

Contracting Authority:

**Italian Agency for Development Cooperation (AICS)**

Programme:

**“Coding Girls – Tackling the Gender and Geographic Divide in the  
ICT sector in Mozambique”**

**GUIDELINES FOR GRANT APPLICANTS**

Reference:

**AICS MAPUTO/Grants/002/2021**

Deadline for submission of applications:

**31<sup>st</sup> August 2021 at 1,00 pm (Maputo date and time)**

\* \* \*

# 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. CODING GIRLS – TACKLING THE GENDER AND GEOGRAPHIC DIVIDE IN THE ICT SECTOR IN MOZAMBIQUE**

## **1.1 SYNTHESIS OF THE PROGRAMME AND OBJECT OF THIS GRANT AWARD PROCEDURE**

The Italian Agency for Development Cooperation allocated funding for the realisation of the 3-year programme “Coding Girls – Tackling the Gender and Geographic Divide in the ICT Sector in Mozambique” (project code AID 12227). The initiative, shaped to be feasible and effective in the changed emergency socio-health context created by the COVID-19 pandemic in the country, aims at contributing to improve the professional opportunities of girls and young women in all the provinces of the country, stimulating secondary school students to undertake courses of study in the scientific and technological areas, where there is still a deep gender gap, as well as facilitating the realisation of entrepreneurial initiatives of university students and women committed to creating value in the ICT sector.

Secondary school girls shall be trained in computer programming (coding) and stimulated towards the STEM faculties, after a consolidation of the bases in the MS Office package, but the conditions shall also be created for them to participate in meeting spaces dedicated to them (physical or virtual), called *Coding Clubs* in the experiences around the world which inspired this programme: these *clubs* constitute protected areas both to continue and deepen the coding activities, and to raise awareness and train other young people, thanks to the facilitation of networking with other programs aimed at female empowerment in the area. Under this component, AICS’s governmental partner in Mozambique is the National Institute for e-Government (INAGE), which has one Delegation in each Province’s capital city.

Furthermore, in a context of scarce employment opportunities, training and further training opportunities in the ICT field shall be created for those young women who have the potential to launch start-ups in this sector, through the services of a business incubator. To this end, it was considered appropriate to use the existing structure of the second partner Eduardo Mondlane University’s Computer Centre (CI-UEM), in Maputo: the latter’s dedicated section “Innovation Space” shall support the creation of start-ups for students in the completion phase of their studies in scientific-technological areas or computer science.

This Call for Proposals aims at selecting an Implementing Agency for the programme (an organisation or a consortium gathering the set of experience and competences required), which shall also assist the government partners to deliver their part of the work.

## **1.2 BACKGROUND**

Mozambique is one of the countries with per capita income and human development indices among the lowest on the planet, with great difficulties in providing basic services to the population, which presents an accelerated growth and an unbalanced structure on the very new generations, while the economic system is incapable to absorb the mass of young people who enter the labour market every year.

The information and communication technologies (ICT) sector opens up new horizons to the latest generations who are entering the labour market, presenting, in principle, equal gender opportunities. However, within the Mozambican social framework, like in most of the rest of the world (where only 20% of workers in science and technology and 35% of students in the “STEM” disciplines are women), there is a strong absence of women in the paths that allow access to these new opportunities, reflected primarily by enrolment in university courses in computer science, in which girls always represent less than 20% of the students. The substantial non-existence of ICT-based companies with female leadership is a further aspect of the gender digital divide in the country.

The digital divide also has a geographical dimension in the country, with a great difference in development of infrastructures and economic activities between the capital Maputo and the other provinces, to which fewer per capita resources are systematically allocated, while an integrated and active international presence is also scarce, while it could play a driving role in a number of economic sectors.

### 1.3 OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

The **global objective** of this call for proposals is contributing to gender equality through a reduction of the aforementioned gap between men and women in the access and development of information and communication technologies (ICT), with attention to fair coverage of the national territory, as well as in employment opportunities in this area.

The **specific objective** of the programme, to which this call for proposals is critically instrumental, is to promote a process of female empowerment by improving access to information technologies and knowledge of girls in the 10 provincial capitals of Mozambique, as well as through support for the creation of micro-enterprises for which ICT are the core business or can ensure a competitive advantage.

The three priorities of this call for proposals concern an increase of self-confidence among high school girls in main urban centres around their role in the digital transformation of the economy and the society, capacity building of the institutional partners towards the objectives of the programme (INAGE and UEM's Computer Centre, both under the supervision of the Ministry of Science, Technology and Higher Education), as well as the creation and support of female-led start-ups based on ICT, through the services of the business incubator (Innovation Space) of CI-UEM.

The **first priority of the programme** (referring to expected result **ER1**) is a more confident attitude of the girls towards the ICT and their acquisition of skills (to be developed with the follow-up in the clubs and then in the course of university studies) through training them in the use of the main IT packages and in simple programming tools.

The main **activities** identified as capable to achieve ER1, which may be considered and included in the proposals, are the following:

- i) the definition of the syllabus for training courses for girls;
- ii) the recruitment of tutors;
- iii) the dissemination of the initiative in secondary schools with the selection of participants;
- iv) the implementation of training courses scheduled each year (in the manner permitted gradually by the health emergency);
- v) the constitution of coding clubs and their animation, e.g. with interventions on GEWE topics during new training courses or through the creation of work teams to continue coding activities;
- vi) the organization and implementation of exchanges of experiences either between consolidated initiatives in Italy or in other countries and the one in question;
- vii) the establishment of scholarships to allow the most deserving to continue their studies in the promoted areas.

The **second priority** (corresponding to expected result ER2) concerns the improved capacity of INAGE and its network of Provincial Delegations as a reference infrastructure for the training activities of the initiative and those relating to *Coding Clubs*, through the training of technical staff in coding and the provision of appropriate equipment. During the three-year program, implementation in the provinces will be gradual, starting with the central-southern provinces in order to more easily monitor and correct the approach and methods of implementation.

In order to achieve ER2 (and partly also for ER1) it is desirable that most of the following activities (along with others, if appropriate) be included in the proposal:

- i) Analysis of the IT equipment needs of each INAGE Provincial Delegation and of its training capacity in terms of available spaces and teaching officers to be trained on the coding applications identified for this program, taking into account the online training modality to which the COVID-19 context will oblige at least in the first year of the program (after the acute emergency phase, however, the infrastructure will have to be adapted with a view to prevention, with plexiglass barriers and similar measures);
- ii) Preparation and publication of tenders for the purchase of office equipment (especially for COVID-19 prevention) and IT equipment for each Provincial Delegation;

- iii) Selection of offers from economic operators, purchase of equipment and installation in the respective Provincial Delegation (in the case of laptops, it will be a question of preparing the machines and establishing protocols for lending to the beneficiaries of the coding training courses);
- iv) Definition of the contents of the training course for trainers;
- v) Logistic preparation of the trainers' training courses (computer room, Internet access, installation and customization of a Moodle LMS platform for the remote part of the course, travel and accommodation of trainers from other provinces to the province where the course is held, provision of catering services during the course, logistics for the training of trainers, etc., always taking into account the phases of pandemic emergency and relative freedom of movement and interaction);
- vi) Training of teachers and tutors of the Provincial Delegations of each region (e.g. in the Centre-South in a first phase, then in the Centre starting from the second year and North in the third phase), which might take place at one of the Delegations of the region, for a period of two weeks in person and two weeks later using the Moodle LMS platform.

The **third priority** refers to the creation and/or support, by the CI-UEM's *Innovation Space*, of start-up businesses (at least 20), led by women and with ICT as the main content of the services sold, or as an innovative modality by which they are produced and provided. While taking into account that local businesses and their associations will be most probably critical for the success of the initiative and should also be involved in the action, the following activities look adequate to achieve the ER3:

- i) Definition of the syllabus of the specialist course on coding, in terms of information on instructors, general information about the course, course objectives, course management, assessment method, content and resources for learning and course calendar;
- ii) Dissemination of the initiative to the faculties of UEM and other universities in the capital and neighbouring districts (Marracuene, Boane, Namaacha, City of Matola) and identification of the most appropriate forms for the recruitment of potential candidates to benefit from incubator services;
- iii) Minor rehabilitation of the spaces availed by CI-UEM for the incubator and purchase of some equipment to be dedicated to courses and services for micro-enterprises supported by the *Innovation Space*;
- iv) Implementation of specialization courses in computer programming (one in the first year and then two per year lasting 5 months each). These training courses should be offered to students of technical-scientific faculty who already have a basic knowledge of computer science. Since the training has as its final objective the creation of start-ups in the IT sector, they will concern advanced programming environments (creation of apps for Android, Java, Python, Javascript, etc. ...) which will be decided by the *Innovation Space* according to the trends and opportunities on the labour market;
- v) Implementation of "hackathon" events, also aimed at selecting more (already trained) girls or women who intend to develop innovative business ideas;
- vi) Provision of support services for innovative ideas for the creation and incubation of start-ups, including infrastructure, internet and minimal IT equipment, realization of training workshops on business management, accounting, costing and business plan, communication;
- vii) Creation of meeting opportunities between incubating start-ups and ICT companies in the local and national economy.

#### **1.4 FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY**

The overall indicative amount made available under this call for proposals is **EUR 1,186,000** (one million and one hundred eighty six thousand Euro). The contracting authority reserves the right not to award all available funds.

The grant requested under this call for proposals must fall between the following minimum and maximum amounts:

- minimum amount: **EUR 1,186,000**

- maximum amount: EUR **1,186,000**

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: 95% of the total eligible costs of the action.
- **Maximum percentage: 95% of the total eligible costs** of the action (see also Section 2.1.5).

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

The grant may cover the entire eligible costs of the action (provided the total amount is not lower nor higher than the minimum and maximum stated above), if this is deemed essential to carry it out. If that is the case, the lead applicant must justify full financing in Section 2.1 of Part B of the grant application form. The validity of the justification provided will be examined during the evaluation procedure. The absence of any justification may lead to the rejection of the application.

## 2. RULES FOR THIS CALL FOR PROPOSALS

These guidelines set out the rules for the submission, selection and implementation of the actions financed under this call, in conformity with the practical guide (PRAG), which is applicable to the present call (available on the internet at this address <http://ec.europa.eu/europeaid/prag/document.do?locale=en>).

Notice: the Italian Agency for Development Cooperation (AICS), Maputo Office, is the contracting authority (C.A.) and the funds are availed by the Italian Government. The C.A. adopts for this Call for Proposals the rules set out to discipline the awarding procedures of Grants by the European Commission or by other C.A. for funds of the EU, therefore most of the documents attached to these Guidelines were adapted accordingly, but the Grant Contract General Conditions (ANNEX II e3h2\_gencond\_en) was left in the original version: **all the references to the European Commission as C.A. or as responsible for the supervision of the procedure carried out by another C.A. with European funds, need to be interpreted as referring to Italy and its agency AICS as the funder, and to the AICS Maputo Office as the C.A.**

### 2.1 ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

(1) the actors:

- The **'lead applicant'**, i.e. the entity submitting the application form (2.1.1),
- if any, its **co-applicant(s) (where it is not specified otherwise the lead applicant and its co-applicant(s) are hereinafter jointly referred as 'applicant(s)')** (2.1.1),
- and, if any, **affiliated entity(ies)** to the lead applicant and/or to a co-applicant(s) (2.1.1).

(2) the actions:

Actions for which the grant may be awarded (2.1.4);

(3) the costs:

- types of cost that may be taken into account in setting the amount of the grant (2.1.5).

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

##### Lead applicant

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

- i. be a legal person, **and**
- ii. be non-profit making, **and**
- iii. be established in<sup>1</sup> one of the Member States of the European Union (this obligation does not apply to international, i.e. inter-governmental, organisations as defined by Article 156 of the EU Financial Regulation<sup>2</sup>), **and**

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<sup>1</sup> To be determined on the basis of the organisation's statutes, which should demonstrate that it has been established by an instrument governed by the national law of the country concerned and that its head office is located in an eligible country. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if the statutes are registered locally or a 'Memorandum of Understanding' has been concluded.

- iv. 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.

The Lead Applicant shall also:

- v. demonstrate adequate capacities for planning, monitoring, evaluation, advocacy, communication applicable to the action proposed, **and**
- vi. demonstrate expertise in similar projects (youth training on coding and ICT on multiple locations, promotion of gender equality and women empowerment, start-up incubation, especially for young entrepreneurs, women and with ICT focus as a service or a value adding mode of delivering services) worldwide, if possible in a developing country. This set of experience and competences may be complemented by co-applicants and/or affiliate entities.

- (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;

Lead applicants, co-applicants, affiliated entities and, in case of legal entities, persons who have powers of representation, decision-making or control over the lead applicant, the co-applicants and the affiliated entities are informed that, should they be in one of the situations of early detection or exclusion according to Section 2.6.10.1 of the practical guide, personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the early detection and exclusion system, and communicated to the persons and entities concerned in relation to the award or the execution of a grant contract. In this respect, provisionally selected lead applicants, co-applicants and affiliated entities are obliged to declare that they are not in one of the exclusion situations through a signed declaration on honour (PRAG Annex A14b). For grants of EUR 60 000 or less, no declaration on honour is required. See section 2.4.

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.

- (3) Applicants included in the lists of EU restrictive measures (see Section 2.4. of the PRAG) at the moment of the award decision cannot be awarded the contract.<sup>3</sup>

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

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.

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<sup>2</sup> International organisations are international public-sector organisations set up by intergovernmental agreements as well as specialised agencies set up by them; the International Committee of the Red Cross (ICRC) and the International Federation of National Red Cross and Red Crescent Societies are also recognised as international organisations.

<sup>3</sup> The updated lists of sanctions are available at [www.sanctionsmap.eu](http://www.sanctionsmap.eu).

Please note that the sanctions map is an IT tool for identifying the sanctions regimes. The source of the sanctions stems from legal acts published in the Official Journal (OJ). In case of discrepancy between the published legal acts and the updates on the website it is the OJ version that prevails.

## **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.

In addition to the condition referred to above in this Section under iii., the following are however also eligible as Co-applicant(s):

- legal entities established in Mozambique.

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).

## **Affiliated entity(ies)**

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

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

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

This structural link encompasses mainly two notions:

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

Entities affiliated to an applicant may hence be:

- Entities directly or indirectly controlled by the applicant (daughter companies or first-tier subsidiaries). They may also be entities controlled by an entity controlled by the applicant (granddaughter companies or second-tier subsidiaries) and the same applies to further tiers of control;
- Entities directly or indirectly controlling the applicant (parent companies). Likewise, they may be entities controlling an entity controlling the applicant;
- Entities under the same direct or indirect control as the applicant (sister companies).

- (ii) Membership, i.e. the applicant is legally defined as a e.g. network, federation, association in which the proposed affiliated entities also participate or the applicant participates in the same entity (e.g. network, federation, association,...) as the proposed affiliated entities.

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

By way of exception, an entity may be considered as affiliated to an applicant even if it has a structural link specifically established for the sole purpose of the implementation of the action in the case of so-called 'sole applicants' or 'sole beneficiaries'. A sole applicant or a sole beneficiary is a legal entity formed by several

entities (a group of entities) which together comply with the criteria for being awarded the grant. For example, an association is formed by its members.

#### What is not an affiliated entity?

The following are not considered entities affiliated to an applicant:

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

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

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

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

If the applicants are awarded a grant contract, their affiliated entity(ies) will not become beneficiary(ies) of the action and signatory(ies) of the grant contract. However, they will participate in the design and in the implementation of the action and the costs they incur (including those incurred for implementation contracts and financial support to third parties) may be accepted as eligible costs, provided they comply with all the relevant rules already applicable to the beneficiary(ies) under the grant contract.

Affiliated entity(ies) must satisfy the same eligibility criteria as the lead applicant and the co-applicant(s). They must sign the affiliated entity(ies) statement in Part B Section 5 of the grant application form.

### **Associates and contractors**

The following entities are not applicants nor affiliated entities and do not have to sign the ‘mandate for co-applicant(s)’ or ‘affiliated entities’ statement’:

#### Associates

Other organisations or individuals may be involved in the action. Such associates play a real role in the action but may not receive funding from the grant, with the exception of per diem or travel costs. Associates do not have to meet the eligibility criteria referred to in Section 2.1.1. Associates must be mentioned in Part B Section 6 — ‘Associates participating in the action’ — of the grant application form.

#### Contractors

The beneficiaries and their affiliated entities are permitted to award contracts. Associates or affiliated entity(ies) cannot be also contractors in the project. Contractors are subject to the procurement rules set out in Annex IV to the standard grant contract.

## 2.1.2 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

- **ICT training and education**
- **Micro- and small-business creation, development, support in “incubation” stages**
- **Technical assistance to Government or public bodies in developing countries**

Experience and competences is required by the Lead applicant (together with Co-applicants and Affiliate entities, if applicable) **in all the above sectors**.

### Location

Actions must take place in the following country: **Mozambique** (in Maputo for the start-up support component and in all provincial capitals for the training and *coding club* programme component).

### Types of action

- **Training in ICT knowledge and use, as well as in coding, for young high school students at a basic level, and for university students or other beneficiaries with a degree, at an advanced level;**
- **Support to creation, “incubation” and development of micro- or small businesses, especially focused on the new technologies;**
- **Capacity and institutional building to developing countries’ public institutions towards implementation of the abovementioned actions.**

Applicants shall address **all the above-listed action components**.

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

In Section 1.3 three priorities were established. **A proposal shall cover all priorities**. Three sub-sets of activities were proposed as suitable to pursue the three respective expected results (ER1, ER2, and ER3) and may be financed under this call, **with possible integrations and changes as deemed appropriate by the applicant**.

For the **first priority**, they are:

- Definition of the coding course syllabus, in terms of information on instructors, general course information, course objectives, course management, assessment method, learning content and resources and course calendar;
- Dissemination of the initiative to secondary schools in the provincial capitals and with press releases on local radios, in the manner that the emergency and adaptation to the reality of COVID-19 will allow at every stage of the program;
- Selection and recruitment, for each province, of two young women enrolled in higher education courses in IT or already trained in ICT, to be associated as tutors with INAGE Provincial Delegation teachers during the training of girls on coding;
- Agreements with OSC for GEWE for the selection of candidates for coding courses or as training assistants among their target groups;
- Selection of interested candidates on the basis of academic merits, motivation and demonstrated predisposition;
- Negotiation of contracts with local operators for the supply of food for light lunches to be given to girls who will attend courses on coding and coding clubs [with obvious reference to the phases in which it will be possible to carry out activities in physical presence];
- Creation of courses on coding (three per year for each INAGE Provincial Delegation “activated”, with an increase to four per year in the following years), always preceded by a component of improvement (or literacy, if necessary) on the use of the main packages commonly used computers, such as MS Office. The courses on coding for secondary school girls in the provinces concern the use of a simplified visual programming language, created by Google and MIT specifically for the very young and used internationally in primary and secondary schools. The peculiarity of this programming language is the construction of complex logic blocks starting from pre-made and coloured elementary logic blocks that are assembled together like a puzzle;
- Creation of coding clubs for girls who attend coding courses (regulations, computer room availability times, definition of activities, tutoring, etc.). During the emergency period of COVID-19, the activities of the coding clubs can be carried out on virtual social communication platforms;
- Monitoring of course results, both through the online Moodle platform and with on-site missions;
- Implementation of communication events on coding at provincial and national level with the participation of international initiatives and experiences;
- Creation of days on GEWE during coding courses, which can be done via web conference during the emergency period and in person when this phase ends;
- Search for partners for the continuity of support to the beneficiaries (scholarships) and for the sustainability of the initiative: IT companies, telecommunications companies, other donors, civil society organizations, etc. At the end of the first year, the program budget will contribute to the grants, in order to establish a good practice that can then be replicated by the partners.

In order to respond to the **second priority**, the following desirable activities were identified:

- Analysis of the IT needs of each INAGE Provincial Delegation and of its training capacity in terms of available spaces and teaching officers to be trained on the coding applications identified for this program, taking into account the online training modality to which the COVID-19 context will oblige at least in the first year of the program (after the acute emergency phase, however, the infrastructure will have to be adapted with a view to prevention, with Plexiglas barriers and similar measures);
- Preparation and publication of tenders for the purchase of office equipment (especially for COVID-19 prevention) and IT equipment for each INAGE Provincial Delegation;
- Selection of offers from economic operators, purchase of equipment and installation in the respective INAGE Provincial Delegation (in the case of laptops, it will be a question of preparing the machines and establishing protocols for lending to the beneficiaries of the coding training courses);

- Definition of the contents of the training course for trainers;
- Logistic preparation of the trainers' training courses (computer room, Internet access, installation and customization of a Moodle LMS platform for the remote part of the course, travel and accommodation of trainers from other provinces to the province where the course is held, provision of catering services during the course, logistics for the trainer of trainers, etc., always taking into account the phases of health emergency and relative freedom of movement and interaction);
- Training of teachers and tutors of the INAGE Provincial Delegations of each region (e.g. in the Centre-South in a first phase, then in the Centre starting from the second year and North in the third phase), which might take place at one of the Delegations of the region, for a period of two weeks in person and two weeks later using the Moodle LMS platform.

The third sub-set of activities identified to tackle the **third priority** is as follows:

- Definition of the syllabus of the specialist course on coding, in terms of information on instructors, general information about the course, course objectives, course management, assessment method, content and resources for learning and course calendar;
- Dissemination of the initiative to the faculties of UEM and other universities in the capital and neighbouring districts (Marracuene, Boane, Namaacha, City of Matola) and identification of the most appropriate forms for the recruitment of potential candidates to benefit from incubator services;
- Minor rehabilitation of the spaces intended by CI-UEM for the incubator and purchase of some equipment to be dedicated to courses and services for micro-enterprises supported by the *Innovation Space*;
- Implementation of specialization courses in computer programming (one in the first year and then two per year lasting 5 months each). These training courses should be offered to students of technical-scientific faculty who already have a basic knowledge of computer science. Since the training has as its final objective the creation of start-ups in the IT sector, they will concern advanced programming environments (creation of apps for Android, Java, Python, Javascript, etc....) which will be decided by the *Innovation Space*, according to trends and opportunities in the labour market;
- Implementation of “hackathon-like” events, also aimed at selecting more (already-trained) girls or women who intend to develop innovative business ideas;
- Provision of support services for innovative ideas for the creation and incubation of start-ups, including infrastructure, internet and minimal IT equipment, realization of training workshops on business management, accounting, costing and business plan, communication;
- Creation of meeting opportunities between incubating start-ups and ICT companies in the local and national markets.

#### Financial support to third parties<sup>4</sup>

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.

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<sup>4</sup> These third parties are neither affiliated entity(ies) nor associates nor contractors.

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 outputs<sup>5</sup> (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.

### Visibility

The applicants must take all necessary steps to publicise the fact that the Italian Agency for Development Cooperation (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 support from AICS 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, published at <https://www.aics.gov.it/home-ita/settori/linee-guida>).

### Number of applications and grants per applicants

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 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 shall be based on:

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

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<sup>5</sup> As per OECD DAC definition, the term 'results' includes: 'impact' (overall objective), 'outcome(s)' (specific objective(s) and 'output(s)').

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 EU 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 the contracting authority or any external body authorised by AICS.

#### 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 EU, it may not claim indirect costs on its incurred costs within the proposed budget for the action.

#### Contributions in kind

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

As an exception, contributions in kind may include personnel costs for the work carried out by volunteers under an action or work programme (which are eligible costs).

Volunteers' work may comprise up to 50% of the co-financing. For the purposes of calculating this percentage, contributions in kind in the form of volunteers' work must be based on the unit cost provided by the contracting authority. This type of costs must be presented separately from other eligible costs in the estimated budget. The value of the volunteer's work must always be excluded from the calculation of indirect costs.

When the estimated costs include volunteers' work, the grant shall not exceed the estimated eligible costs other than the costs for volunteers' work.

Other co-financing shall be based on estimates provided by the applicant.

The contracting authority may accept co-financing in kind in the form of volunteers' work, valued on the basis of unit costs, if considered necessary or appropriate. In such cases, the value of such contributions must not exceed the unit cost per volunteer per day, defined and authorised by the contracting authority for a maximum of 50% of the co-financing.

If co-financing in kind is proposed, it must be included in Annex B (Worksheet 3) to the guidelines for applicants on the expected sources of funding for the action. The same amount must be indicated in the budget (worksheet 1).

#### 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 European Union (including through EDF) grant;
- purchases of land or buildings, except where necessary for the direct implementation of the action, in which case ownership must be transferred in accordance with Article 7.5 of the general conditions of the standard grant contract, at the latest at the end of the action;
- currency exchange losses;
- credit to third parties;
- salary costs of the personnel of national administrations.

### **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 European Commission 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 European Commission 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 European Union are liable, depending on the seriousness of the facts observed, to have their contracts terminated or to be permanently excluded from receiving EU/EDF funds.

### 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** or **Portuguese**.

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 copy 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 driver) 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 **reference number and 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 ‘*Manter lacrado até a sessão oficial 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 de Cooperação para o Desenvolvimento (AICS) Sede de Maputo Rua Damião de Góis, 381 MAPUTO Mozambique (Tel.: +258 21491787/88)
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Applications sent by any other means (e.g. by fax or by e-mail) or delivered to other addresses will be rejected.

**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 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 which will serve as proof.

The deadline for the submission of applications is 31<sup>st</sup> August 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 at 31<sup>st</sup> August, before 1 hour pm Maputo time, as evidenced by the signed and dated receipt. Any application submitted after the deadline will automatically be rejected.

The contracting authority may, for reasons of administrative efficiency, reject any application submitted on time to the postal service but received, for any reason beyond the contracting authority's control, after the effective date of approval of the first evaluation step, if accepting applications that were submitted on time but arrived late would considerably delay the award procedure or jeopardise decisions already taken and notified (see indicative calendar under Section 2.5.2).

## 2.2.4 Further information about applications

Further information may be published at a later stage

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 (<https://maputo.aics.gov.it>), 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, as well as for further information that the Contracting Authority may deem useful to publish.

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.

### 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\***

<b>1. Relevance of the action</b>	Sub-score	<b>20</b>
1.1 How relevant is the proposal to the objectives and priorities of the call for proposals and to the specific themes/sectors/areas or any other specific requirement stated in the guidelines for applicants? Are the expected results of the action aligned with the priorities defined in the guidelines for applicants (section 1.2)?	5	
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 (as rights holders and/or duty bearers) and constraints been clearly defined and does the proposal address them appropriately?	5	
1.4 Does the proposal contain particular added-value elements (e.g. innovation, best practices) and the other additional elements indicated under 1.2. of these Guidelines for applicants?	5	
<b>2. Design of the action</b>	Sub-score	<b>30</b>
2.1 How coherent is the overall design of the action?  Does the proposal indicate the expected results to be achieved by the action? Does the intervention logic explain the rationale to achieve the expected 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	
<b>TOTAL SCORE</b>		<b>50</b>

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

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

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

Secondly, the number of concept notes will be reduced, taking account of the ranking, to the number of concept notes whose total aggregate amount of requested contributions is equal to 500% 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 evaluation committee will proceed to evaluate the proposals sent by the lead applicants whose concept notes have been pre-selected.

## STEP 2: EVALUATION OF THE FULL APPLICATION

Firstly, the following will be assessed:

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

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

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

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

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

*Scoring:*

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

## Evaluation grid

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

5.2 Is the action likely to have multiplier effects, including scope for replication, extension, capitalisation on experience and knowledge sharing?	5
5.3 Are the expected results of the proposed action sustainable?:  - 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
<b>6. Budget and cost-effectiveness of the action</b>	<b>15</b>
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
<b>Maximum total score</b>	<b>100</b>

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

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

### **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 (see Section 2.4). 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 and the affiliated entity(ies) will be verified according to the criteria set out in Sections 2.1.1, 2.1.2 and 2.1.3.

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):

1. The statutes or articles of association of the lead applicant, (if any) of each co-applicant and (if any) of each affiliated entity<sup>6</sup>. Where the contracting authority has recognised the lead applicant's, or the co-applicant(s)'s, or their affiliated entity(ies)'s eligibility for another call for proposals under the same budget line within 2 years before the deadline for receipt of applications, it should be submitted, instead of the statutes or articles of association, a copy of the document proving their eligibility in a former call (e.g. a copy of the special conditions of a grant contract received during the reference period), unless a change in legal status has occurred in the meantime<sup>7</sup>. 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 the 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.

This obligation does not apply to public bodies and international organisations provided that the international organisation in question offers the guarantees provided for in the applicable Financial Regulation, as described in Chapter 6 of the practical guide.

This obligation does not apply to secondary and higher education establishments.

4. A copy of the lead applicant's latest accounts (the profit and loss account and the balance sheet for the last financial year for which the accounts have been closed)<sup>8</sup>. A copy of the latest account is neither required from (if any) the co-applicant(s) nor from (if any) affiliated entity(ies)).
5. 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.

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<sup>6</sup> Where the lead applicant and/or a co-applicant(s) and or an affiliated entity(ies) is a public body created by a law, a copy of the said law must be provided.

<sup>7</sup> To be inserted only where the eligibility conditions have not changed from one call for proposals to the other.

<sup>8</sup> This obligation does not apply to natural persons who have received a scholarship or that are in most need in receipt of direct support, nor to public bodies and to international organisations. It does not apply either when the accounts are in practice the same documents as the external audit report already provided pursuant to Section 2.4.2.

6. A financial identification form of the lead applicant (not from co-applicant(s)) conforming to the model attached as Annex E of these guidelines, certified by the bank to which the payments will be made. This bank should be located in the country where the lead applicant is established. If the lead applicant has already submitted a financial identification form in the past for a contract where the European Commission was in charge of the payments and intends to use the same bank account, a copy of the previous financial identification form may be provided instead.
8. The lead applicant as well as all co-applicants 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 or Portuguese 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 or Portuguese, it is **strongly** recommended, in order to facilitate the evaluation, to provide a translation of the relevant parts of the documents, proving the lead applicant's and, where applicable, co-applicants' and affiliated entity(ies)' eligibility, into English or Portuguese.

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 to AICS, Agenzia Italiana per la Cooperazione allo Sviluppo, Via Salvatore Contarini, 25, 00135, ROMA (telephone: +3906324921).

## 2.5.2 Indicative timetable

	DATE	TIME
<b>1. Information meeting</b>	(not applicable)	(not applicable)
<b>2. Deadline for requesting any clarifications from the contracting authority</b>	10 <sup>th</sup> August 2021	1,00 pm (Maputo time)
<b>3. Last date on which clarifications are issued by the contracting authority</b>	20 <sup>th</sup> August 2021	-
<b>4. Deadline for submission of applications</b>	31 <sup>st</sup> August 2021	1,00 pm (Maputo time)
<b>5. Information to lead applicants on opening, administrative checks and concept note evaluation (Step 1)</b>	22 <sup>th</sup> September 2021	-
<b>6. Information to lead applicants on the evaluation of the full applications (Step 2)</b>	30 <sup>th</sup> October 2021	-
<b>7. Notification of award (after the eligibility check) (Step 3)</b>	15 <sup>th</sup> November 2021	-
<b>8. Contract signature</b>	21 <sup>st</sup> December 2021	-

All times are in the time zone of the country of the contracting authority: Mozambique (CAT, GMT+2).

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 AICS/Maputo Office (<https://maputo.aics.gov.it/home-ita/opportunita/bandi/>).

## 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).

### 3. LIST OF ANNEXES

#### 3.1 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 sheet  
Annex E: Financial identification form

#### 3.2 DOCUMENTS FOR INFORMATION

- Annex G: Standard Grant Contract (Special Conditions)
- 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
  - 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.

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#### USEFUL LINKS

##### **Project Cycle Management Guidelines**

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