

Contracting authority: Italian Agency for Development Cooperation

Resources, Innovation and Development for the Conservation Areas in
Mozambique (RINO)

Guidelines
for grant applicants

Deadline for submission of full application: 25 of May 2021

NOTICE

Notice

This is an open call for proposals, where all documents are submitted together (concept note and full application). In the first instance, only the concept notes will be evaluated. Thereafter, for the lead applicants who have been pre-selected, the full applications will be evaluated. After the evaluation of the full applications, an eligibility check will be performed for those which have been provisionally selected. Eligibility will be checked on the basis of the supporting documents requested by the contracting authority and the signed 'declaration by the lead applicant' sent together with the full application.

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1. RESOURCES INNOVATION AND DEVELOPMENT FOR THE CONSERVATION AREAS IN MOZAMBIQUE (RINO)

1.1. BACKGROUND

THE INITIATIVE

As part of the 2020 programming, the Italian Agency for Development Cooperation (hereinafter referred to as AICS) has approved the “Resources Innovation and development for the Conservation Areas in Mozambique (RINO)” programme. With a total value of 9.55 million euros, the programme aims at fostering biodiversity conservation in Mozambique through research, training, and strengthening of partnerships among the various sectors of society.

The specific objective of the programme is to equip the country with the necessary set of skills and tools for the definition of environmental policies on biodiversity conservation, while also increasing social awareness.

The initiative is divided into 2 components:

- **Component 1:** National authorities are able to implement strategies for biodiversity conservation and the management of Conservation Areas. This component foresees the strengthening of institutional capacities for improved biodiversity management and protection through the expansion of the Bionomo portal¹, the creation of partnerships with internationally recognised institutions and the equipping of selected laboratories. Furthermore, specific attention will be directed towards the strengthening of technical competencies of local authorities, as well as the revision of primary and secondary school curricula to include biodiversity and the related teachers’ trainings. The activities foreseen under this component will be directly implemented by AICS;
- **Component 2:** The Museum of Natural History of Maputo is able to promote an integrated vision of the links between nature, science and society, through innovative methods and tools capable of reaching the national and international public. This component is built around the relaunch of the Museum of Natural History of Maputo and the creation of the Centre for Biodiversity Conservation as entry points for environment conservation in Mozambique. This call for proposal is to be implemented under this component;

The programme presents synergies and complementarities with other initiatives financed by the AICS in this domain. These include the BioForMoz project, a 3-year initiative promoting research activities in the area of environmental, human and biodiversity protection and the SECOSUD project.

THE NATURAL HISTORY MUSEUM OF MAPUTO

The main objective of this call for proposal is to propose an innovative strategy for the interdisciplinary environmental, social and educational aspects of the Museu de Historia Natural of Maputo, Mozambique. The aim is to develop the museum’s capacity to address environmental challenges in the Republic of Mozambique, with special regards to the conservation of its ecosystems as tourist attractions, as a way to increase the population awareness on the exploitation of natural resources and hence contribute to the fight against poverty and promote the economic and social development of the country.

¹ The portal was created under the initiative “Conservation and equitable use of biological diversity in the SADC region (SECOSUD II)” and is currently hosted and managed by the Museum of Natural History of Maputo. The portal is a platform that collects key biodiversity information and data, which can in turn be used to develop national and cross-border intervention strategies, as well as the documentation (e.g. reports, papers, statistics, etc.) required by treaties and conventions to which Mozambique has adhered to, such as the Framework Convention on Climate Change.

The Museu de Historia Natural of Maputo (hereafter referred to as 'MHN'), officially established in 1913, has changed locations various times throughout its history and is now housed in one of Maputo's historical buildings (built in 1911). Since its inception the museum has focused on Natural Sciences, with in depth attention to mammals, fisheries and entomology. The museum also hosts a well-documented and databased ethnographic collection. Since 1975 the MHN is part of Eduardo Mondlane University (hereafter referred to as 'UEM'), Mozambique oldest and largest university with about 40,000 students enrolled in 2015.

In spite of this set-up, there are obvious difficulties of operation of the museum, most likely due to the lack of resources. MHN is little visited by tourists, its location is separated from the university and other research and conservation realities in the country. Moreover, the museum layout and the expositions are obsolete, typical of traditional natural history museums, and need a thorough restructuring, upgrading and innovation, including with multimedia, to better interact and educate with tourists, school children, students, and the general public. The museum represents a considerable financial cost for the university, which covers expenses, utilities and personnel costs. The MHN's only income is obtained by entrance fees and the lease of halls or the garden to privates in special occasions.

INHACA'S MARINE BIOLOGY STATION

Inhaca's Marine Biology Station (EBMI) is a Department of Investigation of the Faculty of Sciences of Eduardo Mondlane University (UEM).

EBMI was founded in 1951 to support winter investigating activities of Witwatersrand University of South Africa. Its strategic location in an island, 32 km of Maputo City, with particular ecological characteristics it attracts several scientists' attention and other curious at the regional and international levels. From a simple accommodation place for students and scientists, EBMI quickly developed and became one of the first stations of sea investigation to be created in the Oriental coast of Africa. On May 20, 1963, respecting the Ordinance 2375/63 of May 4, EBMI is given to the Institute of Scientific Investigation of Mozambique. In 1965 the Forest and marine reserves of Inhaca were created and they were given the Station of Marine Biology of Inhaca for administration. After independence it passed for Eduardo Mondlane University. In 1976 the Forest Reserves were demarcated. Between 1982-1883 was drawn the strategic plan of Inhaca and in 1989 the forest oaks are planted in Ponta Torres and in Ngomela in oriental area. In 2008 the taxes and tariffs were introduced in Archipelago of Inhaca the light of Ordinance 27/2003 of July 17 and in 2010 it was submitted and approved by Government the Management plan for Archipelago of Inhaca.

The mission of the EBMI is: i) Drive researches in the sea and coastal ecosystems; ii) Render attendance of the courses; iii) Protect areas of conservation in the Island; vi) Promote the Environmental Education in the Island; v) Administrate goods of state, infrastructures, human resources and financial of the Station of Marine Biology.

THE COUNTRY

As a country ranging from tropical to subtropical latitudes, and with relatively high ecosystem diversity, the total number of species found in Mozambique exceeds that of most countries; the country is home to at least 5,500 species of plants, 271 of mammals and 816 of birds. Most of the endemic species are found in three areas of particular interest: the Maputaland centre of endemism, with two hundred plant species local to the area, the Chimamani Massif and the wetlands and tidal areas of the Zambezi Delta. The marine and coastal biodiversity is also of uttermost importance; with more than 2500 km of little developed coastlines, Mozambique has a wide variety of coral species and some of the largest and most intact reefs in Africa, the second largest extension of mangrove forests in the African continent and the only viable population of dugongs in the entire western Indian Ocean. This environmental treasure is managed through 6 national parks, 8 national reserves, 13 forest reserves, 2 integral reserves and 14 hunting concessions. These are all formally managed by ANAC, the national administration of conservation areas, even though the lion's share of the budget, responsibility and commitment is in the hand of non-governmental organizations and foundations.

Mozambique's rich natural resources create both opportunities and risks: deforestation, wildlife poaching and overfishing are serious threats, hard to address. While the exploitation of biodiversity helps to promote economic growth in the short run, when done unsustainably it eventually leads to the degradation and impoverishment of the ecosystems. Moreover, the majority of people live in rural areas and their economies and livelihoods are dependent on natural resources such as forests, fisheries and productive soils. In this contest, the Government of Mozambique places sustainable management of natural resources and forests as a

priority in its efforts, as reflected in the Government's five-year plan of 2015-2019 and in the national sustainable development program.

The biodiversity conservation sector depends almost entirely on international finance and technical assistance provided by a numerous and diverse spectrum of international donors. Between 2000 and 2018 investments in the environment, ecosystems and biodiversity has surpassed one billion Euro, and an additional tranche of about 200 million is expected in the next four to five years. In this context, the projects funded by the Agenzia Italiana per la Cooperazione allo Sviluppo (AICS), although minor in mere economical terms, emerge among the most important and relevant to support biodiversity, as AICS is one of the very few donors supporting an evidence-based approach to the conservation of the natural resources.

1.2. OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

The **global objective** of the programme covered by this call for proposals is: to ensure the conservation of biodiversity through the integration, training, financing and strengthening of strong partnerships between the various sectors of society.

The **specific objectives** of this call for proposals (under component 2) are:

i) to enable the Natural History Museum of Maputo to promote an integrated vision of the links between nature, science and society, through innovative methods and tools capable of reaching the national and international public;

ii) to establishing the first Biodiversity Conservation Centre of Mozambique.

The priorities of this call for proposals have been identified as 3 and each one develops specific activities as specified below:

1. The capacity of the Natural History Museum end of the Inhaca's Marine Biology Station to interact and educate students, tourists and the public on the subject of biodiversity in an innovative way is enhanced. Activities under this priority should include:
 - Structure Renovations, several interventions of “renovation of the buildings” have to be sequentially undertaken in order to adequate the museum structure to an efficient public use in alignment with contemporary quality standards, to enhance its attractiveness as a place for cultural experiences, to heighten its adequacy as a place for collections storage, to increase its efficiency as a research unit aimed to improve environmental conservation, and to strengthen its educational role for schools and long-life learning. At the same time, the infrastructure of the Inhaca marine biology station must be upgraded.
 - Renovate the Museum and the EBMI, with the opening/reassignment of spaces (e.g. children space, library, Biodiversity Conservation Centre, animal/plant preparation laboratory, refreshment point, curio shop, garden, etc.);
 - Redesign the exhibitions, in line with the Museum renovation project, using (where possible) the existing material and integrating it with new materials and tools (e.g. ICT);
 - Produce Information, Education and Communication material (for museums, shops, events, etc.), organize dissemination events for the public and offer new services to the public (e.g. evening events, private events, etc.);
 - Create partnerships with institutions, private sector and national and international organizations.
2. The Natural History Museum according is managed using an integrated nature-science-society approach. The activities foreseen under this priority area should include, but not be limited to:

- Support the Museum Board in reviewing and updating its regulation and other management tools, with particular focus on relations with other national institutions and government bodies;
 - Develop curricula for the training of the Museum's staff and support the process of elaboration and official recognition of new curricula on museum management and curatorship;
 - Train staff involved in the management of museum spaces, through courses and scholarships.
3. Establishing the first Biodiversity Conservation Centre of Mozambique. Activities should include, but not be limited to:
- Setup and equip the Biodiversity Conservation Centre and identified satellite stations with zero-impact infrastructures and materials for the dissemination of scientific knowledge and provision of trainings;
 - Develop biodiversity monitoring protocols;
 - Train local communities and Conservation Areas' staff on biodiversity monitoring and use of the related protocols;
 - Encourage the participation of selected personnel in training courses at national and international centres of excellence (e.g. Gorongosa National Park, Southern African Wildlife College, etc.);
 - Support the process of official recognition of the Biodiversity Conservation Centre.

1.3. FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this call for proposals is EUR 4,250,000.00. The contracting authority reserves the right not to award all available funds.

Size of grants

Any grant requested under this call for proposals must fall between the following maximum amounts:

- Minimum amount: EUR 4,250,000.00
- maximum amount: EUR 4,250,000.00

Any grant requested under this call for proposals must fall between the following minimum and maximum percentages of total eligible costs of the action:

- Minimum percentage: 80% of the total eligible costs of the action.
- Maximum percentage: 80% of the total eligible costs of the action (see also Section 2.1.3).

The balance (i.e. the difference between the total cost of the action and the amount requested from the contracting authority) must be financed from sources other than the AICS Funds.

2. RULES FOR THIS CALL FOR PROPOSALS

2.1 Eligibility criteria

There are three sets of eligibility criteria, relating to:

(1) the actors:

- The ‘**lead applicant**’, i.e. the entity submitting the application form (2.1.1),
- if any, its **co-applicant(s)** (**where it is not specified otherwise the lead applicant and its co-applicant(s) are hereinafter jointly referred as ‘applicant(s)’**) (2.1.1),

(2) the actions:

Actions for which a grant may be awarded (2.1.2);

(3) the costs:

- types of cost that may be taken into account in setting the amount of the grant (2.1.3).

2.1.1. Eligibility of applicants (i.e. lead applicant and co-applicant(s))

Lead applicant

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

- Be a legal person;
- Be a non-profit-making actor;
- Be established in one of the Member States of the European Union;
- Demonstrate adequate capacities for monitoring, evaluation, advocacy, communication;
- be a specific type of organisation such as: non-governmental organisation, public sector operator, local authority, international (inter-governmental) organisation as defined by Article 156 of the EU Financial Regulation be directly responsible for the preparation and management of the action with the co-applicant(s) and affiliated entity(ies), not acting as an intermediary;
- Demonstrate technical expertise in the following areas of intervention: biodiversity and environment conservation research and education; museum management and curatorship;
- Demonstrate expertise in similar projects worldwide and specifically in developing countries

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

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

The lead applicant may act individually or with co-applicant(s)

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

Co-applicant(s)

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

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

Co-applicants must sign the mandate in Part B Section 4 of the grant application form.

If awarded the grant contract, the co-applicant(s) (if any) will become beneficiary(ies) in the action (together with the coordinator).

2.1.2. Eligible actions: actions for which an application may be made

Definition:

An action is composed of a set of activities.

Duration

The initial planned duration of an action may not exceed **36** months.

Sectors or themes

- **Biodiversity conservation and education;**
- **Natural History Museum management and curatorship.**

Location

Actions must take place in the following country: **Mozambique**

Types of action

- Actions aimed at enabling the Biodiversity Conservation Centre of the Museum of Natural History to carry out training and monitoring activities on biodiversity;
- Actions focused on strengthening the capacity of the Natural History Museum and of the Inhaca's Marine Biology Station to interact and educate students, tourists and the public on the subject of biodiversity in an innovative way is enhanced;
- Actions aimed at ensuring that the Natural History Museum according is managed using an integrated nature-science-society approach.

The following types of action are ineligible:

- actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences and congresses;
- actions concerned only or mainly with individual scholarships for studies or training courses;

Types of activity

- Renovation of the Museum, with the opening/reassignment of spaces (e.g. children space, library, Biodiversity Conservation Centre, animal/plant preparation laboratory, refreshment point, curio shop, garden, etc.);
- Infrastructural renovations in line with the Museum Renovation project and Inhaca's Marine Biology Station upgraded;
- Redesign of the exhibitions, in line with the Museum renovation project, using (where possible) the existing material and integrating it with new materials and tools (e.g. ICT);
- Production of Information, Education and Communication material (for museums, shops, events, etc.), organize dissemination events for the public and offer new services to the public (e.g. evening events, private events, etc.);
- Creation of partnerships with institutions, private sector and national and international organizations
- Establishment of the first Biodiversity Conservation Centre of Mozambique.

Financial support to third parties²

Applicants may propose financial support to third parties.

Applicants may propose financial support to third parties in order to help achieving the objectives of the action.

The maximum amount of financial support per third party is EUR ≤ 60 000

Under this call, financial support to third parties is not considered essential to achieve the objective of the action.

In compliance with the present guidelines and notably of any conditions or restrictions in this Section, the lead applicant should define mandatorily in Section 2.1.1 of the grant application form:

- (i) the overall objectives, the specific objective(s) and the outputs³ (i.e. the results) to be achieved with the financial support
- (ii) the different types of activities eligible for financial support, on the basis of a fixed list
- (iii) the types of persons or categories of persons which may receive financial support
- (iv) the criteria for selecting these entities and giving the financial support
- (v) the criteria for determining the exact amount of financial support for each third entity, and
- (vi) the maximum amount which may be given.

In all events, the mandatory conditions set above for giving financial support (points (i) to (vi)) have to be strictly defined in the grant contract as to avoid any exercise of discretion.]

if financial support to third parties is allowed and specific conditions or restrictions apply to this call for proposals:

- Be a legal person;

²

³ As per OECD DAC definition, the term 'results' includes: 'impact' (overall objective), 'outcome(s)' (specific objective(s) and 'output(s)'.

- Be a non-profit-making actor;

Visibility

The applicants must take all necessary steps to publicise the fact that the AICS has financed or co-financed the action. As far as possible, actions that are wholly or partially funded by AICS must incorporate information and communication activities designed to raise the awareness of specific or general audiences of the reasons for the action and the AICS support for the action in the country 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 by the AICS at <https://www.aics.gov.it/home-ita/settori/linee-guida/>).

Number of applications and grants per applicants / affiliated entities

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

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

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

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

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

2.1.3. Eligibility of costs: costs that can be included

Only 'eligible costs' can be covered by a grant. The categories of costs that are eligible and non-eligible are indicated below. The budget is both a cost estimate and an overall ceiling for 'eligible costs'.

The reimbursement of eligible costs may be based on any or a combination of the following forms:

- actual costs incurred by the beneficiary(ies) and affiliated entity(ies);

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

It is therefore in the applicants' interest to provide a **realistic and cost-effective budget**.

Eligible direct costs

To be eligible under this call for proposals, costs must comply with the provisions of Article 14 of the general conditions to the standard grant contract (see Annex G of the guidelines).

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

Contingency reserve

The budget may include a contingency reserve not exceeding 5 % of the estimated direct eligible costs. It can only be used with the **prior written authorisation** of the contracting authority.

Eligible indirect costs

The indirect costs incurred in carrying out the action may be eligible for flat-rate funding, but the total must not exceed 7% of the estimated total eligible direct costs. Indirect costs are eligible provided that they do not include costs assigned to another budget heading in the standard grant contract. The lead applicant may be asked to justify the percentage requested before the grant contract is signed. However, once the flat rate has been fixed in the special conditions of the grant contract, no supporting documents need to be provided.

If any of the applicants or affiliated entity(ies) is in receipt of an operating grant financed by the AICS, it may not claim indirect costs on its incurred costs within the proposed budget for the action.

Contributions in kind

Contributions in kind mean the provision of goods or services to beneficiaries or affiliated entities free of charge by a third party. As contributions in kind do not involve any expenditure for beneficiaries or affiliated entities, they are normally not eligible costs.

Ineligible costs

The following costs are not eligible:

- debts and debt service charges (interest);
- provisions for losses or potential future liabilities;
- costs declared by the beneficiary(ies) and financed by another action or work programme receiving a AICS grant;
- purchases of land or buildings, except where necessary for the direct implementation of the action, in which case ownership must be transferred in accordance with Article 7.5 of the general conditions of the standard grant contract, at the latest at the end of the action;
- currency exchange losses;
- credit to third parties.

Ethics clauses and Code of Conduct

a) Absence of conflict of interest

The applicant must not be affected by any conflict of interest and must have no equivalent relation in that respect with other applicants or parties involved in the actions. Any attempt by an applicant to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or the contracting authority during the process of examining, clarifying, evaluating and comparing applications will lead to the rejection of its application and may result in administrative penalties according to the Financial Regulation in force.

b) Respect for human rights as well as environmental legislation and core labour standards

The applicant and its staff must comply with human rights. In particular and in accordance with the applicable act, applicants who have been awarded contracts must comply with the environmental legislation including multilateral environmental agreements, and with the core labour standards as applicable and as defined in the relevant International Labour Organisation conventions (such as the conventions on freedom of association and collective bargaining; elimination of forced and compulsory labour; abolition of child labour).

Zero tolerance for sexual exploitation, abuse and harassment

The Italian Agency for Development Cooperation applies a policy of 'zero tolerance' in relation to all wrongful conduct which has an impact on the professional credibility of the applicant.

Physical abuse or punishment, or threats of physical abuse, sexual abuse or exploitation, harassment and verbal abuse, as well as other forms of intimidation shall be prohibited.

c) Anti-corruption and anti-bribery

The applicant shall comply with all applicable laws and regulations and codes relating to anti-bribery and anti-corruption. The Italian Agency for Development Cooperation reserves the right to suspend or cancel project financing if corrupt practices of any kind are discovered at any stage of the award process or during the execution of a contract and if the contracting authority fails to take all appropriate measures to remedy the situation. For the purposes of this provision, 'corrupt practices' are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or execution of a contract already concluded with the contracting authority.

d) Unusual commercial expenses

Applications will be rejected or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a payee who is not clearly identified or commissions paid to a company which has every appearance of being a front company.

Grant beneficiaries found to have paid unusual commercial expenses on projects funded by the Italian Agency for Development Cooperation are liable, depending on the seriousness of the facts observed, to have their contracts terminated.

e) Breach of obligations, irregularities or fraud

The contracting authority reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to breach of obligations, irregularities or fraud. If breach of

obligations, irregularities or fraud are discovered after the award of the contract, the contracting authority may refrain from concluding the contract.

2.2. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

2.2.1. *Application forms*

Applications must be submitted in accordance with the instructions on the concept note and the full applications in the grant application form annexed to these guidelines (Annex A).

Applicants must apply in English

Any error or major discrepancy related to the points listed in the instructions on the concept note or any major inconsistency in the application e.g. if the amounts in the budget worksheets are inconsistent) may lead to the rejection of the application.

Clarifications will only be requested when the information provided is unclear and thus prevents the Contracting Authority from conducting an objective assessment.

Hand-written applications will not be accepted.

Please note that only the grant application form and the published annexes which have to be filled in (budget, logical framework) will be evaluated. It is therefore of utmost importance that these documents contain ALL the relevant information concerning the action.

No additional annexes should be sent.

2.2.2. *Where and how to send applications*

Applications must be submitted in one original and 1 copies in A4 size, each bound. The complete application form (Part A: concept note and Part B: full application form), budget and logical framework must also be supplied in electronic format USB in a separate and single file (i.e. the application must not be split into several different files). The electronic file must contain **exactly the same** application as the paper version enclosed.

The checklist (Section 7 of Part B of the grant application form) and the declaration by the lead applicant (Section 8 of Part B of the grant application form) must be stapled separately and enclosed in the envelope.

The outer envelope must bear the **the title of the call for proposals**, together with the full name and address of the lead applicant, and the words 'Not to be opened before the opening session' and "Não deve ser aberto antes da sessão de abertura".

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

Postal address and Address for hand delivery

Agenzia Italiana per la Cooperazione allo Sviluppo
Maputo's Office
Rua Damiao de Gois, 381
MAPUTO
Tel: +258 21491787/8

Lead applicants must verify that their application is complete using the checklist (Section 7 of Part B of the grant application form). Incomplete applications may be rejected.

2.2.3. Deadline for submission of applications

The applicants' attention is drawn to the fact that there are two different systems for sending applications/full proposals: one is by post or private courier service, the other is by hand delivery.

In the first case, the application/full proposal must be sent before the date for submission, as evidenced by the postmark or deposit slip, but in the second case it is the acknowledgment of receipt given at the time of the delivery of the application/full proposal which will serve as proof.

The deadline for the submission of applications is the 25 of May 2021 as evidenced by the date of dispatch, the postmark or the date of the deposit slip. In the case of hand-deliveries, the deadline for receipt is the 25 of May 2021 at 13:00 hours, Maputo local time, as evidenced by the signed and dated receipt. Any application submitted after the deadline will automatically be rejected.

2.2.4. Further information about applications

Questions may be sent by e-mail no later than 21 days before the deadline for the submission of applications to the below address(es), indicating clearly the reference of the call for proposals:

E-mail address:

maputo@aics.gov.it

The contracting authority has no obligation to provide clarifications to questions received after this date.

Replies will be given no later than 11 days before the deadline for the submission of applications.

To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities.

Questions that may be relevant to other applicants, together with the answers, will be published on the website of AICS Maputo's Office <https://maputo.aics.gov.it/pt/home-por/oportunidades/concursos/> as the need arises. It is therefore advisable to consult the abovementioned website regularly in order to be informed of the questions and answers published.

Please note that the contracting authority may decide to cancel the call for proposals procedure at any stage according to the conditions set out in Section 6.5.9 of the PRAG.

2.3. EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by the contracting authority with the possible assistance of external assessors. All applications will be assessed according to the following steps and criteria.

If the examination of the application reveals that the proposed action does not meet the eligibility criteria stated in Section 2.1, the application will be rejected on this sole basis.

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

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

- If the deadline has been met. Otherwise, the application will be automatically rejected.
- If the application satisfies all the criteria specified in the checklist in Section 7 of Part B of the grant application form. This includes also an assessment of the eligibility of the action. If any of the requested information is missing or is incorrect, the application may be rejected on that **sole** basis and the application will not be evaluated further.

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

The concept notes will receive an overall score out of 50 using the breakdown in the evaluation grid below. The evaluation will also check on compliance with the instructions on how to complete the concept note, which can be found in Part A of the grant application form.

The evaluation criteria are divided into headings and subheadings. Each subheading will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Scores*

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

2.4 Are the activities feasible and consistent in relation to the expected results (including timeframe)? Are results (output, outcome and impact) realistic?	5	
2.5 To which extent does the proposal integrate relevant cross-cutting elements such as environmental/climate change issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, youth, combating HIV/AIDS (if there is a strong prevalence in the target country/region)?	5	
TOTAL SCORE		50

* Note: A score of 5 (very good) will only be allocated if the proposal specifically addresses more than the required minimum number of priorities as indicated in Section 1.2 (objectives of the programme) of these guidelines.

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

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

Firstly, only the concept notes with a score of at least 30 will be considered for pre-selection.

Secondly, the number of concept notes will be reduced, taking account of the ranking, to the number of concept notes whose total aggregate amount of requested contributions is equal to 200% of the available budget for this call for proposals. The amount of requested contributions of each concept note will be based on the indicative financial envelopes for each lot, where relevant.

After the evaluation of concept notes, the contracting authority will send letters to all lead applicants, indicating whether their application was submitted by the deadline, informing them of the reference number they have been allocated, whether the concept note was evaluated and the results of that evaluation. The evaluation committee will then proceed with the lead applicants whose proposals have been pre-selected.

(2) STEP 2: OPENING & ADMINISTRATIVE CHECKS AND EVALUATION OF THE FULL APPLICATION

Firstly, the following will be assessed:

- If the full application satisfies all the criteria specified in the checklist (Section 7 of Part B of the grant application form). This includes also an assessment of the eligibility of the action. If any of the requested information is missing or is incorrect, the application may be rejected on that **sole** basis and the application will not be evaluated further.

The full applications that pass this check will be further evaluated on their quality, including the proposed budget and capacity of the applicants and affiliated entity(ies). They will be evaluated using the evaluation criteria in the evaluation grid below. There are two types of evaluation criteria: selection and award criteria.

The selection criteria help to evaluate the applicant(s)'s and affiliated entity(ies)'s operational capacity and the lead applicant's financial capacity and are used to verify that they:

- have stable and sufficient sources of finance to maintain their activity throughout the proposed action and, where appropriate, to participate in its funding (this only applies to lead applicants);
- have the management capacity, professional competencies and qualifications required to successfully complete the proposed action. This applies to applicants and any affiliated entity(ies).

The award criteria help to evaluate the quality of the applications in relation to the objectives and priorities set forth in the guidelines, and to award grants to projects which maximise the overall effectiveness of the call for proposals. They help to select applications which the contracting authority can be confident will comply with its objectives and priorities. They cover the relevance of the action, its consistency with the objectives of the call for proposals, quality, expected impact, sustainability and cost-effectiveness.

Scoring:

The evaluation grid is divided into Sections and subsections. Each subsection will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Evaluation grid

Section	Maximum Score
1. Financial and operational capacity	20
1.1 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient in-house experience of project management?	5
1.2 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient in-house technical expertise? (especially knowledge of the issues to be addressed)	5
1.3 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient in-house management capacity? (Including staff, equipment and ability to handle the budget for the action)?	5
1.4 Does the lead applicant have stable and sufficient sources of finance?	5
2. Relevance	20
<i>Score transferred from the Concept Note evaluation</i>	
3. Design of the action	15
3.1 How coherent is the design of the action? Does the proposal indicate the expected results to be achieved by the action? Does the intervention logic explain the rationale to achieve the expected results? Are the activities proposed appropriate, practical, and consistent with the envisaged outputs and outcome(s)?	5
3.2 Does the proposal/Logical Framework include credible baseline, targets and sources of verification? If not, is a baseline study foreseen (and is the study budgeted appropriately in the proposal)?	5
3.3 Does the design reflect a robust analysis of the problems involved, and the capacities of the relevant stakeholders?	5
4. Implementation approach	15
4.1 Is the action plan for implementing the action clear and feasible? Is the timeline realistic?	5
4.2 Does the proposal include an effective and efficient monitoring system? Is there an evaluation planned (previous, during or/and at the end of the implementation)?	5
4.3 Is the co-applicant(s)'s and affiliated entity(ies)'s level of involvement and participation in the action satisfactory?	5
5. Sustainability of the action	15
5.1 Is the action likely to have a tangible impact on its target groups?	5

5.2 Is the action likely to have multiplier effects, including scope for replication, extension, capitalisation on experience and knowledge sharing?	5
5.3 Are the expected results of the proposed action sustainable?: - Financially (<i>e.g. financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs</i>) - Institutionally (<i>will structures allow the results of the action to be sustained at the end of the action? Will there be local 'ownership' of the results of the action?</i>) - At policy level (where applicable) (<i>what will be the structural impact of the action — e.g. improved legislation, codes of conduct, methods</i>) - Environmentally (if applicable) (<i>will the action have a negative/positive environmental impact?</i>)	5
6. Budget and cost-effectiveness of the action	15
6.1 Are the activities appropriately reflected in the budget?	/ 5
6.2 Is the ratio between the estimated costs and the results satisfactory?	/ 10
Maximum total score	100

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

If the lead applicant applies without co-applicants or affiliated entities the score for point 4.3 shall be 5 unless the involvement of co-applicants or affiliated entities is mandatory according to these guidelines for applicants.

Provisional selection

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

(3) STEP 3: VERIFICATION OF ELIGIBILITY OF THE APPLICANTS AND AFFILIATED ENTITY(IES)

The eligibility verification will be performed on the basis of the supporting documents requested by the contracting authority. It will by default only be performed for the applications that have been provisionally selected according to their score and within the available budget for this call for proposals.

- The declaration by the lead applicant (Section 8 of Part B of the grant application form) will be cross-checked with the supporting documents provided by the lead applicant. Any missing supporting document or any incoherence between the declaration by the lead 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.

Any rejected application will be replaced by the next best placed application on the reserve list that falls within the available budget for this call for proposals.

2.4. SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED APPLICATIONS

A lead applicant whose application has been provisionally selected or placed on the reserve list will be informed in writing by the contracting authority. It will be requested to supply the following documents in order to allow the contracting authority to verify the eligibility of the lead applicant, (if any) of the co-applicant(s) and (if any) of their affiliated entity(ies)⁴:

1. The statutes or articles of association of the lead applicant, (if any) of each co-applicant and (if any) of each affiliated entity⁵. Where the contracting authority has recognised the lead applicant's, or the co-applicant(s)'s, or their affiliated entity(ies)'s eligibility for another call for proposals under the same budget line within 2 years before the deadline for receipt of applications, it should be submitted, instead of the statutes or articles of association, a copy of the document proving their eligibility in a former call (e.g. a copy of the special conditions of a grant contract received during the reference period), unless a change in legal status has occurred in the meantime⁶. This obligation does not apply to international organisations which have signed a framework agreement with the European Commission.
2. For action grants exceeding EUR 750 000 and for operating grants above EUR 100 000, the lead applicant must provide an audit report produced by an approved external auditor where it is available, and always in cases where a statutory audit is required by Italian or national law. That report shall certify the accounts for up to the last 3 financial years available. In all other cases, the applicant shall provide a self-declaration signed by its authorised representative certifying the validity of its accounts for up to the last 3 financial years available.

This requirement shall apply only to the first application made by a beneficiary to an authorising officer responsible in any one financial year.

3. The external audit report is not required from (if any) the co-applicant(s) or affiliated entities.

A copy of the lead applicant's latest accounts (the profit and loss account and the balance sheet for the last financial year for which the accounts have been closed)⁷. A copy of the latest account is neither required from (if any) the co-applicant(s) nor from (if any) affiliated entity(ies).

4. Legal entity sheet (see Annex D of these guidelines) duly completed and signed by each of the applicants (i.e. by the lead applicant and (if any) by each co-applicant), accompanied by the justifying documents requested there. If the applicants have already signed a contract with the contracting authority, instead of the legal entity sheet and supporting documents, the legal entity number may be provided, unless a change in legal status occurred in the meantime.
5. A financial identification form of the lead applicant (not from co-applicant(s)) conforming to the model attached as Annex E of these guidelines, certified by the bank to which the payments will be made. This bank should be located in the country where the lead applicant is established. If the lead applicant has already submitted a financial identification form in the past for a contract where the Italian Agency for Development Cooperation was in charge of the payments and intends to use the same bank account, a copy of the previous financial identification form may be provided instead.

⁴ No supporting document will be requested for applications for a grant not exceeding EUR 60 000.

⁵ Where the lead applicant and/or a co-applicant(s) and/or an affiliated entity(ies) is a public body created by a law, a copy of the said law must be provided.

⁶ To be inserted only where the eligibility conditions have not changed from one call for proposals to the other.

⁷ This obligation does not apply to natural persons who have received a scholarship or that are in most need in receipt of direct support, nor to public bodies and to international organisations. It does not apply either when the accounts are in practice the same documents as the external audit report already provided pursuant to Section 2.4.2.

8. The lead applicant as well as all co-applicants and affiliated entities shall fill in and sign the declaration on honour certifying that they are not in one of the exclusion situations (see Section 2.6.10.1 of the PRAG), ANNEX H.

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

Where such documents are not in one of the official languages of the European Union a translation into English of the relevant parts of these documents proving the lead applicant's and, where applicable, co-applicants' and affiliated entity(ies)' eligibility, must be attached for the purpose of analysing the application.

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

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

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

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

2.5. NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

2.5.1. *Content of the decision*

The lead applicants will be informed in writing of the contracting authority's decision concerning their application and, if rejected, the reasons for the negative decision.

An applicant believing that it has been harmed by an error or irregularity during the award process may lodge a complaint. See further Section 2.4.15 of the practical guide.

Applicants and, if they are legal entities, persons who have powers of representation, decision-making or control over them, are informed that, should they be in one of the situations of early detection or exclusion, their personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the early detection and exclusion system, and communicated to the persons and entities concerned in relation to the award or the execution of a grant contract.

For more information, you may consult the privacy statement available on http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm

2.5.2. Indicative timetable

	DATE	TIME
1. Information meeting (if any)	Not applicable	Not applicable
2. Deadline for requesting any clarifications from the contracting authority	4th of May 2021	13:00 local time
3. Last date on which clarifications are issued by the contracting authority	15 of May 2021	-
4. Deadline for submission of : applications	25 of May 2021	13:00 Local Time
5. Information to lead applicants on opening, administrative checks and concept note evaluation (Step 1)	10 of June 2021	-
6. Information to lead applicants on the evaluation of the full applications (Step 2)	30 of June 2021	-
7. Notification of award (after the eligibility check) (Step 3)	15 of July 2021	-
8. Contract signature	30 of July 2021	-

All times are in the time zone of the country of the contracting authority (MAPUTO-MOZAMBOIQUE)

This indicative timetable refers to provisional dates (except for dates 2, 3, and 4) and may be updated by the contracting authority during the procedure. In such cases, the updated timetable will be published on the web site of the Italian Agency for Development Maputo's Office <https://maputo.aics.gov.it/pt/home-por/opportunidades/concursos/>

2.6. CONDITIONS FOR IMPLEMENTATION AFTER THE CONTRACTING AUTHORITY'S DECISION TO AWARD A GRANT

Following the decision to award a grant, the beneficiary(ies) will be offered a contract based on the standard grant contract (see Annex G of these guidelines). By signing the application form (Annex A of these guidelines), the applicants agree, if awarded a grant, to accept the contractual conditions of the standard grant contract. Where the coordinator is an organisation whose pillars have been positively assessed, it will sign a contribution agreement based on the contribution agreement template. In this case references to provisions of the standard grant contract and its annexes shall not apply. References in these guidelines to the grant contract shall be understood as references to the relevant provisions of the contribution agreement.

Implementation contracts

Where implementation of the action requires the beneficiary(ies) and its affiliated entity(ies) (if any) to award procurement contracts, those contracts must be awarded in accordance with Annex IV to the standard grant contract.

In this context, a distinction should be made between awarding implementation contracts and subcontracting parts of the action described in the proposal, i.e. the description of the action annexed to the grant contract,

such subcontracting being subject to additional restrictions (see the general terms and conditions in the model grant contract).

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

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

LIST OF ANNEXES

DOCUMENTS TO BE COMPLETED

- Annex A: Grant application form (Word format)
- Annex B: Budget (Excel format)
- Annex C: Logical framework (Excel format)
- Annex D: Legal entity sheet⁸
- Annex E: Financial identification form

DOCUMENTS FOR INFORMATION⁹

- Annex G: Standard grant contract
 - Annex II: general conditions
 - Annex IV: contract award rules
 - Annex V: standard request for payment
 - Annex VI: model narrative and financial report
 - Annex VII: model report of factual findings and terms of reference for an expenditure verification of an AICS financed grant contract for external action
 - Annex VIII: model financial guarantee
 - Annex IX: standard template for transfer of ownership of assets
- Annex H: Declaration on Honour
- Annex J: Information on the tax regime applicable to grant contracts signed under the call.

Useful links:

Project Cycle Management Guidelines

http://ec.europa.eu/europeaid/aid-delivery-methods-project-cycle-management-guidelines-vol-1_en

The implementation of grant contracts

A Users' Guide

<http://ec.europa.eu/europeaid/companion/document.do?nodeNumber=19&locale=en>

Financial Toolkit

http://ec.europa.eu/europeaid/funding/procedures-beneficiary-countries-and-partners/financial-management-toolkit_en

Please note: The toolkit is not part of the grant contract and has no legal value. It merely provides general guidance and may in some details differ from the signed grant contract. In order to ensure compliance with their contractual obligations beneficiaries should not exclusively rely on the toolkit but always consult their individual contract documents.

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⁸ Only applicable where the European Commission will make the payments under the contracts to be signed.

⁹ These documents should also be published by the contracting authority.