



Ministry of Foreign and European Affairs

**Tender for the Allocation of Financial Assistance to Civil Society Organisations in the Field of
International Development Cooperation Funded from the State Budget of the Republic of
Croatia for 2014**

Guidelines for Applicants

Date of Call for the Tender: 13 October 2014

Application Submission Deadline: 12 November 2014

Class: 302-01/14-01/7

Reg. Number: 521-III-02-04-14-4

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1. BASIC INFORMATION ON THE TENDER FOR THE ALLOCATION OF FINANCIAL ASSISTANCE TO CIVIL SOCIETY ORGANISATIONS IN THE FIELD OF INTERNATIONAL DEVELOPMENT COOPERATION FUNDED FROM THE STATE BUDGET OF THE REPUBLIC OF CROATIA FOR 2014

1.1. Description of problems this Tender is focused on and its contributions

Eradication of poverty and inequality is one of the greatest challenges faced by humankind, including the Republic of Croatia. Development and sharing of our own know-how and experience in this field is one of the foreign policy priorities of the Republic of Croatia. By means of development cooperation we also contribute to the reduction of risk for our own development and safety.

This public call plans to provide assistance to the civil sector for the implementation of development cooperation projects in the field of democratic transition, especially in the post-conflict context. The assistance will be focused on the projects/programmes for strengthening of democracy and human rights, and especially for women empowerment.

Taking into account the specific capacities of the civil society such as permanent engagement at the local level and proximity to the real needs of the most vulnerable groups of people, the civil society organisations are a key partner to the Government in identification and creation of development cooperation policy, but also in its implementation. The compliance with the development priorities of the partner country is an important determinant of identification of the development cooperation programme as well.

Through the process of accession of the Republic Croatia to the European Union, the Republic of Croatia was transformed from a recipient country to a donor country, becoming one officially in accordance with the OECD DAC criteria in 2011. With other Member States, the Republic of Croatia contributes to the role of the European Union as the biggest donor at the global level.

For the first time the Ministry of Foreign and European Affairs issues a tender for civil society organisations in order to implement development cooperation programmes. The main objective of such approach is to contribute to strengthening of capacities of Croatian civil society organisations for the implementation of development cooperation projects. The second important objective is to contribute to the creation and strengthening of partnership between Croatian and foreign civil society partner organisations.

The projects/programmes applied for this Tender must include minimum one geographical and one sectorial priority. Thematic priorities of the Tender are evaluated additionally, that is they carry additional points.

1.2. Sectorial and geographical priorities, thematic priorities and expected results of the Tender

Geographical priorities of the Tender:

1. South-East European countries, primarily Bosnia and Herzegovina and Macedonia;
2. North Africa and Middle East, primarily Morocco, Palestine and Jordan;
3. Afghanistan, Myanmar and the Ukraine;
4. Sub-Saharan Africa.

Sectorial priorities of the Tender:

1. Education;
2. Health care;
3. Assistance to civil society development;
4. Economic development.

Thematic priorities of the Tender:

1. Strengthening the role of women in the countries affected by violence and conflicts;

2. Experiences of the post-conflict democratic transition and human rights (e.g. reconciliation, psychosocial assistance to the victims of conflict, employment of demobilised war veterans).

EXPECTED RESULTS OF THE TENDER:

1. To improve the capacity of civil society organisations for the implementation of international development cooperation projects/programmes;
2. To contribute to the promotion of priorities of the Croatian development cooperation and visibility;
3. To develop the capacity of civil society partner organisations for sustainable development;
4. To strengthen the connections and networking between Croatian civil society organisations.

1.3. Planned amounts per project/programme and total Tender value

The financial assistance planned to be allocated to civil society organisations in the field of international development cooperation in this Tender will amount to maximum HRK 2,000,000.00 (in words: two million kunas). The financial assistance granted to civil society organisations individually will range from minimum HRK 150,000.00 (in words: one hundred and fifty thousand kunas) to HRK 250,000.00 (in words: two hundred and fifty thousand kunas) per year.

This amount will be provided only for the budgetary year 2014. The possibility of additional financing for multi-annual programmes selected in this Tender will depend on:

- validity of the report submitted by every selected organisation to the financial assistance provider, and
- the funds for such activities granted from the State Budgets in the next budgetary years.

By this financial assistance the Ministry of Foreign and European Affairs will provide maximum 80% financing for the first year of the project/programme implementation.

1.4. Definitions of basic Tender terminology

APPLICANT	A civil society organisation that applies the project/programme for this Tender. The project/programme holder.
BENEFICIARY	The applicant that enters into a contract with the Ministry after receiving positive project evaluation in the Tender.
PARTNER	A legal person that declares to be ready to participate in the project/programme implementation in cooperation with the applicant in the project/programme application phase in accordance with the Declaration of Partnership.
ASSOCIATE	An organisation that participates in the project/programme activities other than a beneficiary or a partner; without any contractual obligations or a need to comply with the eligibility criteria, or entitlements to project funds, except to daily allowances and travelling costs associated with the project/programme activities.
MINISTRY	The Ministry of Foreign and European Affairs is in charge of planning, contracting, financing and monitoring of priority areas of activities in this Tender for which the project/programme is applied, supervision of the contracted projects/programmes implementation, field inspections, verification of any relevant project/programme documentation, evaluation of monitoring reports on the project/programme implementation and approval of the final project/programme report.

2. FORMAL CONDITIONS OF THE TENDER

2.1. Application conditions

WHO CAN APPLY?

- Civil society organisations – associations and foundations (hereinafter: the Applicant) represented from different counties in the Republic of Croatia, registered in the Republic of Croatia and entered in the Register of Non-Profit Organisations, whose activity is connected with the activities concerning the implementation of the international development cooperation policy of the Republic of Croatia and with the promotion of such policy value in partner countries/development aid receiving countries.
- Associations and private non-profit foundations registered in the Republic of Croatia active for minimum three (3) years from the date of registration to the date of call for this Tender.
- The Applicant must have minimum two (2) years of experience in active implementation of projects in the field of international development cooperation of the Republic of Croatia (pursuant to the Act on Development Cooperation and Humanitarian Aid Abroad, Official Gazette 146/08), which should be evident from the experience indicated in the Application Form;
- Civil society organisations must have cooperation established with minimum one (1) and maximum five (5) associations, foundations or partner organisations in the third country, which will be the final beneficiary of the financial assistance.

WHO CANNOT APPLY?

- Organisations not entered in the appropriate Register of Non-Profit Organisations;
- Public foundations that is foundations established by state bodies or bodies of local and regional self-government units;
- Associations or foundations active as profitable associations or foundations;
- Organisations failing to settle their statutory liabilities on the basis of public levies, that is, on the basis of payment of taxes and contributions;
- Organisations failing to fulfil their contractual obligations in the implementation of initiatives/projects/programmes financed from the State Budget of the Republic of Croatia, that is failing to submit timely and full reports to the financial assistance provider on the implementation of the activities financed in compliance with the contractual obligations;
- Other non-profit organisations not registered as associations, that is, private foundations.

2.2. Project/programme partnerships

The partnership project application is not mandatory, but it is advisable to implement a partnership project, especially if such partnership would lead to better achievement of the project/programme objectives.

The Partner will participate in the project/programme development and implementation, and the costs the Partner incurs will be eligible equally to the costs incurred by the Applicant, as specified under the section “Eligibility of costs: admissible costs” in the Guidelines for Applicants.

WHO CAN APPLY?

- Civil society organisations – associations and foundations (hereinafter: the Partner) represented from different counties in the Republic of Croatia, registered in the Republic of Croatia and entered in the Register of Non-Profit Organisations, whose activity is connected

with the activities concerning the implementation of the international development cooperation policy of the Republic of Croatia and with the promotion of such policy value in development cooperation partner countries.

- Civil society organisations registered abroad;
- Scientific organisations registered in the Republic of Croatia and entered in the Register of Scientific Organisations;
- Partners must be registered and active for minimum one (1) year from the date of registration to the date of call for this Tender;
- In the event of signing the Financial Assistance Contract, the Partners will become project/programme Beneficiaries (together with the Applicant).

WHO CANNOT APPLY?

- Organisations not entered into an relevant register;
- Public foundations, that is, foundations established by state bodies or bodies of local and regional self-government units;
- Associations or foundations active as profitable associations or foundations;
- Organisations failing to settle their statutory liabilities on the basis of public levies, that is, on the basis of payment of taxes and contributions;
- Organisations failing to fulfil their contractual obligations in the implementation of initiatives/projects/programmes financed from the State Budget of the Republic of Croatia, that is failing to submit timely and full reports to the financial assistance provider on the implementation of the activities financed in compliance with the contractual obligations;
- Other non-profit organisations not registered as associations, that is, private foundations.

Project Associates

Other organisations can also be included in the project activities as project Associates. The Associates can have an active role in the project, but cannot receive the funds from the project budget, except for daily allowances and travelling costs of their employees for their participation in project activities.

2.3. Activities to be financed by the Tender and eligible project/programme duration

The Applicant should submit to the Ministry of Foreign and European Affairs the project/programme proposal written in listed forms and templates together with the strategic plan of activities of the civil society programme for international development cooperation, which programme must be in compliance with the national strategic priorities (in accordance with the National Development Cooperation Strategy of the Republic of Croatia for the 2009-2014 Period, Official Gazette 24/09). The projects/programmes applied may be planned for the maximum period of three years, and during evaluation, more points will be allocated to the programmes spanning a three year period.

Any civil society organisation – an association or a foundation **may send an application for maximum two projects/programme** for this Tender irrespective of whether applying as an Applicant or a Partner. The organisation that submits more than two applications will be rejected with all applications on account of failure to comply with the listed conditions of the Tender.

Civil society organisations – associations and foundations – may also apply in partnership according to the one organisation – one Applicant model, that is: as a leading organisation with partner organisations (Partners).

WHAT CANNOT BE APPLIED?

- A project/programme the funds of which were fully approved from the state budget or the budget of the local and regional self-government units and/or partially from income from the games of chance in Tenders issued by the Ministries and other bodies of state administration;
- A project/programme not including geographical and sectoral priorities specified under these Guidelines for Applicants;

- A project/programme requesting more than 80% of funds of the total project budget;
- A project/programme focused primarily on religious objectives and activities;
- A project/programme requesting funds for humanitarian aid procurement and distribution;
- A project/programme of organisations depending on any political option or a party, which might affect project independence and sustainability;
- A project/programme requesting **only** equipment procurement;
- A project/programme referring **only** to organisation of conferences, round tables, seminars, anniversary celebrations, excursions, and similar;
- A project/programme based **only** on design, preparation and publication of books, brochures, bulletins, journals and similar;
- A project/programme the only purpose of which is the personal benefit of organisation members, that is, a project dedicated only or predominantly to organisation members;
- A project/programme the only purpose of which is profit, that is commercial benefit;
- A project/programme entrusting profit or non-profit organisations with more than 50% of the project/programme value by subcontracting;
- Financing of costs of initiation of establishment and establishment of the association's branch office;
- A project/programme connected with the allocation of funds to other beneficiaries by means of public tenders or by any other forms of allocation;
- Identical project/programme in a number of fields the tenders for which were issued by the MFEA.

The eligible starting date of the project/programme implementation is from the first following day after the date of signing of the contract between the civil society organisation (the Applicant) and the Ministry, unless otherwise determined for the starting date of implementation under the Contract. The project/programme duration will be from 6 to 36 months.

2.4. Eligibility of costs: admissible costs

Only "eligible costs" may be covered by the financial assistance under this Tender. The categories of eligible and non-eligible costs are indicated below. The budget also represents the cost estimate and the total ceiling for "eligible costs".

The compensation for eligible costs may only be based on any of the following combinations:

- Actual costs incurred by the Beneficiary of funds;
- One or more simplified cost options (itemised costs, lump sums, flat-rate financing).

The simplified cost options may be as follows:

- **Unit costs:** They cover all or some specific categories of justified costs clearly identified in advance as an amount reference per unit.
Example: itemised cost of a working month for the costs of staff in accordance with internal policy and average wage costs; itemised costs of small local transport costs or any other costs in rural areas (often indicated in the cost estimate categories as a number of small items and/or with insufficient documentation), per day, etc.
- **Lump sums:** They include the costs identified in advance and a specific amount of eligible costs.
Example: costs of organisation of kick-off events, costs of production of informative video clips, etc.
- **Flat-rate financing:** It covers specific categories of eligible costs clearly identified in advance (as specified in the budget proposal phase), and is denoted as a percentage of other eligible costs.

Example: costs of local offices and other associated costs (maintenance, security, official cars, etc.), charged as a percentage of costs of the local staff, indirect costs, etc.

The amounts and the rates must be based on the estimate of objective data, such as statistical data or any other objective resources or referred to certified or reviewed historical data of the Applicant. When proposing this form of compensation for expenses, the Applicant must clearly specify any section/item of eligible costs to which this type of financing refers in the Work Sheet No. 1 of the Budget Template, that is, provide a reference, written in CAPITAL LETTERS to the "itemised cost" (monthly/per flight, etc.), "lump sum" or "flat-rate financing" under the Item column (see example).

Project/programme budget	All years			
Costs	Item	# of item	Item value (in HRK)	Total costs (in HRK)
1. Human resources				
1.1 Wages (gross wage including pension and other contributions, local staff)				
1.1.1 Technical staff	Monthly	12	4,000	48,000
1.1.2 Administrative/ support staff	ITEMISED COST Monthly	12	3,500	42,000
1.2 Daily allowances for trips				
1.2.1 Abroad (staff participating in the project/programme implementation)	Daily allowance	60	100	6,000
1.2.2 Locally (staff participating in the project/programme implementation)	ITEMISED COST Daily allowance	200	20	4,000
Total "Human Resources"				100,000
2. Transport				
2.1. International trips	Per flight	5	1,000	5,000
2.2 Local transport	ITEMISED COST Monthly	12	200	2,400
Total "Transport"				7,400
4. Local office	FLAT RATE		3%	2,700
4.1 Vehicles	Monthly			
4.2 Office rent	Monthly			
4.3 Consumables – office supplies	Monthly			
4.4 Other services (telephone/fax, electricity/heating, maintenance)	Monthly			
Total "Local office"				2,700
5. Other costs and services				
5.1 Publications				
5.2 Studies, research	LUMP SUM			8,000
Total "Other costs and services"				8,000

In addition, for every corresponding item or part of the budget in the Project/Programme Budget Template in the second column of Sheet No. 2, "Justification of estimated costs", the Applicant must do the following:

- Describe information and methods used to determine the amount of itemised costs, lump sums and/or flat-rate of financing to which the costs refer, etc.;
- Explain in detail the formulas used to calculate the final eligible amount;
- Identify the Beneficiary of the financial assistance that will use the simplified cost option to allow verification of the maximum amount per each Beneficiary.

In the contracting phase, the Ministry of Foreign and European Affairs will determine whether to approve the proposed amounts or rates in accordance with the temporary budget submitted by the Applicant by the analysis of facts.

The recommendations for grant allocations will always depend on the conditions, since the verifications preceding the signing of the contract do not reveal the issues which require budgetary amendments (e.g. arithmetic error, inaccuracies, unrealistic costs and ineligible costs). The verifications may lead to the request for explanation and may encourage the Ministry of Foreign and European Affairs to impose amendments or reductions in order to correct such errors or inaccuracies. The financial assistance or the percentage of financing by the Ministry may not be increased as a result of such corrections.

Therefore it is in the Applicant's interest to present a **realistic and viable budget**.

Direct eligible costs

In accordance with the Tender conditions, direct eligible costs are specified under the "Budget Template".

Direct eligible costs are the costs directly associated with the project implementation such as fees of external associates and activities' managers, costs of publications, printed materials, campaigns, round tables, trainings, travelling costs of activity implementation, wages of project managers, and similar.

For travelling costs, the use of the following will be approved: for intercity transport – train (*second class*) and bus; for city transport – tram, bus and train (*monthly or annual passes are not approved other than in cases where they are more cost-effective*); ferry and catamaran; official car (*real costs and toll costs, if any, will be approved*).

The taxi transport costs will not be approved nor the use of a private car for official purposes. Any potential exceptions to this rule (*inaccessibility of specific areas in which the project is implemented, where it refers to implementers or beneficiaries who cannot use the public transport services and where such transport is more cost-effective than bus and/or second class train transport*) should be additionally explained and identified in the cost breakdown, and in such cases only the amount of HRK 2.00 per kilometre and the toll costs, if any, will be approved.

The accommodation costs will be approved only where associated with direct implementation of project activities to the level of accommodation categorised with maximum 4 stars (*hotel, apartment, private accommodation*).

When planning the funds required to cover the travelling costs of the project implementation, it is necessary to take into account the amount of daily allowance in Croatia, for minimum 30 km distance and duration of 12 hours or less, which is HRK 150.00, and for trips from 8 to 12 hours, it is HRK 75.00.

When applying the project for the Tender, the budget proposal should include the breakdown of the refreshment costs (number of Beneficiaries, type of refreshment, venue of refreshment), as well as the explanation of the need for and justification of such refreshment.

Alcoholic drinks will not be approved as refreshment costs.

Reserve for contingencies

The budget may include a reserve which will not exceed 5% of the estimated direct eligible costs. It may only be used with **prior written approval** of the Ministry in charge of foreign affairs.

Indirect eligible costs

Indirect costs incurred during the project/programme implementation may be eligible for flat-rate financing, but in total they may not exceed 7% of the estimated total direct eligible costs. Indirect costs will be eligible provided they do not include the costs allocated to another budgetary item in the standard grant contract. The Applicant may be requested to justify the percentage requested prior to signing of the contract.

Indirect eligible costs are the costs of overheads (gas, water, telephone, Internet, rent of premises, electricity and similar), the bookkeeping service, banking costs, postal charges and the costs of office supplies.

In the event that the civil society organisation operates in rented private premises, it is necessary to enclose a copy of the certified rent contract, and which contract may not be concluded with the persons who hold certain functions in the association management or participate in the project implementation, who are association members (or close family of the association members) and who participate in the project implementation.

Contributions in kind

The contributions in kind are specified as the provision of goods or services to the financial assistance Beneficiary free of charge and as such are not considered as eligible costs.

Co-financing of the contributions in kind may be approved by the Ministry of Foreign and European Affairs, where it is considered necessary or appropriate. In such cases, the value of such contributions may not exceed:

- a) Actually covered costs, verified in accounting documentation;
- b) Or the costs generally approved in the relevant reference market.

Ineligible costs

The following costs will not be eligible:

- Debts and debt repayment costs (interests);
- Reserves for losses or potential future obligations, other than unpredictable costs approved by the Ministry of Foreign and European Affairs;
- Costs declared by the financial assistance Beneficiary, financed through other projects or programmes by the EU (including by the European Development Fund);
- Purchase of land or buildings, other than where necessary for direct project/programme implementation, in which case the ownership must be transferred to Final Beneficiaries and/or the Local Beneficiary of the financial assistance, no later than by the completion of the project/programme;
- Losses due to exchange rate differences;
- Loans to third parties;
- Costs of wages of the staff in state administration;
- Fines, financial penalties and litigation costs;
- Operating costs, other than where operating costs do not refer only to the project co-financing period;
- Holiday allowance, Christmas bonus, financial awards, and occasional gifts, as well as other similar compensation for employees and association members.

3. THE APPLICATION PROCEDURE

The information on the content of mandatory forms and templates, address and method of application submission, as well as the information on the application deadlines and the contacts for inquiries in the event of additional questions concerning the Tender implementation are provided below.

3.1.The application contents

Every interested organisation should complete the listed application form and templates and other tender documentation to obtain the financial assistance and submit them by the deadline to the address of the Ministry of Foreign and European Affairs.

The application must be submitted by the civil society organisation – an association or a foundation, that is, the application holder (the Applicant) – on behalf of any partner organisations in the project/programme, where there are more partner organisations applying.

All interested associations and foundations shall apply their projects/programmes written in the listed forms and templates together with the electronically completed forms and templates on the CD with a detailed description of the projects/programmes applied, which constitutes the complete documentation for obtaining the financial assistance in the field of international development cooperation funded from the State Budget of the Republic of Croatia for 2014, for the activity K776046 – Development Cooperation.

The application must contain:

1. Proof of registration:
 - **For associations** – the Certificate from the Register of Associations of the Republic of Croatia (or a copy thereof) not more than 3 months old by the date of call for the Tender (in accordance with the Ordinance on Forms and Templates and Method of Management of the Register of Associations of the Republic of Croatia and the Register of Foreign Associations in the Republic of Croatia – Official Gazette 11/02, 144/10), from which Certificate it will be evident that the Applicant association has been active for minimum three (3) years from the date of registration to the date of call for this Tender, and that the Partner association has been active for minimum one (1) year from the date of registration to the date of call for this Tender;
 - **For foundations** – a copy of the Decision on the Registration of the Foundation, from which it will be evident that the Applicant foundation has been active for minimum three (3) years from the date of registration to the date of call for this Tender, and that the Partner foundation has been active for minimum one (1) year from the date of registration to the date of call for this Tender;
 - **For scientific organisations** – the Certificate from the Register of Scientific Organisations from which it will be evident that the scientific organisation has been active for minimum one (1) year from the date of registration to the date of call for this Tender;
2. Application Form completed, stamped and signed in paper format (in the listed form);
3. Application form completed in electronic format – on CD (in listed form);
4. Budget Template completed, stamped and signed in paper format (in listed template);
5. Budget Template completed in electronic format – on CD (in listed template);
6. Programme Matrix completed, stamped and signed in paper format (in listed template);
7. Programme Matrix completed in electronic format (in listed template);
8. Curriculum vitae of the project/programme manager, with date and signature (in listed template);
9. Curriculum vitae of the project/programme manager in electronic format – on CD (in listed template);
10. Strategic document of the receiving country from which it is evident that the project/programme implementation is in compliance with the development priorities of the partner country;
11. Copy of the 2013 Financial Statement of **the Applicant and of any partner organisations**, including:
 - **For double-entry bookkeeping** – a copy of the 2013 Financial Statement, stamped and signed by the person responsible for representation of the organisation, in listed templates, including:
 1. Profit and Loss Account (in PR-RAS-NPF template),
 2. Balance Sheet (in BIL-NPF template),
 3. Notes (They may be descriptive, numerical or combination; must be listed with numbers and referenced with AOP designation of the report they concern);
 - **For single-entry bookkeeping** – a Decision on Exemption from Financial Statement Drafting adopted by the Applicant's management body and a copy of the 2013 Income and Expense Statement;

12. Statement of Partnership with a foreign association or a foundation signed and stamped in paper format;
13. Copy of the Association's/Foundation's Articles of Association;
14. Declaration of Cooperation accepted by the organisation from the partner country for international development cooperation completed, stamped and signed in paper format.
15. Certificate of the Tax Administration on the debt balance on the basis of public levies the official records of which are kept by the Tax Administration, not more than 30 days old counting from the date of Call for Tender – original.
16. Declaration on the Fulfilment of Tax and Contractual Obligations completed, stamped and signed (in listed template).

The application forms are available for downloading on the website of the Ministry of Foreign and European Affairs www.mvep.hr.

3.2. Application submission method and deadline

The complete documentation should be submitted (irrespective of the delivery method) in paper format, bound together to prevent any subsequent removal or insertion of paper sheets, and all application pages should be numbered. The number of the page and the total number of application pages should be visible on every application page. The documentation must also be submitted on CD where the specifically indicated documentation under section 3 of this Tender should be completed electronically. The complete documentation should be submitted to the address:

**Ministry of Foreign and European Affairs of the Republic of Croatia,
Directorate for Multilateral Affairs and Global Issues
Sector for Global Development Policies, Development Cooperation and Humanitarian Aid
Abroad
Department for Implementation of Development Policy, Development Cooperation and
Humanitarian Aid
Trg Nikole Šubića Zrinskog 7-8,
10 000 Zagreb**

With a note:

**<Application for Tender – “The Allocation of Financial Assistance to Civil Society Organisations in the Field of International Development Cooperation Funded from the State Budget of the Republic of Croatia for 2014”>, labelled
“DO NOT OPEN!”**

3.3. Application submission deadline

The application submission deadline for this Tender is **12 November 2014 by 4:00 p.m.**

The applications which arrive late (which arrive at the clerk's office of the Ministry of Foreign and European Affairs after 12th November 2014, 4:00 p.m.), incomplete applications, applications submitted by e-mail or fax, handwritten and/or typed applications, applications failing to include the listed documentation on CD, applications not submitted in listed forms and templates or submitted in any other way in contrast with the conditions of this Tender, will not be taken into consideration.

The applications which arrive at the clerk's office of the Ministry of Foreign and European Affairs after such date and time shall be considered late and shall not be taken into consideration.

3.4. Applications which will not be taken into consideration

The Expert Commission shall not take into consideration the application which was:

- Submitted personally or by mail after expiry of the application submission deadline (arrived at the clerk's office of the Ministry of Foreign and European Affairs after 12th November 2014, 4.00 p.m.);
- Incomplete or containing any deviations or parts not in accordance with the Tender and the application documentation;
- Not written in listed forms and templates of the Tender and submitted in another way in contrast with the conditions of this Tender.

3.5. Who, how and when to contact for additional clarifications

During the application submission deadline of the Tender, the civil society organisations which will have a need for additional clarification of documentation and other conditions of the Tender shall submit a written inquiry to the email address provedba@mvep.hr no later than by 31st October 4:00 p.m. The Ministry has no obligation to respond to questions asked after such date.

Following the receipt of the inquiry, the Expert Commission of the Ministry of Foreign and European Affairs for Preparation and Implementation of the Tender for the Allocation of Financial Assistance to Civil Society Organisations in the Field of International Development Cooperation will upload its reply to the website of the Ministry in order to provide timely information to any potential candidates.

4. EVALUATION OF APPLICATIONS AND DECISION MAKING CONCERNING THE ALLOCATION OF FINANCIAL ASSISTANCE

The procedure for any submitted and received applications will be as follows:

4.1. Opening, administrative verification and evaluation of the project summary

After **opening of the received applications**, the applications will be evaluated by the Expert Commission of the Ministry of Foreign and European Affairs of the Republic of Croatia for Preparation and Implementation of the Tender for the Allocation of Financial Assistance to Civil Society Organisations in the Field of International Development Cooperation in 2014.

Firstly, only the project summary will be evaluated. Secondly, the complete proposal will be evaluated for the applicants who have passed the pre-selection. After the evaluation of complete project/programme proposals, the verification of eligibility check will be carried out for those applicants who have passed the pre-selection. The eligibility will be verified in accordance with the associated documentation required by the Ministry of Foreign and European Affairs and the signed "Declaration of the Applicant", enclosed to the Application Form for the Tender.

The following will be evaluated:

- Compliance with the application submission deadline. In case of failure to comply with the deadline, the application will be automatically rejected.
- Fulfilment of the criteria indicated under items 1-5 of the Checklist in Section B.7 of the Application Form. If any of the information required is missing or inaccurate, the application may be rejected on such basis and the Application Form will no longer be evaluated.

The summaries which pass the first administrative verification will be evaluated in accordance with the proposed project/programme importance.

The summaries will receive 50 points in total, in accordance with the table indicated below. The evaluation will also be made in accordance with the Guidelines on the Project/Programme Summary, which can be found in Part A of the Application Form.

The evaluation criteria are divided into categories and subcategories. Each subcategory will receive from 1 to 5 points in the following way: 1 = very bad; 2 = bad; 3 = good; 4 = very good; 5 = excellent.

		Score
1. Project/programme importance	Sub-score	30
1.1 Is the project/programme relevant for the Tender priorities?*	5x2**	
1.2 Is the project/programme in compliance with the principles of development cooperation effectiveness? ¹	5x2*	
1.3 To what extent are those involved in the project/programme (Final Beneficiaries, target groups) clearly identified and strategically selected? Are their needs clearly identified and adequately fulfilled by the project/programme?	5	
1.4 Is the primary objective of the project/programme to promote gender equality or the environmental protection issue?	5	
2. Evaluation of project/programme feasibility	Sub-score	20
2.1 To what extent is the project/programme comprehensive and feasible as a whole? Does the project/programme reflect real development needs in the local context? Does it reflect the analysis of issues and take into account the external factors and the relevant stakeholders?	5x2**	
2.2 Is the project/programme consistent in terms of objectives and expected results?	5x2**	
TOTAL SCORE		50

*Note: The score of 5 points (excellent) will be allocated only where the project/programme addresses specifically the thematic priorities of the Tender.

** This score is multiplied by 2 due to its importance.

4.2. Evaluation of the application as a whole

First, the compliance of the application form as a whole with the criteria indicated under items 1-9 in the Checklist for the Application Form as a Whole (item B.7 of the Application Form) will be evaluated. Where any of the information required is missing or inaccurate, the application may be rejected on such basis and the application will no longer be evaluated.

The quality of applications, including the proposed budget and the capacity of the Applicant will be evaluated in line with the evaluation criteria listed in the table below. There are two types of evaluation criteria: selection criteria and funds allocation criteria.

The selection criteria help to evaluate the Applicants' operational and financial capacities in order to ensure they have:

- Stable and sufficient sources of financing in order to sustain their activity during the proposed project/programme, and as appropriate, to participate in its financing;
- Management capacity, professional qualifications and competences required for successful completion of the proposed project/programme.

The funds allocation criteria help to evaluate the quality of applications in terms of objectives and priorities, and in terms of grant allocations for the projects/programmes which ensure effectiveness of the Tender as well. They help the Ministry in making certain that the projects/programmes selected will

¹ <http://www.oecd.org/dac/effectiveness/busanpartnership.htm>

be in line with the objectives and priorities. Such criteria are: programme justification, compliance between the priorities and the Tender, quality, results, expected development impact, sustainability, inclusivity and costs effectiveness.

The evaluation table is divided into sections and subsections. Each subsection will be evaluated with scores between 1 and 5 in the following way: 1 = very bad; 2 = bad; 3 = good; 4 = very good; 5 = excellent.

Evaluation table

Section	Highest score
1. Financial and operational capacities	20
1.1 Does the Applicant have sufficient experience in project management?	5
1.2 Does the Applicant have sufficient technical competence? (In particular knowledge of the issues to be resolved)	5
1.3 Does the Applicant have sufficient management capacity? (Including the staff, equipment and the capacity for project/programme budget management)	5
1.4 Does the Applicant have stable and sufficient sources of financing?	5
2. Project/programme importance	30
<i>Evaluation transferred from the Project Summary evaluation</i>	
3. Project/programme effectiveness and feasibility	15
3.1 Are the activities proposed in line with the objectives and expected results?	5
3.2 Is the project/programme plan clear and feasible? Does it contain objectively verifiable indicators for the project/programme outcome? Does the project/programme include any evaluation?	5
3.3 Is the level of involvement and participation of Partners in the project/programme satisfactory?	5
4. Project/programme sustainability	25
4.1 Is it likely that the project/programme will have a visible development impact on target groups and does the project/programme provide multi-annual sustainability?	5
4.2 Is it likely that the project/programme will have a multiplying development impact?	5
4.3 Are the expected results of the proposed project/programme sustainable: - Financially – how will the activities be financed after the expiry of financial assistance allocation? - Institutionally – will the competent institutions allow further development of activities? - Impact on public policies – will the project/programme contribute to the development of legislation, raise the level of social awareness, improve the code of conduct, methodology, etc.?	5
4.4 Are the expected results of the proposed project/programme sustainable in terms of their impact on: - Women empowerment; - Environmental protection?	5
4.5 Does the project/programme provide multiannual sustainability?	5
5. Budget and project/programme viability	10
5.1 Are the activities adequately reflected in the budget?	5

5.2 Is the relation between estimated costs and expected results satisfactory?	5
Highest total score	100

Temporary selection

After evaluation, a table will be made with a list of applications for the Tender ranked according to their scores.

4.3. Deadline and method of publication of accepted applications

In compliance with the proposal of the Expert Commission, the Minister in charge of foreign affairs shall render the Decision on the Allocation of Financial Assistance to the Applicant for the Implementation of the Project/Programme in the Field of International Development Cooperation.

The Ministry will notify all Applicants about the application results in writing.

The Decision on the Allocation of Financial Assistance to the accepted applications of civil society organisations will also be published on the website of the Ministry of Foreign and European Affairs of the Republic of Croatia www.mvep.hr within 30 days from the expiry of the application submission deadline.

4.4. Filing of complaints

The Applicants may file a complaint against the Tender results in writing within eight (8) calendar days from the date of publication of the Tender results on the website of the Ministry of Foreign and European Affairs www.mvep.hr to the address: Ministry of Foreign and European Affairs of the Republic of Croatia, Trg Nikole Šubića Zrinskog 7-8, 10 000 Zagreb.

The complaint shall be considered by the Commission within 15 days from the receipt of the complaint. The complaint shall not delay the execution of the foregoing decisions and the implementation of the Tender.

4.5. Treatment of documentation

The Ministry will not return the applications received with any associated documentation.

The Ministry will also not return the received application documentation to the civil society organisations whose Tender applications have been rejected (due to incompliance with the listed conditions of the Tender or after the evaluation procedure).

4.6. Implementation conditions after adoption of the Decision on the Allocation of Financial Assistance

After adoption of the Decision on the Allocation of Financial Assistance, the selected Applicants will be offered a Contract on the Allocation of Financial Assistance. By signing of the Application Form, the Applicant agrees to accept the conditions under the standard Contract on the Allocation of Financial Assistance.

The Applicants whose application is selected by the Expert Commission shall:

- Within 15 days from the date of publication of the Decision on the Allocation of Financial Assistance to Civil Society Organisations in the Field of International Development Cooperation in the framework of funds available and planned in the State Budget for 2014, sign the Financial Assistance Contracts as project/programme holders with the Ministry of Foreign and European Affairs of the Republic of Croatia;

- Act impartially as the project/programme holder in general interest of all civil society organisations active in the field of international development cooperation in order to avoid any conflict of interest;
- Within 30 days from signing of the Financial Assistance Contract, propose to the Ministry of Foreign and European Affairs the project/programme implementation plan, which will constitute the subject matter of the Financial Assistance Contract.

4.7. Visibility

The candidates must take any steps required to publicise the fact that the Ministry of Foreign and European Affairs co-finances the project/programme in Croatia, as well as in the partner country. As far as it is possible, the activities partially financed by the Ministry of Foreign and European Affairs must contain information and dissemination activities created to raise awareness of the specific public or public at large of the reasons for a specific project/programme, and of the assistance of the Ministry to the project/programme in a specific country or region, as well as of the results and effect of such assistance.

The Applicants must respect the priorities of the Tender and guarantee visibility of the assistance allocated by the Ministry of Foreign and European Affairs.

4.6. Additional information concerning this Tender

This Tender will be published on the website of the Ministry of Foreign and European Affairs www.mvep.hr.

5. FORMS AND TEMPLATES

- Application Form (Word format);
- Budget Template (Excel format);
- Project/Programme Matrix (Word format);
- Curriculum Vitae template for the project/programme manager (Word format);
- Declaration Template on the Fulfilment of Tax and Contractual Obligations (Word format);
- Contract Template on the Allocation of Financial Assistance (Word format).