

Grant Application Guidelines

Round 1

TATWEER (Development) Civil Society Capacity Building Project

Sub Granting Authority: Un Ponte Per

Deadline for submission of the full proposal: **November 14th, 2021**

Reference: CSO-LA/2019/412 242

All applicants are encouraged to inform Un Ponte Per whether they intend to submit an application for this Call for Applications by sending an email to:

grants.tatweer@unponteper.it

By 14/11/2021

This is not obligatory and does not affect the evaluation of the application. However, it will enable Un Ponte Per to mobilize the necessary resources for the evaluation of the applicant.

Notice

This is an open Call for Proposals, where all documents are submitted together. In the first instance, only the eligibility will be checked. Thereafter, for the applicants who have been pre-selected, the full proposal will be evaluated. Eligibility will be checked on the basis of the supporting documents requested by the Sub Granting Authority and sent together with the Application.

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1. Sub Grants to Civil Society Organizations in Iraq

1.1. Background

Un Ponte Per (UPP) and Al Masella are implementing the project “TATWEER”, a capacity building project for civil society in Iraq financed by the European Union.

According to the EU guidelines, EU financial and political support should aim at improving the enabling environment and the capacity building of civil society in all beneficiary countries.

The Overall objective of the project is (1) Offering free access to high-quality knowledge for the development of professional skills in the fields of internal management, strategic planning and advocacy for local CSOs from 3 locations in Iraq; (2) Strengthening trained CSOs in project development, management and reporting to fit eligibility requirements, present competitive proposals and proficiently manage strategic interventions under international funding agencies; and (3) Strengthening competitiveness and ability to lead meaningful policy dialogue among trained and coached CSOs by building meaningful and performative partnerships. The target groups of the project are: Civil society organizations (CSOs), community-based groups (CBOs), youth groups and activists.

This is the first Call for Proposal under the above-mentioned Action in fulfillment to its Sub Granting Component that is one of main components of “TATWEER” project, which aims to support different local initiatives and to strengthen the role of civil society in the protection of human and environmental rights in Iraq.

Through the “Sub Granting Component”, the project will be financing small and large size projects related to the thematic areas. (2.1.2).

The budget allocated for this (first) Call for Proposals is **USD 555,000**

1.2. Objectives of the Call and Priority Issues

The **general objectives** of this Call for Proposals is: (I) to support innovation, provide technical assistance and build on the capacities in the fields of good governance, human rights and environmental rights.

The **specific objectives** of this Call for Proposals is to focus on building the resilience of civil society in Iraq against shrinking civil spaces.

Priorities

The applicant organizations should be active in the following activities (priorities) in order for the application to be considered:

- I. Human rights – priority should be given to projects that focus on Gender Based Violence, Freedom of expression, freedom of peaceful assembly, Media freedom, and child protection.
- II. Good Governance – priority will be given to projects that focus on initiatives related to social protection and education
- III. Environmental rights – priority will be given to projects that focus on pollution, waste management, water and sanitation, and electricity.

The current Call for Proposals seeks to support associations/networks/federations etc., active and situated in the targeted regions working in the following thematic areas:

TATWEER	
Objectives	Type of interventions suggested – non exhaustive
<p>I. Human rights – priority should be given to projects that focus on Gender Based Violence, Freedom of expression, freedom of peaceful assembly, Media freedom, and child protection.</p>	<p>I.1 Improvement/Establishment of citizen complaint mechanism to report against any human rights violations with focus on the priorities indicated in the objectives (Gender Based Violence, Freedom of expression, freedom of peaceful assembly, Media freedom, and child protection).</p> <p>I.2 Improvement of citizen monitoring mechanisms at local and/or national level with focus on the priorities indicated in the objectives (Gender Based Violence, Freedom of expression, freedom of peaceful assembly, Media freedom, and child protection).</p> <p>I.3 Awareness raising and communication plan at the local level involving community and youth groups in partnership with the responsible state institutions with focus on the priorities indicated in the objectives (Gender Based Violence, Freedom of expression, freedom of peaceful assembly, Media freedom, and child protection).</p>
<p>II. Good Governance – priority will be given to projects that focus on initiatives related to social protection and education.</p>	<p>II.1 Improvement/Establishment of citizen complaint mechanism on issues related to social protection and/or education at local and/or national level.</p> <p>II.2 Improvement of citizen monitoring mechanisms at local and/or national level with focus on the priorities indicated in the objectives (education and/or social protection)</p> <p>II.3 Awareness raising and communication plan at the local level involving community and youth groups in partnership with the responsible state institutions with focus on the priorities indicated in the objectives (education and/or social protection).</p>

<p>III. Environmental rights – priority will be given to projects that focus on pollution, waste management, water and sanitation, and electricity.</p>	<p>III.1 Improvement/Establishment of citizen complaint mechanism on services delivery related to pollution, waste management, water and sanitation, and electricity related to at local and/or national level.</p> <p>III.2 Improvement of citizen monitoring mechanisms at local and/or national level with focus on the priorities indicated in the objectives (pollution, waste management, water and sanitation, and electricity)</p> <p>III.3 Awareness raising and communication plan at the local level involving community and youth groups in partnership with the responsible state institutions with focus on the priorities indicated in the objectives (pollution, waste management, water and sanitation, and electricity).</p>
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1.3. Financial Allocation Provided by the Contracting Authority

The overall indicative amount made under this Call for Proposals must fall between the following minimum and maximum amounts:

- Small sub-grants (5.550 – 26.5000 USD) (up to 6 months)
- Large sub-grants (26.5000 – 53.000 USD) (up to 12 months)

Number of grants per applicant

- The applicant may not submit more than one application per round under this Call for Proposals.
- The applicant may not be a co-applicant in another application at the same time.
- A co-applicant may not submit more than one application under this Call for Proposals.

Co-funding

The project will fund 100% of the project budget through the sub-granting component.

2. Rules for This Call for Proposals

These guidelines set out the rules for the submission, selection and implementation of the operations financed under this Call, in conformity with the Operational Manual to contract procedures for actions.

Eligibility Criteria

There are three sets of eligibility criteria, relating to:

- (1) the actors:
 - The applicant, i.e., the entity submitting the application form (2.1.1)
 - Applicants having participated in TATWEER trainings will be prioritized.
- (2) the project:
 - Projects for which a sub 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 Applicant

Applicants

The potential applicants can be CSOs that fulfill the administrative criteria as follows:

Administrative/eligibility Criteria:

- The correct grant application form has been used
- The simplified logical framework has been completed in English language and enclosed
- The budget is presented in the format requested in English language and stated in USD
- The original copy (signed) of documents 1,2,3 and 6 is included and send via email to this address grants.tatweer@unponteper.it
- The Declaration of Vetting has been filled and signed.
- Registration certificate mentioning the registration and status of the CSO
- Bank Proof (institutional banker) with the bank account, and IBAN in the name of the organization

Priority will be given to the CSOs they have participated in TATWEER training (s) on: project management, good governance, and strategic planning.

MANDATORY ONLY FOR APPLICATIONS TO MEDIUM GRANTS

- CV of the organization, signed by its legal representative
- In case the proposed action offers activities which need specific licensed experts (for example psychological or legal services), a licenses issued by the respective agencies should be provided.

2.1.2 Eligible operations: Operations for which an application may be made

Duration

The initial planned duration for the small grant projects may not exceed 6 months.

The initial planned duration of the large grant projects may not exceed 12 months.

Areas/Themes

Proposed strategies should focus on delivering results against the objectives and the thematic areas set out in section 1.2 Objectives of the Call and Priority Issues explained above

Location

The geographical coverage for field implementation of the small grant's component is limited to three regions in Iraq: the Kurdish region of Iraq, the Nineveh region and the newly liberated areas from Daesh, and the southern region of Iraq.

Funds will be allocated equally among the three regions without differentiating contextual conditions and needs. In addition, proposals on policy-making and good governance can be implemented at a national level.

Non-eligible actions

The following types of operation are ineligible for this financial support:

- Actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses.
- Actions concerned only or mainly with individual scholarships for studies or training courses.
- One-time off conference: conferences can only be funded if 1) they are duly justified and fall under objectives of the call for proposals and they form part of a wider range of activities to be implemented in the lifetime of the Project. For these purposes, preparatory activities for a conference and the publication of the proceedings of a conference do not in themselves constitute such “wider activities”.
- Projects which consist entirely, or in most part, of preparatory works or studies.
- Co-funding of other projects.
- Projects supporting political parties or illegal activities.
- Core funding of the applicants or (where relevant) its partners.
- Deficit funding and capital endowments.
- Financial subventions to other organizations.
- Purchase of land, building and offices;
- Retroactive financing for projects that are already in implementation or completed;
- Projects taking place outside of the targeted regions;
- Purchase of equipment (unless necessary for the successful execution of the Project and costing not more than 15% of the budget);
- Humanitarian activities.

Coverage of costs

The Sub Grants Component will cover 100 % of the total project budget, within the required limits [min USD 5.550 (five thousand five hundred fifty) and maximum USD 53.000 (fifty three thousands)].

Financial support to third parties

Applicants may not delegate or transfer parts of the implementation/finances of the project to third parties in order to help achieving the objectives of the operation, or propose to fund other third parties through the implementation of the project

Contract award procedures

Where implementation of the project requires awarding of a procurement contract, beneficiary must award the contract to the economically most advantageous offer, i.e. the bid offering the best value for money, respecting the principles of transparency and equal treatment of potential contractors and ensuring that there is no conflict of interest.

Monitoring and Evaluation

Monitoring and evaluation of the approved projects will be implemented by UPP.

Visibility

The Applicants must take all necessary steps to publicize the fact that the European Union is funding the action through the “TATWEER” project implemented by UPP and Al Mesalla. As far as possible, the proposals that are wholly or partially funded by the European Union must incorporate information and communication activities designed to raise the awareness of specific or general audiences of the reasons for the project activities and the EU support in the local or region concerned, as well as the results and the impact of this support.

Applicants must comply with the objectives and priorities and guarantee the visibility of the EU financing (see the Communication and Visibility Manual for EU external actions specified and published by the European Commission at

https://ec.europa.eu/info/funding-tenders/managing-your-project/communicating-and-raising-eu-visibility_en

Number of applications and grants per applicant

The applicant may not submit more than one application under this Call for Proposals. The applicant may not be a co-applicant in another application at the same time. A co-applicant may not submit more than one application 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 presented is considered both a cost estimate and a ceiling for 'eligible costs.

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

Annex II, in the second column of worksheet no.2, "Justification of the estimated costs" per each of the corresponding budget item or heading the applicant must:

- describe the information and methods used to establish the amounts of unit costs, lump sums and/or flat rates, to which costs they refer, etc.
- clearly explain the formulas for calculation of the final eligible amount¹

At contracting phase, UPP decides whether to accept the proposed amounts or rates based on the provisional budget submitted by the applicant, by analyzing factual data of grants carried out by the applicant or of similar projects.

Recommendations to award a grant are always subject to the condition that the checks preceding the signing of the contract do not reveal problems requiring changes to the budget (such as arithmetical errors, inaccuracies, unrealistic costs and ineligible costs). The checks may give rise to requests for clarification and may lead UPP to impose modifications or reductions to address such mistakes or inaccuracies. It is not possible to increase the grant or the percentage of UPP funding as a result of these corrections. It is therefore in the applicant's interest to provide a **realistic and cost-effective budget**.

Eligible direct costs:

Eligible costs are actual costs incurred by the Beneficiary(ies) which meet all the following criteria:

a. they are incurred during the implementation of the Action

- Costs relating to services and works shall relate to activities performed during the implementation period. Costs relating to supplies shall relate to delivery and installation of items during the implementation period. Signature of a contract, placing of an order, or entering into any commitment for expenditure within the implementation period for future delivery of services, works or supplies after expiry of the implementation period do not meet this requirement;
- Costs incurred should be paid before the project closing date.

¹ Examples:- for staff costs: number of hours or days of work * hourly or daily rate pre-set according to the category of personnel concerned;- for travel expenses: distance in km * pre-set cost of transport per km; number of days * daily allowance pre-set according to the country;- for specific costs arising from the organization of an event: number of participants at the event * pre-set total cost per participant etc

- b. they are indicated in the estimated overall budget for the Action;
- c. they are necessary for the implementation of the Action;
- d. they are identifiable and verifiable, in particular being recorded in the accounting records of the Beneficiary(ies) and determined according to the accounting standards and the usual cost accounting practices applicable to the Beneficiary(ies);
- e. they comply with the requirements of applicable tax and social legislation;
- f. they are reasonable, justified and comply with the requirements of sound financial management, regarding economy and efficiency.
- g. Management fee (not to exceed 7% of the total budget):
a percentage of general expenses for personnel and other costs partially used for the project – the percentage must be clearly defined in the project budget. In the reporting phase the financial supporting documents must show the full payment and the percentage allocated to the action (timesheet for personnel, (self)-declaration for other costs
Please notice that the operational costs should not exceed 35% of action budget, as per budget instruction.

Contributions in kind

Contributions in kind mean the provision of goods or services to a Beneficiary(ies) free of charge by a third party. As contributions in kind do not involve any expenditure for a Beneficiary(ies), they are not eligible costs for this application.

Contributions in kind may not be treated as co-financing. However, if the description of the action as proposed includes contributions in kind, the contributions must be made.

Ineligible costs

The following costs are not eligible:

- taxes, except for value added taxes if the following conditions are fulfilled:
 - (i) they are not recoverable by any means.
 - (ii) it is established that they are borne by the final beneficiary; and
 - (iii) they are clearly identified in the project proposal.;

(Note: Personal Income Tax for employees is considered eligible cost under this call for proposal)

- customs and import duties, or any other charges;
- purchase, rent or leasing of land and existing buildings, unless the offices have to be rented explicitly to allow for the implementation of the operation (to be demonstrated by the applicant) ;
- fines, financial penalties and expenses of litigation;
- second-hand equipment;
- bank charges (other than bank account maintenance cost), costs of guarantees and similar charges;
- conversion costs, charges and exchange losses associated with any of the component specific USD accounts, as well as other purely financial expenses;
- contribution in kind;
- any leasing costs;
- depreciation costs;
- debts and debt service charges
- provisions for losses or potential future liabilities;
- interest owed;
- costs declared by the beneficiary and covered by another action or work program;
- credit to third parties.

How to Apply and the Procedures to Follow

2.2.1 Application Forms

Applications must be submitted in accordance with the instructions on the Application form in the Grant Application Form annexes to these Guidelines (Annex I).

Applicants **can prepare** and deliver their full application in **English, or Arabic, or Kurdish languages**. **While the budget and logical framework will be accepted only in English language.**

Any error or major discrepancy related to the points listed in the instructions on the application form (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 UPP from conducting an objective assessment.

Hand-written applications will not be accepted. Please note that only the application form and the published annexes which have to be filled in (budget, logical framework **both in English languages**) will be evaluated. The project proposal should be prepared following closely the application guideline and the published formats. It is therefore of utmost importance that these documents contain ALL the relevant information concerning the operation.

2.2.2 Where and How to Send Applications

The complete application form (full application form), budget and logical framework must be supplied in electronic format by email at grants.tatweer@unponteper.it.

Applicants must verify that their application is complete using the checklist of the grant application form. Incomplete applications will be rejected.

2.2.3 Deadline for Submission of Application

The deadline for the submission of applications is 5:00 PM Iraqi time on **14/11/2021**.

Any application submitted after the deadline will automatically be rejected.

Evaluation and Selection of Applicants

Applications will be examined and evaluated by the Project Management Team (PMT) and the Project Evaluation Committee (PEC) composed of external technical experts. All projects submitted by applicants will be assessed according to the following steps and criteria.

If the examination of the application reveals that the proposed project does not meet the eligibility criteria, the application will be rejected on this sole basis.

STEP 1: OPENING & ADMINISTRATIVE CHECKS

The following will be assessed:

- Compliance with the submission deadline. If the deadline has not been met, the application will automatically be rejected.
- The Application Form satisfies all the criteria specified in eligibility criteria list. 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.

- Priority will be given to those CSOS that have been trained by Tatweer centers

The answer to each of the following questions must be YES in order to make the project eligible for further assessment- Intensive Assessment based on scores and specific weights.

Administrative Criteria	Yes	No	Comments
1. The correct grant application form has been used in English, or Arabic or Kurdish			
2. The simplified logical framework has been completed in English language and enclosed.			
3. The budget is presented in the format requested in English language and stated in USD			
4. The original copy (signed) of documents 1,2,3 and 6 is included.			
5. A Declaration of Vetting has been filled and signed.			
6. A copy of the Registration certificate			
7. Bank Proof (Institutional banker) with the bank account, and IBAN in the name of the organization			
8. MANDATORY ONLY FOR APPLICATIONS OF Large GRANTS: a. CV of the organization, signed by its legal representative b. In case the proposed action offers activities which need specific licensed experts (for example psychological or legal services), a licenses issued by the respective agencies should be provided.			
Eligibility Criteria	Yes	No	Comments
1. Full proposal has been typed either in English or in Arabic or in Kurdish language			
2. The amount requested is within the minimum and maximum allowed by the call for proposals (USD 5.550-USD 53.000)			
3. The applicant is a legal person			
4. Project durations fall within 6 to 12 months as per application guidelines			
5. The applicant has presented only one proposal for this call			
6. The action will be implemented in Iraq			

After the evaluation of eligibility, UPP will send letters to all applicants, indicating whether their application was submitted by the deadline, whether the eligibility was evaluated and the results of that evaluation. The Project Evaluation Committee (PEC) will then proceed with the applicants whose proposals have been pre-selected.

STEP 3: EVALUATION OF THE FULL APPLICATION

First, the following will be assessed:

The quality of the applications, including the proposed budget and capacity of the applicants, will be evaluated using the intensive evaluation criteria in the evaluation grid below.

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

Note the differences in criteria for small grants proposed actions as compared to the medium and large grants proposed actions.

Criteria	Explanation of the criteria	Scores	Weight	Total Scores: Medium and Large Sub-grants	Total Scores: Small Sub-grants
Proposal relevance and coherency with respect to the project focus	<input type="checkbox"/> How relevant to the particular needs and constraints of the target region is the proposal? (score+4) <input type="checkbox"/> How coherent is the project with the objectives and priorities of the call for proposal? (Score +6)	10	X2	20	50
Applicants' capacity, and experience (For large grants proposed actions only)	<input type="checkbox"/> Has the applicant properly described staff experience and competences related to the project field? (score + 2) <input type="checkbox"/> Has the applicant organization relevant work experience in implementation of similar projects; (score +3) <input type="checkbox"/> Has the applicant the proper management and administrative resources for the successful management of this project; (score +2) <input type="checkbox"/> Will the project build on and support the development of the continuity of the organization's work and their roles? (score +3)	10	X1.5	15	

<p>Quality of project proposal</p> <p>(For large grants proposed actions only)</p>	<p><input type="checkbox"/> Are the project objectives and outputs achievable and feasible within the project scope and budget available; (score +2)</p> <p><input type="checkbox"/> Is the proposal providing a reasonable and realistic action plan and a cost-effective budget? (score +2)</p> <p><input type="checkbox"/> Is the proposal indicating how the expected outputs and outcomes contribute to the achievement of the overall scope outlined in this call for proposal; (score +2)</p> <p><input type="checkbox"/> Is the intervention strategy leading to sustainable long-term results even after the completion of the project; follow-up activities are planned and explained. (score +2)</p> <p><input type="checkbox"/> Is the proposal in partnership with other organizations? (score +2)</p>	<p>10</p>	<p>X2</p>	<p>20</p>	
<p>Proposal Impact to the betterment of the thematic area</p>	<p><input type="checkbox"/> What improvements / change could the proposal bring in the sector of focus; policy making at local, regional and national level; (score +3)</p> <p><input type="checkbox"/> How is the project promoting improvement for community in targeting area? (score +4)</p> <p><input type="checkbox"/> How does the proposal contribute to making change and improvement of existing efforts (score +3)</p>	<p>10</p>	<p>X2.5</p>	<p>25</p>	<p>30</p>
<p>Visibility of the action and cooperation</p>	<p><input type="checkbox"/> How will the project promote movement and</p>	<p>10</p>	<p>X2</p>	<p>20</p>	<p>20</p>

(partners and stakeholders)	community participation? (score +3) <input type="checkbox"/> How far does the project consider the involvement and contribution of different stakeholders? (score +2) <input type="checkbox"/> Is the role of the key stakeholders in the project clearly defined? (score +2)				
Total Scores				100	100

STEP 4: Final Evaluation

The applicants who have received the best assessment and score will be announced as winners by the PMT.

The PMT gives the final approval of the winning projects based on a ranking list coming as a result of:

- The administrative/eligibility assessment of the proposal;
- The evaluation of the proposed action, and
- Funding availability within the Tatweer Project.

The final Evaluation Report, including the results of the above, will be prepared and signed by each PMT member, including the signed assessments from the administrative/eligibility assessment, the technical Assessment and the and theVetting declaration

STEP 5: Complaint procedures.

Complaint procedures during the Assessment of proposed actions. The applicant will be informed in writing (e-mail) if rejected, and the reasons for the rejection.

Without prejudice, where an applicant believes he has been adversely affected by an error or irregularity allegedly committed as part of the selection procedure, or that the procedure was vitiated by any maladministration, he may file a complaint to UPP within 5 (five) days from the day when the rejection email has been received.

The Complaints Evaluation Committee (CEC) will consider the complaints. A representative from the EUD in Iraq will be invited to sit in the Complaints Evaluation Committee as a member or to supervise the process.

The complaints coming from the administrative/eligibility assessment will be answered within 5 (five) working days from the complaint application.

The complaints coming from the technical assessment will be answered within 5 (five) working days from the complaint application. The complaining party will receive the Technical Assessment Form, but the decision of PEC is irreversible.

STEP 6: Negotiation and contracting stage

PMT prior to signing the contract reserves the right to negotiate with the applicant in order to:

- Ensure cost efficiency of the action;
- Ensure a fair balance between operational and non-operational costs;
- Reflect real market costs;
- Reflect costs in accordance with proposed activities

The points of negotiation should in no way change the substantial part of the proposed action, but rather to be in line with the administrative/financial/HR/programmatic rules of the EU and of the Contracting Authority. After reaching an agreement the sub grant contract will be signed between the relevant applicant and Un Ponte Per.

3. Monitoring And Reporting

Qualitative Monitoring and Reporting

The PMT has a monitoring and evaluation system as a process for supervising CSOs assignments financed by the UPP.

The M&E system will monitor the progress of work, the timely completion of deliverables, the staff months and money expended.

For UPP, the M&E system will imply:

- Program quality;
- Operation quality.

Monitoring will include systems which collect, document and respond to the feedback, suggestions and complaints of beneficiaries.

The Project related information will be effectively shared with stakeholders

The M&E Plan details method/standards for data collection/ reporting of progress based on indicators/ how data collection informs decision making & accountability to beneficiaries, including:

- Proposals from sub-grantees will have logical framework with smart indicators at outcome level;
- Each sub-grantee will be monitored on monthly basis in the field;
- Field trip reports on the findings from the visits will be provided;
- Quarterly progress reports and evidence attached to that, in addition to reporting on level of achievement at indicators outcome level will be submitted semi-annually;
- Beneficiary matrix will be one of the forms associated with the quarterly reports by the sub grantees;
- A complaint/response system for the beneficiaries will be established and maintained;
- Focus group Discussions with service users to evaluate their satisfaction with the quality of services based on selected sample will be established;
- Partnership assessment of the sub-grantees will be conducted in terms of their capacities (organizational, programmatic, monitoring, etc).

Financial Monitoring and Reporting on the progress of the project

CSOs which implement the project must prepare financial and narrative reports and submit them within deadlines defined in the project contracts.

The templates for reporting to be used will be those of UPP. All these templates will be provided to the selected applicants as part of the Partnership Agreements.

The financial reports along with all the original financial supporting documents will be submitted to UPP every Month . Once checked and verified by the finance team and, at the end each of the financial supporting document (invoice) stamped “Paid by UPP”, the documents will be returned back to the partner. The original copies stay with the partner and UPP keeps the copies.

Installment payments

The reporting frequency of the project will depend on the amount of funding and its features.

On an average, the reporting frequency will be every month.

Exceptions, especially in the small-size and medium-size proposed actions, will be reflected in the signed agreements. An example of the frequency of the installments, especially the large size projects, is provided below:

Installment	Earliest Payment Date	Conditions for Payment
25 – 45 % (installment I) for the 1st quarter		Payment will be made within 5 days after the contract is signed.
Installment II for the 2nd Quarter		Payment will be made after sending and acceptance by UPP of the Q1 financial and narrative reports, and written request for funds.
Installment III for the 3rd Quarter		Payment will be made after sending and acceptance by UPP of the Q2 financial and narrative reports, and written request for funds.
Installment IV for the last quarter		Payment will be made after sending and acceptance by UPP of the Q3 financial and narrative reports, and written request for funds. -75% of the left amount from approved budget; -25% of the left amount will be paid after sending Q4 financial and narrative report and consolidated all year financial and narrative report and acceptance.

Misuse/mismanagement of funds

UPP shall withhold, vary the date and/or amount of any installment(s) otherwise due to the Partner (including off-setting against any payments due to UPP) for any of the following reasons:

- Where it reasonably considers it necessary to avoid a possible violation of Donor Conditions (including in relation to a misappropriation, misuse or other irregularity in use of funds), applicable laws or regulations, or to avoid a safety or security threat to staff, contractors, beneficiaries or any other persons;
- Pending submission of satisfactory financial reports (and narrative where required) by the Partner or satisfactory response by the Partner on adverse findings of UPP or the Donor following an inspection/review/audit.

Fraud, Bribery and Corruption

UPP has a **zero-tolerance** approach towards fraud, bribery and corrupt practices and demands that partners fully comply with all applicable laws, statutes, regulations and codes relating to bribery and corruption.

The Partner shall notify UPP immediately upon becoming aware of detected, suspected, or attempted fraud, bribery or corruption and will investigate and take action against any fraud, bribery or corruption which affects the Project.

The Partner warrants that neither the Partner nor any of its personnel, agents, partners, subcontractors, suppliers/vendors and associates connected with the Project:

- Has given or accepted, or offered or agreed to give or accept any payment, gift or other benefit (i.e. a bribe) to induce someone to enter into a contract or otherwise to act improperly or to reward them for having done so; or
- Shall give or accept, or offer or agree to give or accept any payment, gift or other benefit (i.e. a bribe) to induce someone to enter into a contract or otherwise to act improperly or to reward them for having done so.

Neither the Partner nor its personnel, agents, partners, sub-contractors, suppliers/vendors and associates shall accept for their own benefit any trade commission, discount or similar payment or benefit in connection with this agreement.

ANNEX I – Project Application Form

Project Application Form

Please read and fill in this form carefully. This format and the information it must contain are required for each proposal. Applications that do not stick to this format or lack the required information run the risk of getting disqualified right away. (The maximum number of pages to be 20).

I. General Information

Title of the Project	<i>The title of The Project should be short, concise and refer to the main objectives or activities of project</i>
Project geographic area	<i>The area where The Project will be implemented</i>
Thematic focus	<input type="checkbox"/> Human rights <input type="checkbox"/> Good Governance <input type="checkbox"/> Environmental rights
Beneficiaries	
Name of the applicant(s)	
Full address of the applicant(s) - Postal Address - Telephone - E-mail - Webpage	
Contact person - - Position - - E-mail: - - Telephone:	
Other Partners in the project, including a signed Partnership Agreement/if any	
- Postal Address - Telephone - E-mail - Webpage	
Total Estimated Budget	<i>Amount</i>
Amount requested from the TATWEER project	
Application date	

II. Project Description

- Make a brief description of your application by stating your request clearly and accurately. (Include information regarding the sector of focus, objectives, major activities, required funding, and the name/description of the area where the physical presence of the fund will be).

III. Project Justification/Relevance

- Describe the current situation. Write down the needs and problems that must be solved through the required fund. (provide statistic data if possible);
- Refer to any significant plans undertaken at national, regional and/or local level relevant to the action and describe how the action will relate to such plans;
- Describe the relevance of the action to the objective(s) and priority (ies) of the call for proposals. Please try to give detailed explanation?

IV. Description of the Target Group

- Describe and define the target groups and final beneficiaries, their needs and constraints, and state how the action will address these needs;
- Give a description of each of the target groups and final beneficiaries (quantified where possible).

V. Goal and Specific Objectives

- What do you expect to achieve through this project?

VI. Expected Results

- Explain the specific results expected stating how the action will improve the situation of the target groups and final beneficiaries. What would be the final impact for you;

VII. Detailed Description of Project Activities

- Identify and describe in detail each activity to be undertaken to produce results, justifying the choice of activities and specifying the role of each partner in the activities.

VIII. Methodology (large-size grants proposed actions only):

- The methods of implementation and rationale for such methodology;
- The procedures for follow up and internal/external evaluation;
- The role and participation in the action of the various actors and stakeholders, target groups, authorities, etc.):
- The organizational structure and the team proposed for the implementation of the action (by function: there is no need to include the names of individuals);
- The planned activities in order to ensure the visibility of the action.

IX. Activity Plan

- (Duration and indicative action plan for implementing the action).

X. Logical Framework (large-size grants proposed actions only):

- Fill in the Logical framework in the Annexes Chapter.

XI. Project sustainability (medium & large-size grants proposed actions only):

- Describe the expected impact of the action with quantified data where possible (will it lead to improved legislation, codes of conduct, methods, etc.);
- Provide a brief risk analysis and contingency plan, including a range of risk types; - Explain how the action will be made sustainable after completion. This may include necessary follow-up activities, built-in strategies, ownership, communication plan, etc.

XII. Budget

- Budget, amount requested from UPP.
- Fill in the Budget Form in the Annexed II file attached

XIII. Information About the Applicant

- Describe briefly and clearly internal structure of your organization; your financial system and the management structure; experience in implementing other projects mentioning the project title, period, time, amount and donor. Please also provide a short profile of each project staff foreseen to be involved during project implementation.

ANNEX III – Logical Framework

Logical Framework				
	Intervention Logic	Objectively Verifiable Indicators of Achievement	Sources and Means of Verification	Assumptions
Overall Objectives	<p><i>Please list them and number them.</i></p> <p><i>What are the overall broader objectives to which the action will contribute?</i></p> <p><i>O1 – "Title of objective 1"</i></p> <p><i>O2 – Title of objective 2"</i></p>	<p><i>Please indicate a target value for each indicator in this column whenever possible.</i></p> <p><i>What are the key indicators related to the overall objectives?</i></p>	<p><i>Please list the sources of verification for each indicator.</i></p> <p><i>What are the sources of information for these indicators?</i></p>	
Specific Objectives	<p><i>What specific objective is the action intended to achieve to contribute to the overall objectives?</i></p> <p><i>SO – "Title of the specific objective"</i></p>	<p><i>Which indicators clearly show that the objective of the action has been achieved?</i></p> <p><i>Please list the indicators as follows:</i></p> <p><i>SO. "Indicator 1" : target value</i></p> <p><i>SO. "Indicator 2" : target value</i></p>	<p><i>What are the sources of information that exist or can be collected?</i></p> <p><i>What are the methods required to get this information?</i></p>	<p><i>Which factors and conditions outside the Beneficiary's responsibility are necessary to achieve that objective? (external conditions)</i></p> <p><i>Which risks should be taken into consideration?</i></p>
Expected Results	<p><i>Results are the outputs/outcomes helping to achieve the specific objective.</i></p> <p><i>What are the expected results?</i></p> <p><i>R1 – "Title of result 1"</i></p> <p><i>R2 – Title of result 2"</i></p>	<p><i>What are the indicators to measure whether and to what extent the action achieves the expected results?</i></p> <p><i>Please list the indicators for each result, as follows:</i></p> <p><i>1.1 "Indicator 1": target value (R1)</i></p> <p><i>1.2 "Indicator 2": target</i></p>	<p><i>What are the sources of information for these indicators?</i></p> <p><i>Ex:</i></p> <p><i>Source 1 (Indicator 1.2, 2.3 etc)</i></p> <p><i>Or Indicator 1.1: source 1</i></p> <p><i>Indicator 1.2: source 1</i></p>	<p><i>What external conditions must be met to obtain the expected results on schedule?</i></p>

		<p>value (R1)</p> <p>1.3</p> <p>2.1 "Indicator 1": target value (R2)</p> <p>2.2 "Indicator 2": target value (R2)</p>		
Activities	<p><i>What are the key activities to be carried out, to produce the expected results?</i></p> <p><i>(Group the activities by result and number them as follows:</i></p> <p><i>A1.1 – "Title of activity 1" (R1)</i></p> <p><i>A1.2 – Title of activity 2" (R1)</i></p> <p><i>(sub activities may also be created A1.2.1 etc)</i></p> <p><i>A2.1 – "Title of activity 1" (R2)</i></p> <p><i>A2.2 – Title of activity 2" (R2)</i></p>	<p><i>Means:</i></p> <p><i>What are the means required to implement these activities, e. g. staff, equipment, training, studies, supplies, operational facilities, etc.</i></p>	<p><i>What are the sources of information on action progress?</i></p> <p><i>Costs</i></p> <p><i>What are the action costs? How are they classified? (Breakdown in the Budget for the Action)</i></p>	<p><i>What preconditions must be met before the action starts?</i></p> <p><i>What conditions outside the Beneficiary's direct control have to be met for the implementation of the planned activities?</i></p>

ANNEX IV – Legal Entity General Information

Legal Entity			
Legal Form	<input type="text"/>		
Name	<input type="text"/>		
	<input type="text"/>		
Addresses of Head Office	<input type="text"/>		
City	<input type="text"/>		
District	<input type="text"/>		
Phone	<input type="text"/>	Mobile	<input type="text"/>
Email	<input type="text"/>		
Legal representative	Name	Role	Signature

THIS “LEGAL ENTITY” FORM SHOULD BE COMPLETED AND RETURNED TOGETHER WITH a copy of the registration document.

①

ANNEX V – Financial Identification

Financial Identification

Account Name			
Address			
Governorate			
District			
<u>The name and title under which the account has been opened and not the name of the account holder</u>			
Contact			
Telephone		Mobile	
Email			

<u>BANK</u>			
Bank Name			
Governorate			
Country			
Account Number			
IBAN Number			

Remarks

BANK STAMP – SIGNATURE OF BANK REPRESENTATIVE (OBLIGATORY)

DATE + SIGNATURE OF ACCOUNT HOLDER (OBLIGATORY)
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ANNEX VI – Payment Request for Grant Contract

Payment Request for Grant Contract

European Union external actions

<Date of the payment request>

For the attention of:

<Address of the Contracting Authority>

<Financial Code indicated in the contract>

Reference number of the Grant Contract:

Title of the Grant Contract:

Name and address of the Coordinator:

Payment request number:

Period covered by the payment request:

Dear Sir/Madam,

I hereby request [a further pre-financing payment] [payment of the balance] under the Contract mentioned above.

The amount requested is <according to the option indicated in the Special Conditions of the Contract/the following...>

Please find attached the following supporting documents:

- Expenditure verification report or detailed breakdown of expenditure (if required by the General Conditions of the Contract)
- Financial guarantee (if required by the Special Conditions of the Contract)
- Narrative and financial interim report (for further pre-financing payments)
- A forecast budget for the subsequent reporting period (for further pre-financing payments)
- Narrative and financial final report (for payment of the balance).

The payment should be made to the following bank account: <give the account number shown on the financial identification form annexed to the Contract>.

Declaration on honor

I hereby certify that the information contained in this payment request is full, reliable and true, and is substantiated by adequate supporting documents that can be checked.

I hereby certify that the costs declared have been incurred in accordance with this Contract and that they can be considered as eligible in accordance with the Contract.

Yours faithfully,

<Signature>

ANNEX V – Declaration of Vetting

Declaration of Vetting

This section must be completed by each Applicant and Co-Applicant, if any.

Full Name of the Organization		
Date and place of Registration		
Official Address of Registration		
Website and Email Address of the Organization if Applicable		
Telephone Number: Country Code + Number		
1-The Applicant acknowledges that if found guilty of misrepresentation, it may be a reason for the rejection of its application.	YES	NO
2- The applicant insure that his organization is respecting valid laws on Taxes, social security, and health security.	YES	NO
3-The applicant certifies that the organization, its staff, and the members of the board of directors are not in any way associable with terrorist groups of financing, nor support	YES	NO

Name of the legal representative of the organization	
Position:	
Signature:	
Date:	