



PROGRAMUL DE COOPERARE ELVEȚIANO-ROMÂN
SWISS-ROMANIAN COOPERATION PROGRAMME

Thematic Fund Partnership and
Expert Fund

Partnership Block Grant

Guidelines for Applicants

Call for proposals

May 2012

KEK-CDC Consultants, Universitatstrasse 69, CH-8006 Zurich
CSDF, 2K Splaiul Independentei, Entrance 1, 4th floor, Bucharest 3, Romania
REPF, 530120 Miercurea Ciuc, Str. Arsenalului nr. 13, Romania

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Abbreviations

AA	Activity Agreement
CHF	Swiss Franc
CSDF	Civil Society Development Foundation
CSO	Civil Society Organisation
EA	Executing Agency
EEA	European Economic Area
EF	Expert Fund
EFTA	European Free Trade Association (Iceland, Lichtenstein, Norway, Switzerland)
EU	European Union
GEC	Grant Evaluation Committee
KEK-CDC	KEK – CDC Consultants
NCU	National Coordination Unit
NGO	Non-Governmental Organisation
PF	Partnership Fund
REPF	Romanian Environmental Partnership Foundation
SCO	Swiss Contribution Office, Bucharest
SDC	Swiss Agency for Development and Cooperation
SIB	Swiss Intermediate Body
SteeCom	Steering Committee
VAT	Value Added Tax

1 General Information about the Programme

The Swiss-Romanian Cooperation Programme is a part of a non-refundable aid offered by the Swiss Federal Council to 12 European member states who joined between 2004 and 2007. Switzerland's support is an expression of solidarity with new EU member states and puts the ground work for stable economic and political connections with these countries.

The Swiss-Romanian Cooperation Programme aims to:

- contribute to the reduction of economic and social disparities between Romania and more advanced countries of the enlarged European Union, and
- contribute within Romania to the reduction of economic and social disparities between the dynamic urban centers and the structurally weak peripheral regions.

The Swiss contribution is an important element of the bilateral relations between Switzerland and Romania. The Swiss-Romanian Cooperation Programme shall enhance the visibility of bilateral relations and provide room for a good use of Swiss knowledge and expertise. Supporting measures in the Swiss-Romania Cooperation Programme shall pursue a sustainable, economically and socially balanced development.

The Swiss-Romanian Cooperation Programme is guided by the following principles: transparency, social inclusion, equal opportunities and rights, environmental sustainability, commitment to all actors involved, subsidiarity and decentralization.

Under this Programme different financing instruments have been set up. This guideline for applicants is related to the Partnership Block Grant for the financing of joint projects of institutional partnerships. This is the first round of Calls for Proposals and it is estimated that a second round will be launched in 2014.

In 2011, the Swiss Agency for Development and Cooperation (SDC) selected a consortium formed by **KEK-CDC Consultants** (www.kek.ch), **Civil Society Development Foundation** (www.fdsc.ro) and **Romanian Environmental Partnership Foundation** (www.repf.ro) as the Swiss Intermediate Body for managing and administrating the Partnership and Expert Fund.

The Partnership Block Grant is an instrument within the Thematic Fund Partnership and Expert Fund (TF PF & EF).

2 Objectives of the Partnership Block Grant

The **general objective** of the Partnership Block Grant for financing joint projects of institutional partnerships is to promote and/or enhance institutional partnerships between Romanian and Swiss partners in order to contribute to the solution of specific development challenges, to strengthen the capacities and structures of the Romanian institutional partners, to benefit from Swiss added value and to contribute to the strengthening of the partnerships. In particular partnerships based on personal engagement and voluntary commitment should be honoured and strengthened.

Priorities shall be given to institutional partnerships between Romanian and Swiss non-profit organizations, governmental and other public organizations, territorial entities and social partners that tackle relevant development challenges.

The achievements of the projects should contribute to the following **programme indicators**. Please note that the selection of the indicators to be used will be made depending of the project and also that additional indicators could be proposed.

- Enhanced quality of partnerships between Swiss and Romanian institutions
- Most significant change based on Swiss knowledge and expertise
- Most significant insight Swiss partners gained through engagement
- Proportion of Swiss financing per Romanian partner
- Number of people (men/women) that benefited from Swiss knowledge and expertise
- Level of exchange (number of persons, ideas, tools, frequency of exchange visits)
- Level of cooperation in local networks
- Number of partners on the Romanian and Swiss side
- Number of workshops for good practice and learning transfer

Financial allocation provided

The overall indicative amount available under the first round is **CHF 2,500,000** (CHF 1,000,000 for small grants and CHF 1,500,000 for large grants).

Under this Call for Proposals, two types of projects are envisaged, taking into consideration the granting amount, respectively:

SMALL GRANTS:	minimum:	CHF 10,000
	maximum:	CHF 100,000

LARGE GRANTS:	minimum:	CHF 100,001
	maximum:	CHF 250,000

The grant for the implementation of activities shall cover **a maximum of 85%, respectively 90%** of total eligible costs, borne in Swiss Francs (CHF), according to the type of the applicant, as follows:

- if the applicant is a public institution/authority/territorial entity, it will receive a grant amount equivalent to maximum 85% of total eligible costs;

- if the applicant is a NGO/social partner, it will receive a grant amount equivalent to maximum 90% of total eligible costs.

The applicant (further grant beneficiary/ Executing Agency) shall be fully aware that it must bring its own contribution during the project implementation period of at least 15%, respectively 10% of total eligible costs, according to its type. The co-financing contribution can be from its/their own resources (and/or partners') or from other funding¹.

Own contribution could be totally in cash (meaning cash payments, bank transfers, card payments and other financial instruments) or partially in-kind. The in-kind contribution cannot exceed 5% of the total eligible costs of the project. In-kind contribution may take the following forms: work done on a voluntary basis², amortization of tangible assets (office equipment, technical installations, furniture and vehicles) required for providing project related services.

Out of the total grant amount, a percentage of **minimum 51% must be allocated to the Romanian party** (applicant and, if the case, Romanian partner/s).

Number of proposals and grants per applicant

An applicant may **submit only 1 (one) proposal** per Call for Proposals, either for small grants or for large grants.

¹ From other sources than Swiss funds, EU funds, EEA and Norway Grants.

² In order to determine the work done on a voluntary basis, the time spent in project implementation (in hours/days) and the income that could be earned by a person employed on a similar position (preferably at the same organisation) shall be taken into account.

3 Rules for this Call for Proposals

3.1 Eligibility criteria

3.1.1 For the applicant

In order to be eligible for a grant, the potential applicants may be:

- non-governmental and non-profit organisations, with a legal status and the headquarters in Romania, organised and managed according to the Romanian enforced laws regarding the NGOs, respectively: association, foundation, federation constituted according to the provisions of GO 26/2000 or the Law 21/1924 regarding associations and foundations, with subsequent modifications and completions;
- Romanian local and central public authorities, public institutions/agencies, deconcentrated public services at a local level, education institutions, research institutes with a non-profit profile;
- Romanian territorial entities that could be represented by local authorities;
- Romanian social partners meaning nationally recognized and representative trade unions, employers' organisations.

In addition to the criteria mentioned above, the potential applicants must also:

- have legal personality, be managed and organised according to the Romanian enforced laws **and**
- be able, according to their statutes/regulations, to act in the domain addressed by the project **and**
- be directly responsible for the preparation and management of the project with their partners, not acting as an intermediary.

Non eligible applicants are in particular political parties, religious structures (religious denominations, religious associations etc.), as well as natural persons.

Potential applicants **may not participate** in this Call for Proposals **or be awarded grants if**:

- (a) they are bankrupt, are entered in judicial administration or are under liquidation, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) they are guilty of grave professional misconduct proven by any means which the Swiss Intermediate Body can justify;
- (c) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes to the state budget in accordance with the legal provisions of the country in which they are established;
- (d) they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to financial interests, without evidence of substantial correction measures taken in the past years;

- (e) they have been declared to be in serious breach of contract for failure to comply with their contractual obligations in connection with a procurement procedure or other grant award procedure financed by the Swiss Government or other international donors;
- (f) they are subject to a conflict of interests with the organizations or persons who are directly or indirectly involved in the grant award procedure;
- (g) they are guilty of misrepresentation in supplying the information required by the Swiss Intermediate Body as a condition of participation in the Call for Proposals or fail to supply these information.

Each applicant must submit a Declaration of eligibility (Annex III) stating that the applicant and partner/s do not fall under any of the above listed situations from (a) to (f). The Declaration of eligibility shall be filled in, signed, stamped and dated and submitted together with the application.

3.1.2 Partnerships and eligibility criteria for the partner/s

Under this Call for Proposals it is **mandatory to have partner/s from Switzerland**, given the objectives set for the Partnership Block Grant.

In order to be eligible, the Swiss partner/s may be:

- non-governmental and non-profit organisation/s, such as associations and foundations organised and managed according to the enforced laws from the country of origin;
- governmental and public organisation/s (e.g. educational, cultural institutions or health organisations);
- territorial entities such as cantons and communes;
- social partners (nationally recognized and representative trade unions, employers' organisations).

All partners from Switzerland involved in the project must be legally constituted, be non-profit, act in the domain addressed by the project and develop relevant activities within the project. The application should clearly show the value added for both sides as a result of the implementation of the project.

Non eligible partner/s from Switzerland includes:

- political parties,
- religious structures (religious denominations, religious associations etc.),
- natural persons,
- non-governmental organizations that receive regular programme credit from the Swiss Agency for Development and Cooperation (SDC)³,
- non-governmental organizations whose core business is international cooperation.

Besides the compulsory partnership, the applicant may have as well Romanian partner/s such as:

³ Please refer to http://www.deza.admin.ch/en/Home/About_SDC/Invitations_to_tender/Contributions_for_NGO

- non-governmental and non-profit organisations with the headquarters in Romania, organised and managed according to the Romanian enforced laws regarding the NGOs, respectively: association, foundation, federation constituted according to the provisions of GO 26/2000 or the Law 21/1924 regarding associations and foundations, with subsequent modifications and completions;
- local and central public authorities, public institutions/agencies, deconcentrated public services at local level, education institutions, research institutes with a non-profit profile;
- Romanian territorial entities that could be represented by local authorities such as city halls, local councils, county councils represented by their heads,
- social partners, meaning nationally recognized and representative trade unions, employers' organisations.

In addition, the Romanian partner/s **must also**:

- have legal personality, be managed and organized according to the Romanian enforced laws, and
- be able, according to their statutes/regulations, to act in the domain addressed by the project.

The supplementary conditions regarding the eligibility of the applicant are also applicable to all partner/s, see conditions from (a) to (g) above.

It is required that partnership agreement/s to be signed by all organizations involved in the implementation of the project, showing the role and responsibilities of each party. The applicant may sign partnership agreement/s with each of the partner/s or one partnership agreement with all the organizations involved. The partnership agreement/s must be submitted in English language.

The applicant shall act as the lead organization for implementing the project and, if selected, will represent all partners and will sign the Activity Agreement for awarding the grant amount, with the SIB representatives.

3.1.3 Eligible projects

Duration: the duration of a project is related to the type of grant requested, respectively:

- for **SMALL GRANTS**: 18 to 36 months (in exceptional and duly justified cases a shorter duration may be accepted, but in no case shorter than 12 months)
- for **LARGE GRANTS**: 18 to 36 months

Location: The activities of a project must take place mainly in Romania. Nevertheless, exceptions are possible for selective events such as small parts of activities within projects which involve know-how exchange, trainings, study visits, participation in seminars/conferences etc. that could also take place abroad.

Thematic areas

There is no specific thematic area. Activities could take place in the following thematic areas, but are not limited to:

- **social access and community development** (e.g. efficiency of the local authorities/ organizations in providing services to citizens, services for community, advocacy, social policies in favour of vulnerable groups etc.);
- **environment** (e.g. improvement of environmental policies, promoting environmental protection and improvement, promoting community based environmental decision making, etc.);
- **democracy** (e.g. promoting participatory democracy, human rights protection, responsibility, accountability and integrity of public institutions and authorities, social dialogue etc.);
- **education** (e.g. human resources development, quality assurance standards and mechanisms, studies, researches, increasing access to education, lifelong learning, etc.).

Projects envisaging other thematic areas could also be supported, provided they present a clear and pertinent justification for proposing or addressing the specific objectives of the Partnership Block Grant.

The proposed projects should focus on existing partnerships between Romanian and Swiss organizations/ institutions. Nevertheless, new partnerships are not excluded. Specific activities that could be included in the projects can take the following forms: know-how transfer, good practice exchange, joint strategy development, conferences, meetings, information activities, study visits, and internships, etc.

All applications shall respect the principles of **sustainable development** (economic and social development, environmental protection), **good governance**, **gender equality** and **social inclusion**.

Non-eligible projects

The following types of projects are not eligible:

- projects aiming solely or substantially for academic research, feasibility studies, conferences and other one-off events, individual sponsorships for participation in workshops, seminars, conferences and congresses;
- projects only to obtain individual scholarships for studies or training courses;
- projects for emergency support, except if they form an indispensable part of a project;
- re-granting activities (i.e. using the granted funds to make grants or loans to other organisations or natural/legal persons);
- an annual programme of running activities (the application must be for a specific project, i.e. a set of defined & related activities with identifiable outcomes within a definite time-frame);
- projects already financed by the Swiss Agency for Development and Cooperation or other donors.

3.1.4 Eligible costs

In order to be eligible, the costs of the project must fulfil the following conditions:

- be necessary for carrying out the project, be provided for in the budget of the project and comply with the principles of sound financial management, in particular value for money and cost-effectiveness;
- have actually been incurred by the Executing Agency or their partners during the implementing period for the project as defined in the Activity Agreement and have been paid within the period from the date of signing the Activity Agreement and the date of submitting the final report;
- be recorded in the Executing Agency's and/ or its partner/s' accounts or tax documents, be identifiable and verifiable, and be backed up by originals of supporting documents;
- reflect real costs and to be calculated according to the activities of the project.

A special attention is given to the costs related to the extension, renovation and modernization of infrastructure that must not exceed 75% of the total eligible costs of the project⁴.

The Executing Agency must open a bank account in CHF, exclusively for the project and must keep a separate bookkeeping for the incomes and expenses due to the project. All registrations must precisely offer details regarding the interest for the amount granted.

Non eligible costs

The following costs are not eligible:

- expenditures incurred by an applicant EA before the signing of the Activity Agreement;
- VAT if it could be recovered by the EA and/or partners under national regulation;
- salaries of the public servants, except when they are covered from applicant/partner/s own contribution;
- interest of debt and provisions for losses or debts;
- fines and penalties;
- credits to third parties;
- re-granting to other organisations;
- currency exchange losses;
- expenditures of activities supported from other sources;
- bonuses or other kind of material or financial rewards to the people involved in direct implementation of the action/project, unless these are stipulated by the payer organization's rules and are enforced within the applicant' or partner/s' organization/s during the last 12 months before the grant proposal was submitted;
- individual scholarships, individual sponsorships;
- rewards (financial/money prizes);
- purchases of land and purchases/construction of buildings;
- costs incurred from leasing.

⁴ Costs of the project are eligible if the applicant proves his right of ownership or use of the building.

Any bank interest accumulated during the grant period shall be returned to the Swiss Intermediate Body or deducted from the instalments to be received from the Swiss Intermediate Body.

In case of projects with income generating activities (e.g. projects which support/develop a social enterprise), the income generated within the project can be retained by the applicant and/or partner/s if it is used for non profit activities. In the application it has to be declared that the generated income will be used for the sustainability of the organisation.

Non eligible costs, that are necessary for implementing the project as well as any other supplementary costs incurred during the project implementation shall be borne by the applicant and partner/s.

3.1.5 How to apply and procedures to be followed

Please read carefully and totally these Guidelines for Applicants before beginning to write the application.

Please fill in carefully all the annexes (application form, budget of the project, Declaration of eligibility etc.) and attach all required documents (see the list enclosed under chapter 3.2 of this guidelines for applicants).

The application shall be submitted in **4 (four) hard copies (1 original and 3 copies)**, together with **an electronic copy** (for example CD) comprising of the application' dossier. The electronic copy should include the application form and the budget of the project (edited in a way Microsoft Office 2007 can read) and all other documents from the application dossier and listed under section 3.2 below (scanned).

All application dossiers shall be submitted in a sealed envelope by registered mail, private courier service or by hand-delivery at the address below:

Civil Society Development Foundation

21 Nerva Traian St., Bucharest, district 3, zip code 031044

In attention of: Irina Bejan

The outer envelope must bear the following information:

Swiss-Romanian Cooperation Programme

Thematic Fund Partnership and Expert Fund, Partnership Block Grant

Applicant : <full name and address of the applicant>

Title of the project: <full title of the project>

Type of Grant: <small grant or large grant>

"Not to be opened before the opening session"

The **deadline** for submitting the applications is: 23 August 2012, 17:00.

Any application received after the deadline will be automatically rejected, even if the postmark indicates a date preceding the deadline or if the delay is due to the private courier service.

All potential applicants must periodically verify the websites www.fdsc.ro, www.repf.ro, www.kek.ch in order to stay updated with regard of any information related to this Call for Proposals or to the financing programme.

Information sessions will be organized and exact dates and locations will be announced on the websites mentioned above.

Questions related to this Call for Proposals may be sent, by e-mail or by fax at the address partnership@fdsc.ro; fax no. 021 310 01 80, no later than 17 August 2012. Answers / replies will be given at the latest 21 August 2012. Questions that may be relevant to other applicants, together with the answers, will be published on the website www.fdsc.ro.

3.2 Application dossier

Applications must be submitted using the application form (see Annex I). The application form is also available on the internet at www.fdsc.ro.

Applicants must submit their proposals in **English, with a summary both in English and Romanian**.

Please complete the application form carefully and as clearly as possible so that it can be assessed properly.

Hand-written applications will not be accepted.

The application dossier must include the following documents:

- 1) **Application form** (Annex I);
- 2) **Budget of the project**, including the yearly budget and financing sources (Annex II). This must indicate the allocation of finances among the Swiss and Romanian partners;
- 3) **Declaration of eligibility** (Annex III);
- 4) **Partnership agreement/s** (copy or original) between all the organizations involved in implementing the project, showing the role and responsibilities for each party (see section 3.1.2 from above). Partnership agreement/s must be submitted in English language;
- 5) The most recent **annual activity report**⁵ of the applicant and Swiss partner/s (for 2011) or, in case of applicant/partner established during 2011 or 2012, a description of the activities implemented so far;
- 6) **CVs** of the key members of the project team.

The following documents will be enclosed **only** in the original copy of the application dossier:

- 7) For the **applicant**:
 - the copy of the notarized⁶ statute in force⁷ and the respective definitive Court Decision⁸, if the applicant is an NGO;

⁵ The annual report reflects the yearly activity of the applicant and usually includes specific information, such as: mission, objectives, programmes, financial information, the list of the board members etc. The presentation form and specific content of the annual report is to be freely chosen by the applicant

⁶ Or certified by lawyer or certified by the applicant organization (confirmed to be true)

⁷ Meaning either the initial statute and all changes approved through Court decisions or the revised form of the statute (including all changes) that was also approved through Court decision

⁸ The Court decision should bear all stamps and signatures proving that it is definitive and irrevocable

- the copy of the notarized⁹ statute in force¹⁰ and the respective definitive Court Decision¹¹, and also the copy of the definitive Court Decision recognizing the national representativity, if the applicant is a social partner;
 - the copy of the documents proving the legal personality if the applicant is a public institution, territorial entity (exact references to the legislation or to the Official Monitor part I).
- 8) **For the Swiss partner/s:** the documents (copy or original) proving that they are functioning entities (e.g. statutes, minutes of board meetings and general assemblies) in English language (but also acceptable in German or French);
- 9) **For the Romanian partner/s:** the same documents are required as for Romanian applicant, according to their type.

3.3 Evaluation and selection procedure

All applications received under the terms and conditions provisioned for this Call for Proposals, shall be subject for the selection realized by the Grant Evaluation Committee constituted of 3 independent evaluators. The selection process comprises the following phases:

- 1) Opening of the received applications,
- 2) Administrative compliance and eligibility verification,
- 3) Technical and financial evaluation,
- 4) Announcing the selection process results.

3.3.1 Opening of the received applications

All applications¹² received will be registered and appointed with a specific code/number. All received applications submitted within the deadline are opened within the first meeting of the Grant Evaluation Committee. The applications submitted after the deadline, shall be excluded from the start, without being opened.

Following the opening meeting, a complete list of all applications received within the deadline is drafted.

3.3.2 Administrative compliance and eligibility verification

All applications received within the deadline will be assessed by the SIB for administrative compliance and eligibility. They will be checked whether each application meets the imposed conditions and requirements included in the current guidelines for applicants. For this purpose, a grid with dichotomic checkpoints (Yes/No) shall be filled in for each application.

Applications that fail to fulfil all conditions will be excluded from the further evaluation process.

⁹ Or certified by lawyer or certified by the applicant organization (confirmed to be true)

¹⁰ Meaning either the initial statute and all changes approved through Court decisions or the revised form of the statute (including all changes) that was also approved through Court decision

¹¹ The Court decision should bear all stamps and signatures proving that it is definitive and irrevocable

¹² Application means the entire application dossier

Requests for clarifications and/or additional document/s will only be sent to applicants when the information provided is not clear enough and sufficient to allow an objective assessment of the administrative compliance and eligibility of the application.

Below is the grid used for this stage of the evaluation process:

ADMINISTRATIVE COMPLIANCE	YES	NO
The application is submitted in one original + 3 (three) copies + digital format		
The application dossier includes:		
1. the Application form (Annex I), which is edited, is in English language and comprises a summary both in English and Romanian and is signed and stamped in original		
2. the Budget of the project, including yearly budget and expected sources of funding (Annex II) which is in CHF and correctly filled in		
3. the Declaration of eligibility (Annex III) which is signed and stamped, in original		
4. for the applicant: documents proving its legal entity and the domain of activity as mentioned under section 3.1		
5. for the Romanian partner/s: documents mentioned under section 3		
6. for the Swiss partner/s: the documents proving that they are functioning entities (e.g. statutes, minutes of board meetings and general assemblies) in English language (but also acceptable in German or French)		
7. Partnership Agreement/s signed between all the organizations involved in the project, in English		
8. the most recent annual activity report of the applicant and the Swiss partner		
9. the CVs of the key members of the project team are enclosed		

ELIGIBILITY	YES	NO
The applicant is eligible		
Partner/s is/are eligible		
The proposed project is eligible		
The financial contribution requested from the Partnership Fund does not exceed 85% (public institution/authority/territorial entity), respectively 90% (NGOs / social partner) from the total eligible costs, depending on the type of the applicant		
The size of grant requested is of minimum CHF 10,000 and maximum CHF 100,000 in case of small grants and of minimum CHF 100,001 and maximum CHF 250,000 in case of large grants		
Minimum 51% of the total grant amount is allocated to Romanian party (applicant and, if the case, Romanian partner/s).		
The duration of the project respects the limit set up in the Guidelines for applicants from 18 (or 12 for exceptional cases and only for small grants) to 36 months		

The project is implemented mainly in Romania		
The in-kind contribution does not exceed 5% from the total eligible costs of the project		

The proposals that meet all criteria regarding their administrative compliance and eligibility will enter into the technical and financial evaluation.

3.3.3 Technical and financial evaluation

The members of the Grant Evaluation Committee will fill in the technical and financial evaluation grid.

Below is the grid used for this stage of the evaluation process:

	Maximum score
1 Relevance of the project	25
Relevance of the project to the objectives of the Swiss – Romanian Cooperation Programme, TF PF & EF and the Partnership Block Grant	5
Relevance of the proposed partnership in addressing the problem/need	5
The proposed project has a clear intervention logic, taking into account the risks and opportunities	5
The target groups and beneficiaries are strategically chosen, clearly defined and quantified	5
The results of the project are reachable	5
2 Activities, working plan	25
Well chosen, realistic, feasible activities that contribute to achieving the project objectives	5
Logic working plan that contribute to achieving the project objectives	5
The expected results are quantified (indicators) and measurable	5
Promotion and visibility activities are clearly described, adapted to the specificity of the target audience and project objective	5
The project contains information on networking/cooperation with other stakeholders and/or synergies with other projects/initiatives	5
3 The budget of the project	15
The costs proposed are in close relation with the activities and the expected results	5
The costs proposed are eligible and correctly included in the budgetary lines	5
The costs proposed are realistic, justified and feasible	5
4 Ownership, sustainability and innovation	15
The project foresees community participation (local ownership)	5
There are activities aiming to ensure the sustainability of the project	5
The project contains elements of new and/or innovative organizational or technical approaches	5
5 The applicant and the partner/s	20

Track record of the partnership	5
Level of professional expertise and qualifications of the applicant and partner/s in project management and in the specific domain of the project	5
Level of professional expertise and qualifications of the proposed team members in project management and in the specific domain of the project	5
The organizational set-up and the team structure is proper for implementing the proposed project (number, roles, responsibilities, project steering)	5
TOTAL	100

Note: In case the score received for the **section 1 “Relevance of the project”** of the project is less than 20 points, the application shall not be further evaluated.

3.3.4 Announcing the selection process results

The results of the evaluation performed by the Grant Evaluation Committee’s have to be approved by a Selection Committee composed of representatives of Civil Society Organizations, the National Coordination Unit within the Romanian Ministry of Public Finance (NCU) and the Swiss Agency for Development and Cooperation represented in Romania by the Swiss Contribution Office (SCO). The role of the Selection Committee is to make final decisions on financing the projects. Afterwards, each applicant shall be individually informed about the result of the entire evaluation process. In case the project will be selected to be awarded for a grant, the applicant shall receive an award letter together with the conditions to be further fulfilled in order to sign the Activity Agreement (see section 4. Contracting).

At the end of the evaluation and selection process, the list of the projects submitted after the deadline, the list of the projects rejected after the administrative compliance and eligibility phase, the list of the projects rejected after the technical & financial evaluation phase and the list of projects approved to be financed shall be posted on the websites www.fdsc.ro, www.repf.ro and www.kek.ch.

Please note that the decision of the Selection Committee to reject an application is definitive and cannot be appealed.

The indicative date when the final decision of the Selection Committee will be published is November 2012, but this could be adjusted accordingly if needed.

Copies of the rejected applications can be personally retrieved (following a notification submitted to the Swiss Intermediate Body represented by CSDF) within 30 days after receiving information about the application being rejected. After this period, the copies of applications will be destroyed. Please note that the original copy of the applications rejected will remain with and be archived by the SIB. Applications received after the deadline cannot be retrieved by the applicants and will be stored by the SIB.

3.4 Contracting

All applicants with projects recommended and approved for awarding a grant shall receive an award letter, including the request for the needed documents to be submitted within the timeframe settled in order to prepare and conclude the grant contract, further named Activity Agreement.

Please find below the list of the documents requested for concluding the Activity Agreement:

For the applicant / Executing Agency:

- **certified copy, in original**, of the notarized¹³ statute in force¹⁴ and the respective definitive Court Decision¹⁵ (for NGOs), or a certified copy of the notarized statute in force and the respective definitive Court Decision and the Court Decision recognizing the national representativity (for social partners) or certified copy of the documents/mentions (for non-NGOs) that prove they have legal personality;
- **original certificate of registry**, for NGO applicants issued by the Court where the Executing Agency is officially registered, from a recent date, stating that the organization is not in process of dissolution or that did not submit documents in this regard;
- **original tax clearance certificate** issued by the competent fiscal authorities (General Department of Public Finance – Ministry of Public Finance);
- **original tax certificate** issued by the National Agency for Fiscal Administration;
- **original financial identification form**, according to a template to be provided, certified by the Bank where the account in CHF was opened especially for this project;
- in case of projects that include costs related to rehabilitation works, the Selection Committee could decide to request a certified copy¹⁶, in original, of the document that proves the right of ownership or use of the building for the entire duration of the project and at least 2 years after; additionally, in such cases, a Statement regarding the maintaining the purpose of the rehabilitated location could also be requested;
- other documents (if the case), according to the requests from the award letter (e.g. for projects which include costs related to the extension, renovation and modernization, a list with estimated quantities and materials elaborated and approved according to the laws in place).

For the Romanian partner/s: certified copy, **in original**, of the notarized¹⁷ statute in force¹⁸ and the respective definitive Court Decision¹⁹ for the NGO partner/s OR other documents/mentions for the non NGO partner/s that prove they have legal personalities.

If the case, additional documents from the partner/s may be requested, with regard of the award letter sent to the applicant.

Additionally, CVs of the rest of team members that were not included in the Application dossier have to be provided.

The applicant/EA will sign the Activity Agreement either with REPF (environmental projects) or CSDF (projects in all other domains).

¹³ Or certified by lawyer or certified by the applicant organization (confirmed to be true)

¹⁴ Meaning either the initial statute and all changes approved through Court decisions or the revised form of the statute (including all changes) that was also approved through Court decision

¹⁵ The Court decision should bear all stamps and signatures proving that it is definitive and irrevocable

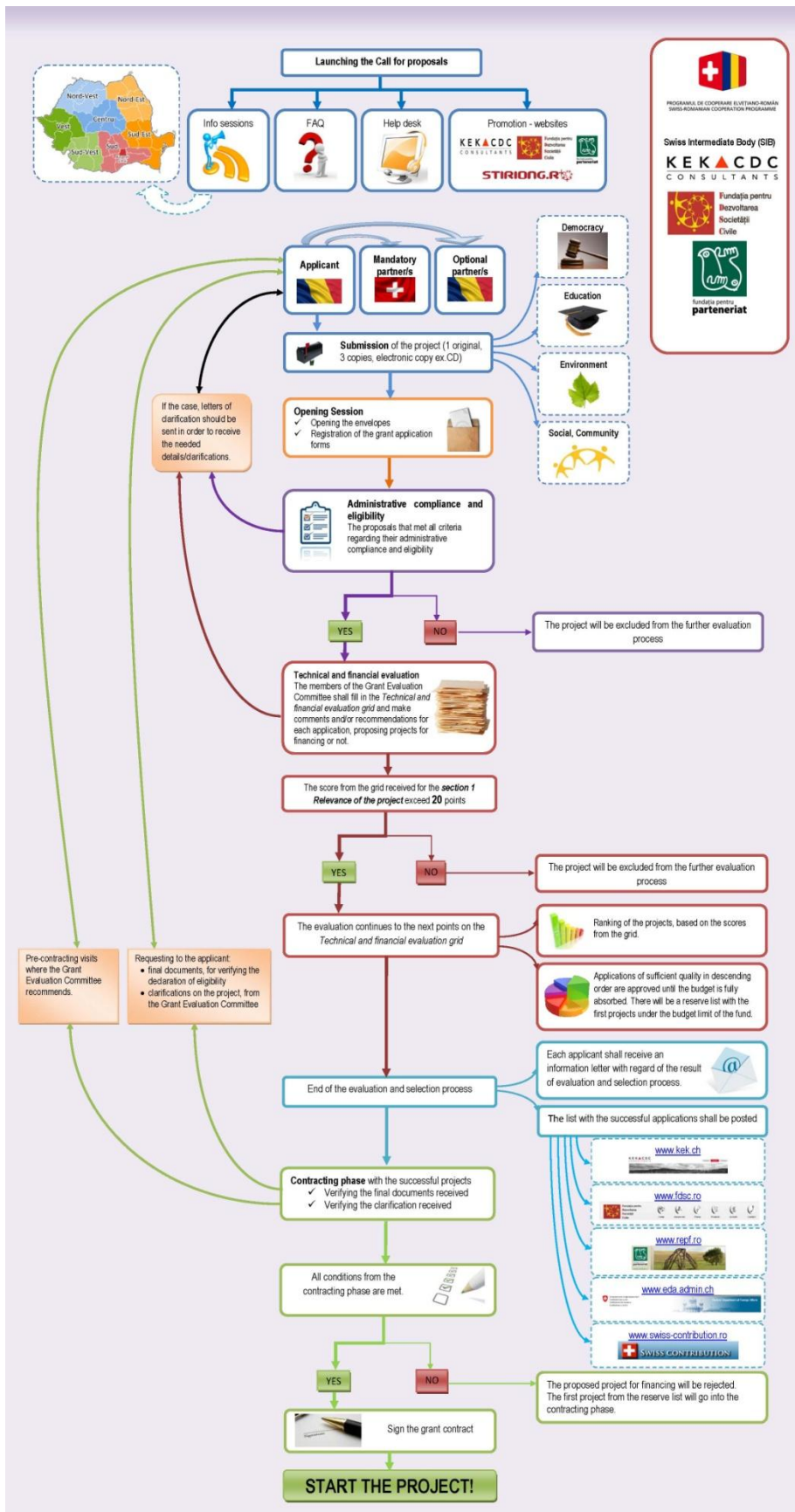
¹⁶ Notarized or certified by lawyer or applicant organization (confirmed to be true)

¹⁷ Or certified by lawyer or certified by the partner organization (confirmed to be true)

¹⁸ Idem 14

¹⁹ Idem 15

Please find below a scheme summarizing the entire process for this Call for Proposals:



3.5 Reporting, payment procedures and audit – rules applicable to project implementation

3.5.1 Reporting

The EAs have to submit the following types of reports for approval to the SIB:

- half-yearly report on technical and financial aspects, within 30 days after the first 6 months of each year of project implementation;
- annual technical report and annual financial report, as well as the annual audit report, within 45 days after every 12 months of project implementation;
- final technical report, final financial report and final audit report, within 60 days from the date of completion of the project implementation period.

For projects with an implementation period up to 18 months, the EAs have to submit the following types of reports for approval to the SIB:

- mid-term technical report, mid-term financial report and mid-term audit report within 45 days after the completion of the reported period;
- final technical report, final financial report and final audit report within 60 days from the date of completion of the project implementation period

The reports have to be submitted in English.

3.5.2 Payments

Within the Activity Agreement (AA), the SIB will make payments to the Executing Agency, as follows:

- **An advance payment** representing 20% of the grant amount, but not exceeding 75% of the first year's budget will be released within 20 days after signing the AA and submitting the payment request according to the format included in the AA. In all cases, the advance payment will not take place before the date of commencement of the project.
- **A first instalment** representing 30% of the grant amount or the percentage representing the difference between 50% of the grant amount and the advance payment will be released based on the following documents:
 - payment request from the EA according to the format included in the AA, and
 - financial statement (according to the AA) submitted by the EA stating that at least 70% of the advance payment received was spent;
- **A second instalment** of 30% of the grant amount will be released based on the following documents:
 - payment request from the EA according to the format included in the AA, and
 - financial statement (according to the AA) submitted by the EA stating that at least 70% of both advance payment and the first instalment was spent. The financial statement shall not be submitted prior to the mid-term report (for projects with a duration up to 18 months) or the annual report of the first year (for projects with a duration from 18 to 36 months)

In case there is already submitted a mid-term financial report / an annual financial report for the first year together with the audit report certifying that expenses made represent at least 70% of both advance payment and the first instalment, the financial statement is no longer requested and payment could be claimed based on the mid-term report / first year report mentioned above.

- **A third instalment** of maximum 15% of the grant amount will be released based on the following documents:

- payment request from the EA according to the format included in the AA and
- financial statement (according to the AA) submitted by the EA stating that at least 70% of the advance payment and first and second instalments was spent.

In case the second year annual financial report together with the audit were already submitted and certifying that expenses made represent at least 70% of the advance payment and the first and second instalments, the financial statement is no longer requested and payment could be claimed based on the second year report mentioned above.

- **A final payment** representing approximately 5% of the grant amount or the balance resulting from the final report.

All payments will be made by the SIB towards the special CHF bank account of the EA, dedicated exclusively to the project.

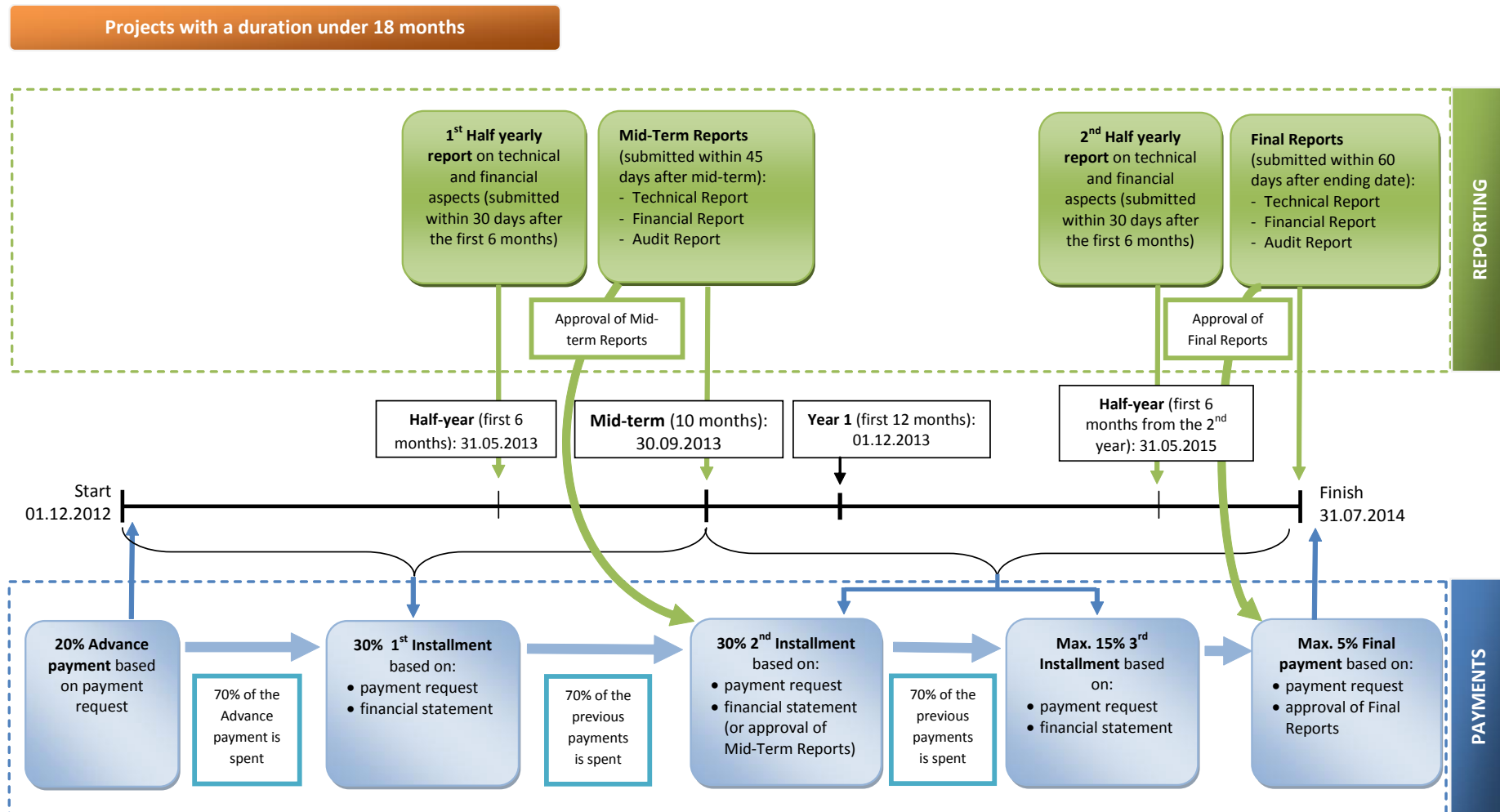
3.5.3 Audit

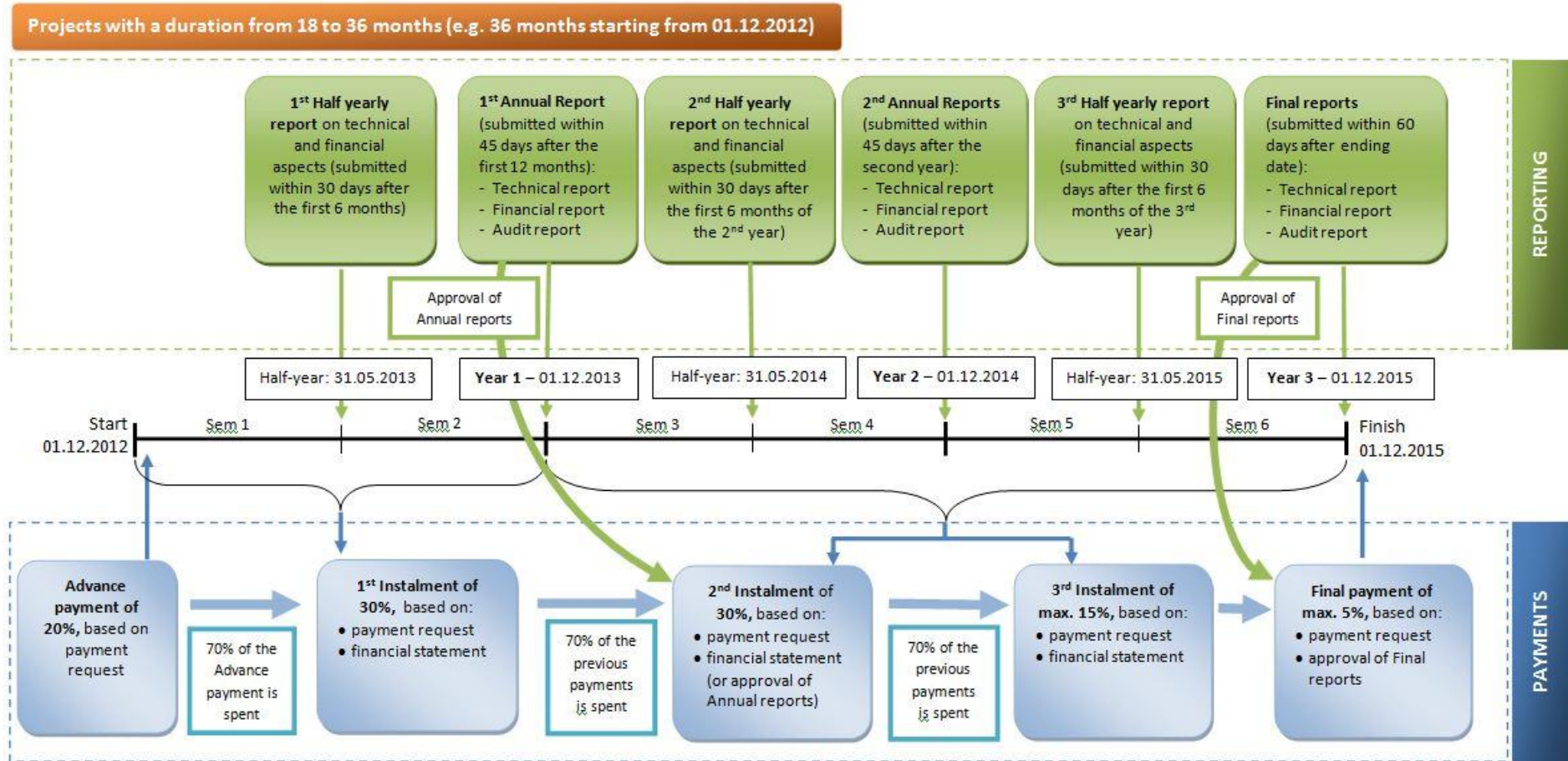
The EA must submit financial reports externally audited by an independent accredited auditor, observing the audit standards set up in the Terms of Reference which will be part of the Activity Agreement. The costs for the audit are eligible and will be included in the budget of the project.

Annual financial audit reports and one final audit report will be submitted.

In case of projects with an implementation period up to 18 months one mid-term and one final financial audit report will be submitted.

Overview about Payments and Reporting





Fund Managed by the Swiss Intermediate Body:

KEK ▲ CDC
CONSULTANTS

Universitätstrasse 69
CH – 8006 Zürich
+41 44 368 58 58
info@kek.ch
www.kek.ch



**Fundația pentru
Dezvoltarea
Societății
Civile**

21 Nerva Traian St., district 3
Bucharest 031044
Romania
Tel: +4 021 310 01 81
Fax: +4 021 310 01 80
office@fdsc.ro
www.fdsc.ro



fundația pentru
parteneriat

13 Arsenalului St.,
Miercurea Ciuc 530120
Romania
Tel : +4 0266 310 6784
Fax: +4 0266 310 6784
office@repf.ro
www.repf.ro