity submitting the Application form and Partners (2.1.1)
- Operations for which a sub-grant may be awarded (2.1.2)
- Costs that may be taken into account in setting the amount of the sub-grant (2.1.3)

2.1.1. THE ELIGIBILITY OF APPLICANTS AND PARTNERS (IF ANY)

In order to be eligible for a sub-grant, the applicant must:

- 1) Be legal person;
- 2) Be established as civil society organization, registered as OJF (no profit organization), according to the Albanian legislation;
- 3) Have the headquarter in the territory of Albania;
- 4) Acting in the territory of Albania.

The Applicant may act alone or with Partner(s).

Potential Partners must satisfy the eligibility criteria (1); (2); and (4). Their costs are not eligible in the same way as those incurred by the Applicant (See section 2.1.3. The Eligibility of Costs). The partners' activities will not manage the resources of the budget. The Partner(s) will participate to the project:

- by receiving economic compensations for the provision of know-how (operational knowledge and skills needed to carry out some activities);
- by being patron (symbolic form of participation and expression of appreciation);
- by providing goods and services not economically evaluated.

Due to the rules of conflict of interest, entities that are already partner in the project RISE-ALB are excluded from this call for proposal.

Due to the specifications of the call, the Sub-Granting Authority will accept the following applications:

- An organization may submit only **1** application under this Call for Proposals as Applicant and **1** as Partner.
- An application may not have more than **1** Applicant.

2.1.2. ELIGIBILITY OF OPERATIONS

Duration: The duration of the project awarded under this call for proposals may not exceed 12 months¹.

Location:

LOT 1: Projects implemented in: Elbasan (where the asset confiscated is physically located: see the General Description of the Confiscated Asset in *Annex G*).

LOT 2: All Albania.

Specific objective: The specific objective of the project must be in compliance with the specific objective of the call “support the development of social enterprises in Albania”.

The proposed projects should focus on the objectives set out in section 1.2.

Types of actions: The proposed projects could include, but not limited to the following types of actions:

- Activities that offer social services for persons in need, especially those affected or endangered by crime;
- Activities related with profitable services delivered also through the employment of victims of trafficking in human beings, users of narcotic substances, victims of homophobic bullying and violence, as well as for homeless, elderly and other vulnerable groups;
- Activities that promote the community mobilization, citizens’ actions and education about legality against the organized crime;
- Activities that guarantee the sustainable re-use of the confiscated asset by introducing economically sustainable social enterprises (ONLY for LOT 1).
- Activities that support the protection of social, economic, legal and cultural rights, especially for groups particularly vulnerable to discrimination, such as the poor, women, children, migrants, refugees, people belonging to minorities and LGBTQI+;
- Activities that develop CSOs' financial sustainability by using innovative approaches, social business, partnerships with private businesses and media;
- Activities that promote human rights awareness raising, including engaging youth, through innovative ideas;
- Activities that provide opportunities for targeted vulnerable groups to achieve equal access to education, health, employment and other social services;
- Activities that promote innovative approaches in addressing economic empowerment, participation in decision making, through social enterprise models;
- Activities that promote the reintegration of targeted groups, through facilitating access to vocational training linked to the real market needs through increased contacts with the private sector facilitating

¹ The project funded through the RISE-ALB Project Sub-granting Scheme should be maximum 12 months. For the project regarding LOT1 a Usufruct Contract will be signed between the awarded organization and the AAPSK for a longer period, up to 5 years.

internship and employment opportunities.

Non-eligible actions: The following types of actions are ineligible for this financial support:

- Projects which consist entirely, or in most part of infrastructure reconstruction and/or purchase of equipment (see 2.1.3);
- Actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses (see 2.1.3);
- Actions concerned only or mainly with individual scholarships for studies or training courses;
- Actions addressing issues only or mainly of community awareness and/or advocacy campaigns;
- Projects which consist entirely, or in most part, of preparatory works or studies (see 2.1.3);
- Projects supporting political parties or illegal activities, and religious activities;
- Core funding of the applicants or its partners;
- Deficit funding and capital endowments;
- Financial subventions to other organizations;
- Purchase of land, building and offices;
- Retroactive financing for projects that are already in implementation or completed;
- Actions taking place outside Albania.

Financial support to third parties: under this call, Applicants may not provide financial support/sub-grants to other third parties.

Procurement procedures: Procurement procedures, when needed, must award the most economically advantageous offer, respecting the principles of transparency and equal treatment of potential contractors and ensuring that there is no conflict of interest.

Monitoring and Evaluation: The Sub-Granting Authority reserve the right to carry out the monitoring and the evaluation for all the approved projects during the implementation phase.

Visibility: The Applicants must take all necessary steps to publicize the fact that the AICS is funding the action through the RISE-ALB project.

For the LOT 1, Applicants should also publicize OSCE as a donor.

The projects that are wholly or partially funded by the AICS must incorporate information and communication activities designed to raise the awareness of specific or general audiences of the reasons for the project activities and the AICS support in the local or region concerned, as well as the results and the impact of this support. Applicants must comply with the objectives and priorities and guarantee the visibility of the AICS financing (see the Communication and Visibility Manual for AICS external actions specified and published at: https://www.aics.gov.it/wp-content/uploads/2018/11/Linee-Guida-Comunicazione_esterna_2018.pdf

2.1.3. ELIGIBILITY COSTS

Only ‘**eligible costs**’ can be covered by the grant. The categories of costs that are eligible and non-eligible are

indicated below.

The reimbursement of eligible costs may be based on the agreed budget specified in units and unit costs.

In *Annex B “Budget Proposal Form”* the Applicant must describe the information and methods used to establish the amount of the unit costs to which costs refer.

At the contracting phase, the Sub-Granting Authority decides whether to accept the proposed amounts on the basis of the provisional budget submitted by the Applicant.

The award of a sub-grant is always subject to the condition that the checks preceding the signing of the contract do not reveal problems requiring changes to the budget (such as arithmetical errors, inaccuracies, unrealistic costs and ineligible costs). The checks may give rise to requests for clarification and may lead the Sub-Granting Authority to impose modifications or reductions to address such mistakes or inaccuracies. It is not possible to increase the sub-grant awarded or the percentage of the co-funding as a result of these corrections.

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

Eligible costs:

Eligible costs are actual costs incurred by the Beneficiary (Applicant awarded with a sub-grant) starting from the signature of the contract.

All the invoices should be dated within the project duration and they must be paid at maximum 20 days after the end of the project.

Eligible costs must meet all the following criteria:

- Costs related to activities performed during the implementation period;
- Costs related to supplies shall include the cost of the delivery and the installation. Signature of a contract, placing of an order, or entering into any commitment for expenditure within the implementation period for future delivery of services, works or supplies after the expiry of the implementation period do not meet this requirement;
- Costs indicated in the overall budget for the Project;
- Costs necessary for the implementation of the Project;
- Costs related to “human resources” must not exceed the **20% of the total grant** of the project (for both LOT 1 and 2). Costs for “human resources” must be included only when are fully involved in all the phases of the project implementation. Other costs related to project staff appointed only in specific activities must be included in the activity costs. The costs for human resources may refer to the gross salaries (i.e. net wages, personal income tax, costs in compliance with the requirements of applicable tax and social legislation);
- Costs of “refurbishment, equipment and supplies” must not exceed the **40% of the total grant** of the project (for both LOT 1 and 2);
- Costs related to “other costs and services” must not exceed the **5% of the total grant** the project (for both LOT 1 and 2);
- Overhead costs must not exceed the **6% of the total grant** the project. Overhead costs may include: office rent, consumables and utilities (mobiles and internet), bank charges included bank account maintenance costs and bank guarantees cost (considering that the construction contracts foresee a 5% of deposit, that has to be paid after 1 year from the acceptance testing, the bank guarantee costs can be reported as expenditure);
- Costs of supervision (max 3% of the costs of the reconstruction without VAT) and acceptance testing of the reconstruction (max 1% of the cost of the reconstruction without VAT);

- Legal authorizations and urbanization duties as cost included for the refurbishment;
- Costs identifiable and verifiable, in particular being recorded in the accounting record of the Beneficiary and determined according to the accounting standards and the usual cost accounting practices;
- Costs in compliance with the requirements of applicable tax and social legislation;
- Personal Income Tax (TBF) for contract services;
- Value Added Tax (VAT);
- Costs reasonable, justified and in compliance with the requirements of good financial management, in particular regarding economy and efficiency;
- Venue rent costs for events, seminars, conferences, and training;
- Postal costs, such as stamps, telegrams, express courier services are eligible for the period and for activities related to the project. They must be directly linked with the project's actions;
- Publications (including advertisements, if any); studies, research; translation, interpreters, external evaluation entrusted to third parties which are fully subcontracted. These costs are eligible for services for which the implementing body does not have specific know-how;
- Per diems cover accommodation, meals and local travel within the place of mission is applicable the rate of per diems in accordance with the rate scales published by Albanian Council of Ministers nr. 997, date 10.12.2010;
- Costs for remote conferencing platforms (i.e. Zoom, Meet, Teams) are eligible for the period and for the activities related to the project;

Ineligible costs. The following costs are not eligible:

- purchase, rent or leasing of land and existing buildings, unless the offices have to be rented explicitly to allow for the implementation of the operation (to be demonstrated by the applicant);
- Costs related to the reconstruction design;
- Lump sums and/or flat-rates;
- Customs and import duties, or any other charges;
- Fines, financial penalties and expenses of litigation;
- Second-hand equipment;
- Conversion costs, charges and exchange losses, as well as other purely financial expenses;
- Contribution in kind;
- Any leasing costs;
- Depreciation costs;
- Debts and debt service charges;
- Provisions for losses or potential future liabilities;

- Debts and debt service charges (interest);
- Costs declared by the beneficiary and covered by another action or work program;
- Credit to third parties;
- Taxes, except for the VAT, unless the following conditions are fulfilled: a) they are not recoverable by any means; b) it is established that they are borne by the final beneficiary and c) they are clearly identified in the project proposal;
- Auditing, annual financial statements as required to the OJF by public institutions;
- Costs for categories not foreseen in the budget and/or not consistent with the project;
- Costs supported by documents not in line with the fiscal law;
- Expenditures made outside Albania;
- Expenses for the purchase of furniture strictly personal and non-transferable to beneficiaries;
- Representation costs (i.e. dye works and comfort goods).

2.2. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

The Application package must be submitted in accordance with the instructions provided in this Call for Proposals and in the Grant Application Form annexed to these Guidelines (*Annex A*).

Applicants must prepare and submit their applications in **English language**.

Any error or major discrepancy related to the points listed in the instructions in the application form (e.g. if the amounts in the budget worksheets are inconsistent) may lead to the rejection of the application.

Hand-written applications will not be accepted.

The project proposal should be prepared following closely the application guidelines and the published formats (the application form; budget; logical framework, etc.). It is therefore of utmost importance that these documents contain all the relevant information concerning the project.

Documents to be completed:

| | |
|----------|--------------------------------------|
| Annex A: | Grant Application Form (Word Format) |
| Annex B: | Budget Proposal Form (Excel Format) |
| Annex C: | Logical Framework Form (Word Format) |
| Annex E: | Legal Entity Sheet |
| Annex F: | Financial Identification Form |

2.3. SUPPORTING DOCUMENTS

The Applicant and the partners (if any) must submit the following supporting documents with the application:

- 1) Court decision (copy);
- 2) Statute and the Establishment Act of the organization (copy);
- 3) Tax Office registration (NIPT) (copy);
- 4) Certificate of tax payment obligations (no debt) (original or copy);
- 5) Latest two (2) Financial Statements of the organization (copy);
- 6) Document issued by the Court and the Prosecution certifying that the organization has no pending cases,

no older than 3 months (original or copy)

2.4. WHERE AND HOW TO SEND APPLICATIONS

Applications must be submitted in **one** original and **three** copies in A4 size, each bound and enclosed in separate envelopes where the name of the applicant organization, the title of the project proposal, and specifically “Original” and/or “Copy” is written. The three copies must contain all the documents as the one in original (all *ANNEX A, B, C, E, F* and all the supporting documents).

The complete application form (*ANNEX A*), budget (*ANNEX B*) and logical framework (*ANNEX C*) must also be supplied in electronic format (CD-Rom). Each ANNEX must not be split into several different files. The electronic file may contain **exactly the same** application (*ANNEX A, B, C, E, F*) delivered as the paper version enclosed. The supporting documents must not be included in the electronic version.

The Checklist for the Grant Application Form (Section 15 of the *ANNEX A, Grant application form*) and the Declaration by the Applicant and the Partner Mandate, if any (Section 16 and 17 of *ANNEX A, Grant Application Form*) must be completed and enclosed in the envelope.

The outer envelope must bear:

- 1) the reference number of the Budget reference (**AID 011864**);
- 2) the name of the Applicant organization;
- 3) the title of the submitted Proposal;
- 4) the address of the Applicant;
- 5) the words “Not to be opened before the opening session”.

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

Postal address:

ENGIM

Llagja 29 Nentori, Rruga Mihal Jano, Pallati Arditi 06, Third Floor, 9300, Fier, Shqipëri.

(Google maps@ coordinates 40.7305724 N, 19.5601095 W)

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

Applicants must verify that their application is complete using the Checklist of the Grant Application Form. Incomplete applications will be rejected.

2.5. DEADLINE FOR SUBMISSION OF APPLICATIONS

The deadline for the submission of applications is **26 April 2021, 17:00 hrs local time.**

In case of private courier service, the submission of the Application will be evidenced by the date of the arrival of the dispatch.

In the case of hand-deliveries, the submission of the Application will be evidenced by the signed and dated receipt.

Any application submitted after the deadline will automatically be rejected.

2.6. FURTHER INFORMATION ABOUT APPLICATIONS

Questions may be sent by e-mail **no later than 10 days before the deadline** for the submission of applications to the below address, indicating clearly the reference of the Call for Proposals:

Email address: andrea.loiacono@engiminternazionale.org

ENGIM as the Sub-Granting Authority has no obligation to provide clarifications to questions received after this date.

Questions that may be relevant to other applicants, together with the answers, will be published on ENGIM website: <https://www.engiminternazionale.org/ong/progetti-albania.html>.

It is therefore advisable to consult the above mentioned website regularly in order to be informed about the questions and answers published.

2.7. EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by the RISE-ALB Project Sub-Granting Evaluation Committee. All the project proposals submitted by applicants will be assessed according to the following steps and criteria.

STEP 1: OPENING & ADMINISTRATIVE CHECKS

The following elements will be assessed:

- Compliance with the submission **DEADLINE**. If the deadline has not been met, the application will automatically be rejected.
- Incomplete applications will be rejected.

STEP 2: VERIFICATION OF THE ELIGIBILITY OF THE APPLICANTS, OF THE OPERATIONS AND THE COSTS.

Verification of the eligibility of the Applicants (see Section 2.1.1):

For the LOT 1, the AAPSK will evaluate the Applicant and Partner's eligibility by the Albanian law against organized crime. If inconsistencies on this condition arise during the check, the application may be rejected on that sole basis and the application will not be evaluated further.

The Declaration by the Applicant (Section 16 of *ANNEX A, Application Form*) will be cross checked with the supporting documents provided by the Applicant. Any missing supporting document or any incoherence between the Declaration by the Applicant and the supporting documents may lead to the rejection of the application on that sole basis.

The eligibility of Applicants will be verified according to the criteria set out in section 2.1.1 of the guidelines. 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.

Verification of the eligibility of the Operations (see Section 2.1.2):

The eligibility of the operations will be verified through the information provided in section 2 of the *ANNEX A (Application Form)*.

If any of the requested information is missing or is incorrect, the application may be rejected on that **SOLE** basis and the application will not be evaluated further.

Verification of the eligibility of the Costs (see Section 2.1.3):

The eligibility of the costs will be verified through the information provided in the *ANNEX B (Budget)*.

If any of the requested information is missing or is incorrect, the application may be rejected on that **SOLE** basis and the application will not be evaluated further.

The Evaluation Committee reserves the right to reject the Application, in the next step of the project's evaluation, if will be found ineligibility of the operations and the costs.

After the evaluation of eligibility, the Sub-Granting Evaluation Committee then will proceed with the step 3.

STEP 3: EVALUATION OF THE FULL APPLICATION

The quality of the applications, including the proposed budget and the capacity of the Applicants, will be evaluated using the evaluation criteria in the evaluation grid below. There are two types of evaluation criteria:

- **The selection criteria** help to evaluate the applicants' operational capacity and financial capacity and to ensure that they:
 - have stable and sufficient sources of finance to maintain their activity throughout the proposed action and, where appropriate, to participate in its funding;
 - have the management capacity, professional competencies and qualifications required to successfully complete the proposed action.

- **The award criteria** help to evaluate the quality of the applications in relation to the objectives and priorities, and to award grants to projects which maximize the overall effectiveness of the Call for Proposals. They help to select applications which the Sub-Granting Authority can be confident will comply with its objectives and priorities. They cover the relevance of the project proposal, 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.

| SELECTION | MAXIMUM SCORE |
|--|---------------|
| 1. RELEVANCE - section 4 and 5 of the ANNEX A | 20 |
| 1.1. How relevant is the proposal to the objectives and specifications of the Call for Proposals? | 5x2* |
| 1.2. How relevant is the proposal to the needs and constraints of the target-groups and beneficiaries involved in the project? Have their needs been clearly defined and does the proposal address them appropriately? | 5x2* |
| 2. Financial and operation capacity of the applicant to implement the project proposal - section 14 of the ANNEX A | 15 |
| 2.1. Does the Applicant have sufficient proven experience in the management of similar types of actions proposed? Does the Applicant have sufficient experience and capacities in the management of projects of comparable grant size? | 5 |
| 2.2. Does the staff proposed have sufficient technical expertise and capacities to implement the project? | 5 |
| 2.3. Does the Applicant have operational systems in place (administrative and financial rules and procedures) that support the successful management of the project? | 5 |
| 3. Effectiveness and feasibility of the action - section 3, 6, 7, 8, 9, 10 of the ANNEX A and ANNEX C | 25 |
| 3.1. Are the activities proposed appropriate, practical, and consistent with the objectives and expected results? | 5 |
| 3.2. Is the action plan clear and feasible? Is the reconstruction and refurbishment plan sufficiently detailed (if any)? | 5 |
| 3.3. Does the proposal include SMART indicators (specific, measurable, attainable, reachable, and time-bound) for measuring impact and success? | 5 |

| | |
|---|------------|
| 3.4. Does the project promote the involvement, contribution, and participation of different local stakeholders at a satisfactory level? | 5 |
| 3.5 Does the project have a clear and relevant visibility that enables the promotion and replication of the model? | 5 |
| 4. Sustainability of the project - section 11 of the ANNEX A | 25 |
| 4.1. Is the project likely to have a tangible impact at social level on its target-groups and beneficiaries (<i>does the project impact positively the involved area and the local community and this impact is clearly described and measured?</i>)? | 5 |
| 4.2. Are the expected results of the proposed project financially sustainable? (<i>how will the activities be self-financed and/or financed after the funding ends?</i>) | 5x2* |
| 4.3. Are the expected results of the project institutionally sustainable? (<i>will the structures allowing the activities to continue be in place at the end of the project? Will there be local "ownership" of the results of the action?</i>) | 5 |
| 4.4. Are the activities proposed for the sustainability of the project realistic and coherent? | 5 |
| 5. Budget and cost-effectiveness of the action – ANNEX B | 15 |
| 5.1. Are the activities properly reflected in the budget? | 5 |
| 5.2. Is the ratio between the estimated costs and the expected results satisfactory? | 5 |
| 5.3. Are the justifications of the budget line appropriately specified? | 5 |
| MAXIMUM TOTAL SCORE | 100 |

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

Provisional selection:

One evaluation chart will be drawn up listing the applications ranked according to their score and within the limits of the funds available. The application with the highest score for the LOT 1 and at least the three applications with the higher scores for the LOT 2 will be provisionally selected. In addition, a reserve list will be drawn up following the same criteria.

STEP 4: NOTIFICATION ON THE SUB-GRANTING AUTHORITY DECISION

The applicants will be informed in writing of the Sub-Granting Authority’s decision concerning their application and, if rejected, the reasons for the negative decision. This letter will be sent by e-mail.

An Applicant believing that it has been harmed by an error or irregularity during the award process may lodge a complaint within 5 (*five*) working days from the day when the rejection e-mail has been received. The sub-granting Evaluation Committee will consider the complaints. The complaints will be answered within 5 (*five*) working days from the receipt of the complaint.

STEP 5: CONTRACTING STAGE

The contracting process will undergo the following steps:

1) Negotiations.

Prior to signing the contract, the Sub-Granting Authority reserves the right to negotiate with the applicant in order to:

- Ensure cost efficiency of the action;
- Ensure a fair balance between operational and non-operational costs: Costs of reconstruction and/or purchase of equipment must not exceed the 40% of the total grant of the project and costs related to human resources must not exceed the 20% (subtotal 1 of **ANNEX B**) of the total grant of the project;
- Reflect real market costs;

- Reflect costs in accordance with proposed activities.

The negotiation should in no way change the substantial part of the proposed action, but rather to be in line with the administrative/financial/programmatic rules of the Sub-Granting Authority.

2) Only for LOT 1: Signing of the Usufruct Contract with the Agency for the Administration of the Sequestered and Confiscated Assets (AAPSK). Prior to signing the contract with the Sub-Granting Authority, the selected Applicant will sign a Usufruct Contract with the AAPSK for the re-use of the confiscated asset free of charge for a period of up to 5 years. The signing of the Usufruct Contract will be facilitated by the Sub-Granting Authority and is based on the Decision of the Inter-Institutional Committee Against Organized Crime, No.17, date 03.03.2021.

3) Upon finalization of the above points, the sub-granting contracts will be signed between the applicants and the Sub-Granting Authority.

The grant will be paid as following:

- 60% of the total amount of the grant in advance payment and after the signature of the sub-granting contracts between the applicants and the Sub-Granting Authority;
- 30% of the total amount of the grant, only if the 80% of the first installment will be reported and then validated by the Sub-Granting Authority.
The first financial and narrative report should be sent no later than 20 days after the sixth month of the project and then validated by the Sub-Granting Authority no later than 20 days after the submission of the report by the Implementing body.
- 10% of the total amount of the grant, at the end of the project, only if the 100% of the grant will be reported and then validated by the Sub-Granting Authority.

The grant’s installments will be paid in EUR.

3. INDICATIVE TIMETABLE OF THE PROCESS

| | DATE | TIME |
|--|----------------------|--|
| Official Public Launch of the Call for Proposals | 26 March 2021 | - |
| Online information session | 07 April | 10:00 – 11:30 |
| First visit to the confiscated asset in Elbasan and visit to the KeBuono Social Pastry in Fier* | 09 April | 10:00 – 11:30 12:30 – 14:00 |
| Second visit to the confiscated asset in Elbasan and visit to the KeBuono Social Pastry in Fier* | 15 April | 10:00 – 11:30 12:30 – 14:00 |
| Deadline for requesting any clarifications from the Sub-granting Authority | 16 April | 17:00 |
| Last date on which clarifications are issued by the Sub-Granting Authority | 22 April | 17:00 |
| Deadline for submission of Applications | 26 April | 17:00 |
| Information of applicants on the evaluation of the application | 14 May | - |
| Notification of award | 28 May | - |
| Contract signature | 03 June | - |

** Interested organizations to participate in the online information session or in the visit the confiscated asset in Elbasan and visit to the KeBuono Social Pastry in Fier, should express their interest via mail at andrea.loiacono@engiminternazionale.org at least three days before the events in order to have more detailed information.*