

Contracting authority: Italian Agency for Development Cooperation

**Prevent and manage acute malnutrition and stunting
through better nutrition counselling and better nutrition surveillance
in Kassala State**

Guidelines
for grant applicants (open call of proposals)

Reference: **AID 11812**

Deadline for submission of concept notes and full applications

5th January 2023 at 17:00 GMT +2 (Khartoum, Sudan)

Notice

This is an open call of proposals, where all documents are submitted together (concept note and full application). In the first instance, only the concept notes will be evaluated. Thereafter, for the lead applicants whose concept note will receive the minimum scores, the evaluation of the full application will be evaluated. After the evaluation of the full applications, an eligibility check will be performed on the basis of the supporting documents requested by the contracting authority and the signed 'declaration by the lead applicant' sent together with the full application.

Table of contents

1. CONTENTS

1.	
1. Prevent and manage acute malnutrition and stunting through better nutrition counselling and better nutrition surveillance in Kassala State	
1.1. Background.....	3
1.2. Objectives of the intervention and main lines of action.....	3
1.3. Financial allocation provided by the contracting authority	6
2.1 Rules for this call for proposals.....	6
2.2 Eligibility criteria.....	6
2.2.1 Eligibility of applicants (i.e., lead applicant and co-applicant(s))	6
2.2.2 Affiliated entities.....	8
2.2.3 Associates and contractors.....	9
2.2.4 Eligible actions: actions for which an application may be made.....	9
2.2.5 Eligibility of costs: costs that can be included	11
2.2.6 Ethics clauses and Code of Conduct.....	14
2.3 How to apply and the procedures to follow	15
2.3.1 Application forms.....	15
2.3.2 Where and how to send applications.....	16
2.3.3 Deadline for submission of applications.....	17
2.3.4 Further information about applications	18
2.4 Evaluation and selection of applications	18
2.5 Submission of supporting documents.....	23
2.6 Notification of the Contracting Authority's decision.....	23
2.6.1 Content of the decision.....	23
2.6.2 Indicative timetable	24
1. CONDITIONS FOR IMPLEMENTATION AFTER THE CONTRACTING AUTHORITY'S DECISION TO AWARD A GRANT	24
2. LIST OF ANNEXES	26

1. PREVENT AND MANAGE ACUTE MALNUTRITION AND STUNTING THROUGH BETTER NUTRITION COUNSELLING AND BETTER NUTRITION SURVEILLANCE IN KASSALA STATE

1.1. BACKGROUND

Sudan has the third highest prevalence of acute malnutrition in the world and the highest in the Middle East and North Africa region at 16% global acute malnutrition amongst children under five years. The under-five mortality rate in the country was estimated at 68/1000 in 2014 compared with 108/1000 in 2000 for an annual rate of reduction of 2.2% since 1990. Access to primary health care (PHC) remains low despite the fact that the Integrated Management of Childhood Illnesses (IMCI) coverage at health facilities increased from 43 percent to 46.1 percent in 2013. Sudan's low coverage of improved water and sanitation facilities continues to hamper overall child health and nutrition.

Kassala state is located in Eastern Sudan, it has international borders with Ethiopia (17 km) and Eritrea (235 Km) in East. And national borders with Red Sea in the north, River Nile state and Khartoum states in the northwest and Gedarf state in south west. The total area of the state is 42.282 km² which represent 2.25% of the total area of Sudan and administratively divided into 11 localities and 11 Admin units as well. The projected population of Kassala state is about 2,495,386 (EPI -FMOH 2019). Agriculture, livestock and Trades are the main Economic activities in state. The state has poor social indicators as per the MICS 2014; high nutritional status as indicted by MICS survey 2014, the global wasting is 18.5% which above emergency (15.2%), the stunting was very high 48.8% based on WHO classification (46.3%). The coverage immunization was low (62.2. %) compared to annual target for state was 95%, the state has highest open defecation rate among all Sudan (44.9%). The that prevalence of FGM/C among women (46.6 %) child marriage before age 15 is (26.9 %) and before age 18 is (55.52%) and only 14.7 % of under 5 children have their birth registered. The data of education show that net intake rate in primary education is 27.5% which is less than the national indicator. The government did allot of efforts throughout multi-sectoral approach to address situation and fill the gaps in all sectors.

The Simple Spatial Survey Method (S3M) is a large-scale survey method originally developed from the centric systematic area sampling (CSAS) coverage survey method (Myatt et al. 2005; Sadler et al. 2007) as a response to the widespread adoption of community management of acute malnutrition (CMAM) by ministries of health. From its initial application as a coverage survey method, S3M's potential for use in national-scale multi-indicator surveys was considered and explored. Sudan supported the development of the method for this broader application through 2 state-level pilots in Gedaref and Sennar in 2012 which eventually led to the first national S3M survey in Sudan in 2013 (Sudan National S3M 2013) to measure a range of indicators (health, WASH and nutrition) over small geographical areas, giving results at locality level and lower. It provided comprehensive information at state level and lower that was used to target and re-align interventions. The experience from the Sudan S3M I (2013) have shown that mapping variation and thus identifying areas of high need has allowed evidence-based targeting of interventions to most vulnerable populations, enabling improved cost-benefit in the current context of diminishing funding resources in Sudan. The S3M I contributed to planning of humanitarian and other responses to target the most vulnerable communities at locality level and below over the last 2-3 years in Sudan. For instance, the results were used for the mid-year revision of the 2014 Humanitarian Needs Overview (HNO) for all sectors enabling, for the first time, the use of locality level information for targeting responses, as well as acting as a catalyst for multi-sectoral programming. In addition, the S3M I survey results contributed to establishing the UNICEF programmatic shift to intervening in high-priority localities and it also helped the Government of Sudan to prioritize localities most on need according to 18 core indicators they selected.

NUTRITION SECTOR: CURRENT SITUATION IN KASSALA STATE

The S3M II has been carried out in 2018 in order to obtain updated and comprehensive data for nutrition, health, WASH and child protection indicators. It was include data for smaller geographical areas within localities as well as from the national, state, and locality level for children and their mothers in Sudan. It intends to identify the areas where the highest need are to allow evidence based program planning and targeting for equity to enable a better and more effective use of scarce resources for humanitarian response and enhanced impact within Sudan=High rates of stunting:

- Height-for-age z-score (stunting) This indicator is used to measure stunting among children below two years. Stunting refers to deficit on height related to age. Stunting situation was very high in the State at 47.72% (95% CI: 41.41 % - 54.03%) as per WHO standard (>40%) though the situation improved compared 54% in 2013 (S3M). This could be attributed to high acute malnutrition, illness, or certain micronutrient deficiencies such as Vitamin A, zinc, calcium, folate or poor IYCF practice. The situation of stunting at localities level showed that 9 out of 11 localities have suffered from very high rate, while there was no locality showed acceptable level. Kassala Town and New Halfa localities showed stunting rate of 25.67% and 26.91% respectively, which is below WHO standards.

Current situation in the targeted localities (nutrition profile)

Locality	Rate of stunting	Severe acute malnutrition	underweight
Kassala Town	25.76%	16.56%	21.37%
Refi Kassala	43.51%	18.36%	30.70%
Rural Khashm Algirba	40.02%	12.12%	21.79%
State	47.72%	12.45%	32.71%

AICS SUPPORT TO STRENGTHEN THE NUTRITIONAL SERVICES IN KASSALA

The intervention object of this call for proposal is part of the broader bilateral program funded by AICS "*Fighting Malnutrition in Kassala State*" (AID 11812). The Federal Ministry of Health acknowledges the importance of the Italian Cooperation with regard to:

- The provision of specific and needed skills and knowledge, particularly in the health and nutrition sector;
- The ability, as the Donor Convener of the *Scaling Up Nutrition Movement* (SUN), to contribute to the political dialogue with the Sudanese Government which is involved in the formulation and implementation of the Nutrition National Development Plan.

The FMOH and the SMOH of Kassala request support from the Italian Cooperation for the realisation of a bilateral initiative in the field of health/nutrition. The project aim consists at effectively addressing the primary causes of stunting, and shall target pregnant/lactating women and children aged from 0 to 2 years.

Specific objective 1: To strengthen the SUN movement and the institutional political dialogue on nutrition in Sudan and in the State of Kassala.

Specific objective 2: To improve preventive and therapeutic services in the health centres targeted by the project and improve the nutritional inputs and hygiene practices of the beneficiaries of the project.

The specific objectives of the intervention are fully aligned to the Sudan National Policy in the Nutrition Sector, in order to achieve greater ownership, efficiency and transparency to the action aimed at combating malnutrition.

The action complies also with the principle of harmonisation of aid for more effectiveness, looking for strong coordination among donors and consensus on triple Nexus approach and “collective outcomes” of the new aid architecture in Sudan: collective outcome n. 2 Basic Social Services (health, nutrition, education, wash and reproductive health).

DESCRIPTION OF THE ASSIGNMENT

Consistently with the above, the aim of the intervention subject of this call for proposal is to enhance services and practices that support optimal nutrition and primary health to the affected population, ensuring that women, men, boys and girls has equal access to the health and nutrition services.

The funds will be used on the support of provision of Nutrition/health services, in health facilities with low capacity of staffing or no staff, to save life of children, pregnant women and whole population, in order not to deteriorate their situation from under servicing and their life being complicated. Although the management is directly responsible of MoH, but due to the low capacity and luck of recruited staffing it is difficult to MoH to run all the health facilities, so the support is in need to provide a quality of health services to the targeted population.

Moreover, the funds will be used on training and capacity building; particularly focused on community led disease outbreak and management, for the health facility-based staff and the organizational staff.

The Contractor will work on response to disease outbreaks, since the history of state was with high incidence rate of disease out breaks and natural disaster (floods) , will going to support on the plan preparation for emergency and responses when it accrue , also to enhance the community health will support the locality health and Nutrition system at the different localities.

The project activities will be carried out in continuous coordination with the SMOH.

1.2. OBJECTIVES OF THE INTERVENTION AND MAIN LINES OF ACTION

The **global objective** of the proposed action is to contribute to the improvement of health conditions, and specifically to the nutritional status of pregnant and lactating women and of children aged between 0 to 5 years.

This objective will be achieved through **three main lines of action**:

- Increasing access to quality, integrated, community based nutrition care, through Integrated Management of Acute Malnutrition (Moderate and severe cases), in targeted locations, at Kassala, Algirba and Rural Kassala localities;
- Improving the skills, knowledge and practices of mothers of malnourished children in proper infant and child feeding activities;
- Ensuring access to quality primary health care services which will contribute to appropriate and sustainable improvements in the lives of vulnerable communities.

SPECIFIC OBJECTIVES

- Improve access to quality health services (Curative care, RH, EPI and Nut)
- Contribute to reduce maternal mortality rate
- Contribute on the reduction of malnutrition.
- Strengthening referral system
- Improvement of child caring and nutritional behaviours change through:
- Actions to improve complementary feeding among young children in target areas should build on the positive behaviours, practices around feeding of infants and young children, and correct any misperceptions.
- Future projects of SBCs interventions should use dialogue and consultative approach in working with its target audience through establishment of dialogue or support groups for all categories of audiences (mothers, fathers, grandmothers, and youth) instead of focusing on mere information sharing and dissemination.

EXPECTED OUTPUTS/RESULTS OF THE PROJECT

- Increased access to primary healthcare services in target localities
- Ensuring that women, girls, men and boys and has equal access to the health and Nutrition services.
- Contribute on the reduction of malnutrition rate.
- Increased coverage of Micronutrient supplementation.
- Increased immunization coverage for under one-year- old children

BENEFICIARIES AND TARGETED LOCALITIES

The targeted localities are Kassala Town, Rural Kassala and rural Al Girba. The beneficiary catchment population is approximately 758.958 persons of which 49% male and 51% female in proposed area. Total number of direct beneficiaries is 151.791. The direct target beneficiaries will be marginalized communities' lives in rural area, returnees and IDPs communities, the beneficiaries are the entire community without differentiate with ethnic, religion (women, men and children). Women will use the reproductive health sectors, curative care and Immunization sector. Children will used from the immunization, beside that all action activity will be benefit the completely entire community.

1.3. FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this call for proposals is EUR 1,100,000.00. The contracting authority reserves the right not to award all available funds.

Size of grants

Any grant requested under this call for proposals must not exceed the below maximum and minimum amount of:

- maximum amount: EUR 1,100,000.00
- Minimum amount: EUR 1,000,000.00

Any grant requested under this call for proposals must not exceed the below maximum percentage of total eligible costs of the action:

- Maximum percentage: 100% of the total eligible costs of the action (see also Section 2.1.4.).

The grant may cover the entire eligible costs of the action if this is deemed essential to carry it out. If that is the case, the lead applicant must justify full financing in Section 2.1 of Part B of the grant application form. The validity of the justification provided will be examined during the evaluation procedure. The absence of any justification may lead to the rejection of the application.

2.1 RULES FOR THIS CALL FOR PROPOSALS

These guidelines set out the rules for the submission, selection and implementation of the actions financed under this call, in conformity with the practical guide, which is applicable to the present call (available on the internet at this address <https://wikis.ec.europa.eu/display/ExactExternalWiki>).¹

2.2 ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

(1) the actors (2.1.1.):

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

(2) the actions (2.1.3.):

- actions for which a grant may be awarded;

(3) the costs (2.1.4.):

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

2.2.1. ELIGIBILITY OF APPLICANTS (I.E., LEAD APPLICANT AND CO-APPLICANT(S))

Lead applicant

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

a. be a legal person and

¹ Note that a lead applicant (i.e. a coordinator) whose pillars have been positively assessed by the European Commission and who is awarded a grant will not sign the standard grant contract published with these guidelines but a contribution agreement based on the contribution agreement template. All references in these guidelines and other documents related to this call to the standard grant contract shall in this case be understood as referring to the relevant provisions of the contribution agreement template.

- b. be non-profit-making and
- c. be a specific type of organisation such as: non-governmental organisation, as defined by Article 156 of the EU Financial Regulation² and national regulation.
- d. be established in³ a Member State of the European Union or in countries eligible under EUTF, EDF-ENI- and DCI-funded programmes (see PRAG Annex a2a for the list of eligible countries) and
- e. be directly responsible for the preparation and management of the action with the co-applicant(s) and affiliated entity(ies), not acting as an intermediary and
- f. be registered and active in the PADOR (Potential Applicant Data On-Line Registration; off-line form Annex F), EU on-line database of legal entities and
- g. have managed at least two programs in similar contexts and
- h. have managed at least two programmes in similar budget - between 500.000,00 and 1.000.000,00 and
- i. be directly responsible for the preparation and management of the action with the co applicant(s) and affiliated entity(ies), not acting as an intermediary and
- j. be registered and/or authorized to implement activities in Sudan and
- k. have managed programmes funded by EU/AICS (at least two contracts in any countries in similar context)

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

Lead applicants, co-applicants, affiliated entities and, in case of legal entities, persons who have powers of representation, decision-making or control over the lead applicant, the co-applicants and the affiliated entities are informed that, should they be in one of the situations of early detection or exclusion according to Section 2.6.10.1 of the practical guide, personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the early detection and exclusion system, and communicated to the persons and entities concerned in relation to the award or the execution of a grant contract. In this respect, provisionally selected lead applicants, co-applicants and affiliated entities or those placed in the reserve list are obliged to declare that they are not in one of the exclusion situations through a signed declaration on honour (Annex H). For grants of EUR 15 000 or less, no declaration on honour is required. See Section 2.4.

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

The lead applicant could act with a co-applicant that could be one or more local and or international entities/organizations.

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

Co-applicant(s)

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

³ To be determined on the basis of the organisation's statutes, which should demonstrate that it has been established by an instrument governed by the national law of the country concerned and that its head office is located in an eligible country. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if the statutes are registered locally or a 'Memorandum of Understanding' has been concluded.

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

Co-applicants must satisfy the eligibility criteria as applicable to the lead applicant him/herself (except for the above listed points: d., f., h., k.).

Co-applicants must be a local (national) non-governmental organisation.

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

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

- (3) In addition, please note that contracts cannot be awarded to or signed with applicants included in the lists of EU restrictive measures (see Section 2.4. of the PRAG).

2.2.2. AFFILIATED ENTITIES

The lead applicant and its co-applicant(s) may act with affiliated entity(ies). **Only the following entities may be considered as affiliated entities to the lead applicant and/or to co-applicant(s):**

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

This structural link encompasses mainly two notions:

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

Entities affiliated to an applicant may hence be:

- Entities directly or indirectly controlled by the applicant (daughter companies or first-tier subsidiaries). They may also be entities controlled by an entity controlled by the applicant (granddaughter companies or second-tier subsidiaries) and the same applies to further tiers of control;
 - Entities directly or indirectly controlling the applicant (parent companies). Likewise, they may be entities controlling an entity controlling the applicant;
 - Entities under the same direct or indirect control as the applicant (sister companies).
- (ii) Membership, i.e. the applicant is legally defined as a e.g. network, federation, association in which the proposed affiliated entities also participate or the applicant participates in the same entity (e.g. network, federation, association, etc.) as the proposed affiliated entities.

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

By way of exception, an entity may be considered as affiliated to an applicant even if it has a structural link specifically established for the sole purpose of the implementation of the action in the case of so-called 'sole applicants' or 'sole beneficiaries'. A sole applicant or a sole beneficiary is a legal entity formed by several entities (a group of entities) which together comply with the criteria for being awarded the grant. For example, an association is formed by its members.

What is not an affiliated entity?

The following are not considered entities affiliated to an applicant:

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

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

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

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

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

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

2.2.3. Associates and contractors

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

- Associates

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

- Contractors

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

2.2.4. ELIGIBLE ACTIONS: ACTIONS FOR WHICH AN APPLICATION MAY BE MADE

Definition:

An action is composed of a set of activities.

Duration

The initial planned duration of an action may not exceed 15 (fifteen) months and may last maximum until 30 June 2024.

Specific theme to which the actions must relate to:

- Nutrition

Location

Actions must take place in the following country: Sudan, specifically in Kassala State. The targeted localities are Kassala Town, Rural Kassala and rural Al Girba

Types of action

All proposed actions and initiatives supported should aim at contributing to the achievement of universal health coverage in Kassala State.

Actions should be operations whose impact can be measured on the medium and long-term according to the use of SMART, beneficiary and results-oriented indicators and indicating a coherent set of activities with clearly defined operational objectives, target groups, planned tangible outcomes, and be executed within a limited timeframe. They should be designed as:

- sustainable, scalable and replicable;
- based on an inclusive and participatory approach and on the “leave no one behind” principle and the “do not harm” policy;
- in response to the specific needs of the target groups identified by the applicant;
- including the adoption of efficient and effective Monitoring and Evaluation and Risk Management mechanisms;
- taking in high consideration potential risks and existing challenges within the target communities;

Applicants in their proposals must incorporate a series of complimentary activities as stipulated on section 1.2.

The following types of action are ineligible:

- actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences and congresses;
- actions concerned only or mainly with individual scholarships for studies;
- Incentives for health workers.

Types of activity

The list below includes the activities that will be financed under this call, they are mandatory and it could be expanded according to the applicants’ proposals and availability of budget. Proposals outside these priority sectors will not be considered for funding.

- Deliver minimum basic package of primary health care services (including maternal and child health) and support referral to secondary health care;
- Provide nutrition service (preventive and therapeutic);
- Provide essential drugs and medicine used in primary care level according to standard classification;
- Conduct SBC activities through;
- Efforts at the household and community levels to improve family nutrition should emphasize the use of local foods;
- Women groups should be encouraged to exhibit nutritious complementary foods during family bazaars (community meetings) to promote community uptake of good practices;
- Fathers and grandmothers should be informed about the benefits of micronutrient supplementation for both the mother and the infant, and the importance of their support to the mother to comply with regular consumption if needed;
- Utilize interpersonal channels of communication for dissemination of SBC messages with special focus on interactive activities e.g., dialogue groups, drama, songs and dances, which present an opportunity to disseminate information to the rest of the community;
- Use an innovative approach like establishing youth listening groups provided with digitally recorded messages and drama to stimulate discussions around nutrition issues;

- Support groups and social forums in the community should be encouraged as a useful entry point in the promotion of proper nutrition practices;
- Recognition and support of community groups by the local administration will boost their morale and legitimize their efforts in the eyes of the community;
- Encourage and support women and youth to establish small-scale business venture to supply nutrition sensitive products, namely: improved vegetables seeds, iodized salt, and soap;
- Encourage youth to invest in local vegetables, poultry and eggs production using the already existing infrastructures of community farms (gardens) currently not functioning;
- Micronutrient supplementation of women during pregnancy and lactation. Because Supplementation with ferrous sulfate is irregular due to inadequate supplies, while vitamin A supplementation for lactating mothers is rare. Compliance is also poor, as some mothers do not take the iron and folate supplements even when available. In combination with the poor diets, this predisposes lactating women to malnutrition and inadequate micronutrients in breastmilk;
- Training for health staff in the nutrition sector;
- Rehabilitation of health facilities.

Cross cutting issues:

Inclusion of groups at risk of vulnerability and marginalization, disability, children and youth.

Proposed activities that include the following elements will receive higher scores during the evaluation process for this funding opportunity:

- a participatory approach to addressing identified needs based on innovation and intersectionality
- a high potential for a lasting impact and/or multiplier effects
- Health System Governance at locality level including monitoring and follow ups of the interventions

Financial support to third parties⁴

Applicants may not propose financial support to third parties.

Visibility

The applicants must take all necessary steps to publicise the fact that the Italian Agency for Development Cooperation has financed or co-financed the action.

Number of applications and grants per applicants / affiliated entities

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

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

2.2.5. Eligibility of costs: costs that can be included

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

Simplified cost options (SCOs) may take the form of:

- **unit costs:** covering all or certain specific categories of eligible costs which are clearly identified in advance by reference to an amount per unit.
- **lump sums:** covering in global terms all or certain specific categories of eligible costs which are clearly identified in advance.
- **flat-rate financing:** covering specific categories of eligible costs which are clearly identified in advance by applying a percentage fixed ex ante. This form is not applicable to output or result based SCOs.

⁴ These third parties are neither affiliated entity(ies) nor associates nor contractors.

Simplified costs options are divided in two categories:

1/ "output or result based SCOs": this category includes costs linked to outputs, results, activities, deliverables in the framework of a specific project (for example the determination of a lump sum for the organization of a conference, or for the realisation of a determined output/activity). Where possible and appropriate, lump sums and unit costs shall be determined in such a way to allow their payment upon achievement of concrete outputs and/or results. This type of SCO can be proposed by the beneficiary (no threshold is applicable) at proposal's stage (Grant application form – Full application). In case the evaluation committee and the contracting authority are not satisfied with the quality of the justification provided, reimbursement on the basis of actually incurred costs is always possible.

2/ "other SCOs": This second category entails simplified cost options embedded in the cost accounting practices of the beneficiary, if they are accepted by national authorities under comparable funding schemes. In this case, the grant beneficiary shall demonstrate that the national authority accepted the cost accounting practices and will have to specify in which context this acceptance was given. The evaluation committee will assess if the funding scheme is comparable. To obtain reimbursement of this category of SCOs, the beneficiary shall make reference to the comparable funding schemes of national authorities in the budget justification sheet (annex B). In case the evaluation committee and the contracting authority are not satisfied with the quality of the justification provided reimbursement on the basis of actually incurred costs is always possible.

The amounts or rates have to be based on estimates using objective data such as statistical data or any other objective means or with reference to certified or auditable historical data of the applicants or the affiliated entity(ies). Determining SCO is possible also through 'expert judgement' provided by internally available experts or procured in accordance with the applicable rules. Experts must be either commissioned auditors or chartered accountants, or staff of the contracting authority but cannot be staff of the beneficiary. The methods used to determine the amounts or rates of unit costs, lump sums or flat-rates must comply with the criteria established in Annex K, and especially ensure that the costs correspond fairly to the actual costs incurred by the beneficiary(ies) and affiliated entity(ies), are in line with their cost accounting practices, no profit is made and the costs are not already covered by other sources of funding (no double funding). Please refer to Annex K for the details of the procedure to be followed depending on the type and amount of the costs to be declared as SCO.

Applicants proposing this form of reimbursement, must clearly indicate in worksheet no.1 of Annex B, each heading/item of eligible costs concerned by this type of financing, i.e. add the reference in capital letters to 'UNIT COST', 'LUMP SUM', 'FLAT RATE' in the Unit column (see example in Annex K).

Additionally in Annex B, in the second column of worksheet no.2, 'Justification of the estimated costs' per each of the corresponding budget item or heading applicants 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. for output or result based SCO;
- clearly explain the formulas for calculation of the final eligible amount for output or result based SCO;
- make reference to the national authorities comparable funding schemes for other SCOs.

Where SCOs are proposed the evaluation committee and the contracting authority decide whether to accept the proposed amounts or rates on the basis of the provisional budget submitted by the applicants, by analysing factual data of grants carried out by the applicants or of similar actions. In case the evaluation committee and the contracting authority are not satisfied with the quality of the justification provided reimbursement on the basis of actually incurred costs is always possible.

No threshold is set ex-ante for the total amount of financing that can be authorised by the contracting authority on the basis of simplified cost options. Other SCOs can be proposed only if previously accepted by national authorities in comparable funding schemes.

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

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

The grant may take the form of a single lump-sum covering the entire eligible costs of an action or a work programme.

Single lump sums may be determined on the basis of the estimated budget, which should comply with the principles of economy, efficiency and effectiveness. Compliance with these principles shall be verified ex ante at the time of evaluation of the grant application.

When authorising single lump sums the authorising officer responsible shall comply with the conditions applicable to output or result based SCOs.

When using this form of financing, the description of the action shall include detailed information on the essential conditions triggering the payment, including, where applicable, the achievement of outputs and/or results.

Eligible direct costs

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

The applicants (and where applicable their affiliated entities) agree that the expenditure verification(s) referred to in Article 15.7 of the general conditions to the standard grant contract (see Annex G of the guidelines) will be carried out by [the contracting authority or any external body authorised by AICS - (Italian Agency for Development Cooperation) Street 33 Amarat- P.O Box 793 Khartoum, Sudan, +249 (0) 183 483 466.

Contingency reserve

N/A

Eligible indirect costs

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

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

Contributions in kind

Contributions in kind mean the provision of goods or services to beneficiaries or affiliated entities free of charge by a third party. As contributions in kind do not involve any expenditure for beneficiaries or affiliated entities, they are not eligible costs (except for personnel costs for the work carried out by volunteers under an action or an operating grant if so authorised).

Contributions in kind may not be treated as co-financing.

Ineligible costs

The following costs are not eligible:

- debts and debt service charges (interest);
- provisions for losses or potential future liabilities;
- costs declared by the beneficiary(ies) and financed by another action or work programme receiving a European Union (including through EDF) grant;

- purchases of land or buildings, except where necessary for the direct implementation of the action, in which case ownership must be transferred in accordance with Article 7.5 of the general conditions of the standard grant contract, at the latest at the end of the action;
- currency exchange losses;
- credit to third parties;
- incentive to employees of the public Sudanese health sector;
- salary costs of the personnel of national administrations.

2.2.6. Ethics clauses and Code of Conduct

a) Absence of conflict of interest

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

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

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

Zero tolerance for sexual exploitation, abuse and harassment

AICS applies a policy of 'zero tolerance' in relation to all wrongful conduct which has an impact on the professional credibility of the applicant.

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

Applicants (and affiliated entities) other than (i) natural persons, (ii) pillar-assessed entities and (iii) governments and other public bodies, whose application has been provisionally selected or placed in a reserve list shall assess their internal policy against sexual exploitation, abuse and harassment (SEA-H) through a self-evaluation questionnaire (Annex L). For grants of EUR 60 000 or less no self-evaluation is required. Such self-evaluation questionnaire is not part of the evaluation of the full application by the contracting authority, but is an administrative requirement. See Section 2.5.6 of the PRAG.

c) Anti-corruption and anti-bribery

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

d) Unusual commercial expenses

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

haven, commissions paid to a payee who is not clearly identified or commissions paid to a company which has every appearance of being a front company.

Grant beneficiaries found to have paid unusual commercial expenses on projects funded by the European Union are liable, depending on the seriousness of the facts observed, to have their contracts terminated or to be permanently excluded from receiving EU/EDF funds.

e) Breach of obligations, irregularities or fraud

The contracting authority reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to breach of obligations, irregularities or fraud. If breach of obligations, irregularities or fraud are discovered after the award of the contract, the contracting authority may refrain from concluding the contract.

2.3. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

- Open call for proposals

2.3.1. Application forms

Applications must be submitted in accordance with the instructions on the concept note and the full applications in the grant application form annexed to these guidelines (Annex A). Lead applicants should then keep strictly to the format of the grant application form and fill in the paragraphs and pages in order.

Applicants must apply in English.

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

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

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

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

With the application the lead applicant also has to submit completed off line and updated PADOR registration form (Annex F) for the lead applicant, each co-applicants (if any) and each affiliated entities (if any).

Please note that the following documents should be submitted together with the PADOR registration form and the application form:

1. The statutes or articles of association of the lead applicant, (if any) of each co-applicant and (if any) of each affiliated entity. Where the contracting authority has recognised the lead applicant's, or the co-applicant(s)'s, or their affiliated entity(ies)'s eligibility for another call for proposals under the same budget line within 2 years before the deadline for receipt of applications, it should be submitted, instead of the statutes or articles of association, a copy of the document proving their eligibility in a former call (e.g. a copy of the special conditions of a grant contract received during the reference period), unless a change in legal status has occurred in the meantime. This obligation does not apply to international organisations which have signed a framework agreement with the European Commission.
2. Legal entity form (see Annex D of these guidelines) duly completed and signed by each of the applicants (i.e., by the lead applicant and by each co-applicant, if any), accompanied by the justifying documents requested there. If the applicants have already signed a contract with the contracting authority, instead of the legal entity sheet and supporting documents, the legal entity number may be provided, unless a change in legal status occurred in the meantime.

3. A financial identification form of the lead applicant (not from co-applicant(s)) conforming to the model attached as Annex E of these guidelines, certified by the bank to which the payments will be made. This bank should be located in the country where the lead applicant is established. If the lead applicant has already submitted a financial identification form in the past for a contract where the European Commission was in charge of the payments and intends to use the same bank account, a copy of the previous financial identification form may be provided instead.
4. Declaration of Honour (Annex H);
5. PADOR off-line form (Annex F), for the lead applicant;
6. Certificate of registration in the country of the programme (Sudan) and authorizations of duly authorized representatives for lead and co-applicant(s).

In addition, for the purpose of the evaluation of the financial capacity, the following documents should be submitted⁵:

The applicant shall provide a self-declaration signed by its authorised representative certifying the validity of its accounts for up to the last three available financial years. Such self-declaration shall be dated and signed, either by hand or by applying a qualified electronic signature (QES)⁶ by an authorised representative of the signatory.

This requirement shall apply only to the first application made by a beneficiary to the same contracting authority in any one financial year.

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

1. For action grants not exceeding EUR 750 000 and for operating grants below EUR 100 000 a copy of the lead applicant's profit and loss account and the balance sheet for up to the three last financial years for which the accounts were closed⁷. A copy of the latest account is neither required from the co-applicant(s) (if any) nor from affiliated entity(ies) (if any).

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

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

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

If the abovementioned supporting documents are not provided by the deadline for the submission of the application form, the application may be rejected.

No additional annexes should be sent.

2.3.2. Where and how to send applications

Applications must be submitted in one original and one copy in A4 size, each bound. The complete application form (Part A: concept note and Part B: full application form), PADOR registration form, budget and logical framework must also be supplied in electronic format (USB⁸) in a separate and single file (i.e., the application must

⁵ No supporting documents will be requested for applications for a grant not exceeding EUR 60 000.

⁶ Please note that only the QES within the meaning of Regulation (EU) No 910/2014 (eIDAS Regulation) will be accepted. Regulation (EU) No 910/2014 of the European Parliament and of the Council of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC.

⁷ This obligation does not apply to natural persons who have received education support or who are in most need or in receipt of direct support, nor to public bodies and to international organisations. It does not apply either when the accounts are in practice the same documents as the external audit report already provided pursuant to Section 2.2.1, point 1.

⁸ If you want to allow for other devices (e.g. USB sticks) make sure that appropriate IT security measures are in place.

not be split into several different files). The electronic file must contain **exactly the same** application as the paper version enclosed. Hand-written applications will not be accepted.

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

Where a lead applicant sends several different applications (if allowed to do so by the guidelines of the call), each one has to be sent separately.

The outer envelope must bear the **reference number and the title of the call for proposal**, together with the title of the applicant action (if different from the one of the call for proposal), the full name and address of the lead applicant, and the words 'Not to be opened before the opening session' /

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

Postal address

Procurement office

AICS - (Italian Agency for Development Cooperation)

Street 33 Amarat- P.O Box 793 Khartoum, Sudan

Address for hand delivery

Procurement office

AICS - (Italian Agency for Development Cooperation)

Street 33 Amarat- P.O Box 793 Khartoum, Sudan

Open from 8:30am to 5:30pm

Applications sent by any other means (e.g. by fax or by e-mail) or delivered to other addresses will be rejected.

Please note that incomplete applications may be rejected. Lead applicants are advised to verify that their application is complete using the checklist (Section 7 of Part B of the grant application form).

2.3.3. Deadline for submission of applications

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

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

The **deadline for the submission of applications is December 20th 2022** as evidenced by the date of dispatch, the postmark or the date of the deposit slip. In the case of hand-deliveries, the **deadline for receipt is at 20.12.2022 before 17:00 pm Khartoum local time**, as evidenced by the signed and dated receipt. Any application submitted after the deadline will automatically be rejected.

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

Any application submitted after the deadline will be rejected.

Number of applications and grants per applicants / affiliated entities

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

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

2.3.4. Further information about applications

Questions may be sent by e-mail no later than 15 days before the deadline for the submission of applications to the below address(es), indicating clearly the reference of the call for proposals:

E-mail address: procurement.sudan@aics.gov.it

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

Replies will be given no later than 08 days before the deadline for the submission of applications.

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

Questions that may be relevant to other applicants, together with the answers, will be published on the website where the call was published: website of the contracting authority [calls for proposals for development cooperation initiatives | AICS - Khartoum](#), as the need arises. It is therefore advisable to consult the above-mentioned website regularly in order to be informed of the questions and answers published.

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

2.4. EVALUATION AND SELECTION OF APPLICATIONS

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

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

STEP 1: OPENING & ADMINISTRATIVE CHECKS AND CONCEPT NOTE EVALUATION

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

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

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

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

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

	Score	
1. Relevance of the action	Sub-score	20

1.1 How relevant is the proposal to the objectives and priorities of the call for proposals and to the specific themes/sectors/areas or any other specific requirement stated in the guidelines for applicants? Are the expected results of the action aligned with the priorities defined in the guidelines for applicants (Section 1.2)?	5	
1.2 How relevant is the proposal to the particular needs and constraints of the target country(ies), region(s) and/or relevant sectors (including synergy with other development initiatives and avoidance of duplication)?	5	
1.3 How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs (as rights holders and/or duty bearers) and constraints been clearly defined and does the proposal address them appropriately?	5	
1.4 Does the proposal contain particular added-value elements (e.g. innovation, intersectionality, best practices)? and the other additional elements indicated under 1.2. of the guidelines for applicants	5	
2. Design of the action	Sub-score	30
2.1 How coherent is the overall design of the action? Does the proposal indicate the expected results to be achieved by the action? Does the intervention logic explain the rationale to achieve the expected results? Are the 5x2** December 2021 Page 22 of 32 e3a_guidelines_en.doc activities proposed appropriate, practical, and consistent with the envisaged outputs and outcome(s)?	5x2**	
2.2 Does the design reflect a robust analysis of the problems involved, and the capacities of the relevant stakeholders?	5	
2.3 Does the design take into account external factors (risks and assumptions)? (Including the potential effects of the current situation and unrest in the country on the socioeconomic conditions of the target population).	5	
2.4 Does the proposal/Logical Framework include: - feasible and consistent activities in relation to the expected results (including timeframe)? Are results (output, outcome and impact) realistic? - credible baseline, targets and sources of verification? If not, is a baseline study foreseen (and is the study budgeted appropriately in the proposal)?	5	
2.5 To which extent does the proposal integrate relevant cross-cutting elements such as promotion of gender equality and equal opportunities, needs of people with disabilities, rights of groups at risk of vulnerability and marginalization, people in displacement (IDPs and Refugees), Covid-19, youth, men and boys engagement.	5	

TOTAL SCORE	50
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****this score is multiplied by 2 because of its importance**

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

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

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

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

STEP 2: EVALUATION OF THE FULL APPLICATION

If the applications pass the opening and administrative checks along the instructions of the Step 1: they will be further evaluated on their quality, including the proposed budget and capacity of the applicants and affiliated entity(ies). They will be evaluated using the evaluation criteria in the evaluation grid below. There are two types of evaluation criteria: selection and award criteria.

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

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

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

Scoring:

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

Evaluation grid

Section	Maximum Score
1. Financial and operational capacity	25

1.1 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient in-house experience of project management? (Including experience in managing EU-funded projects)	10
1.2 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient in-house technical expertise? especially knowledge of the issues to be addressed (including knowledge of the context resulting from at least 3 years of experience in Sudan and in the States for the lead applicant)	6
1.3 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient in-house management capacity? (Including staff, equipment and ability to handle the budget for the action)?	4
1.4 Does the lead applicant have stable and sufficient sources of finance?	5
2. Design of the action	20
2.1 How coherent is the design of the action? Does the proposal indicate the expected results to be achieved by the action? Does the intervention logic explain the rationale to achieve the expected results? Are the activities proposed appropriate, practical, and consistent with the envisaged outputs and outcome(s)?	10
2.2 Does the proposal/Logical Framework include credible baseline, targets and sources of verification? If not, is a baseline study foreseen (and is the study budgeted appropriately in the proposal)?	5
2.3 Does the design reflect a robust analysis of the problems involved, and the capacities of the relevant stakeholders?	5
4. Implementation approach	20
4.1 Is the action plan for implementing the action clear and feasible? Is the timeline realistic?	10
4.2 Does the proposal include an effective and efficient monitoring system? Is there an evaluation planned (previous, during or/and at the end of the implementation)?	5
4.3 Is the co-applicant(s)'s and affiliated entity(ies)'s level of involvement and participation in the action satisfactory?	5
5. Sustainability of the action	15
5.1 Is the action likely to have a tangible impact on its target groups?	5

5.2 Is the action likely to have multiplier effects, including scope for replication, extension, capitalisation on experience and knowledge sharing?	3
5.3 Are the expected results of the proposed action sustainable? <ul style="list-style-type: none"> - Financially (<i>e.g. financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs</i>) - Institutionally (<i>will structures allow the results of the action to be sustained at the end of the action? Will there be local 'ownership' of the results of the action?</i>) - At policy level (where applicable) (<i>what will be the structural impact of the action — e.g. improved legislation, codes of conduct, methods</i>) - Environmentally (if applicable) (<i>will the action have a negative/positive environmental impact?</i>) 	4
5.4 In support of a sustainable approach, is the project beneficiaries' ownership guaranteed? (i.e. through a peer-to-peer model)	3
6. Budget and cost-effectiveness of the action	20
6.1 Are the activities appropriately reflected in the budget?	10
6.2 Is the ratio between the estimated costs and the results satisfactory?	6
6.3 Does the budget include a level of gender-responsiveness (taking in account needs and challenges of both male and female beneficiaries)?	4
Maximum total score	100

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

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

Provisional selection

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

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

The eligibility verification will be performed on the basis of the supporting documents requested by the contracting authority (see Section 2.2.1). It will by default only be performed for the applications that have been provisionally selected according to their score and within the available budget for this call for proposals.

- The declaration by the lead applicant (Section 8 of Part B of the grant application form) will be cross-checked with the supporting documents provided by the lead applicant. Any missing supporting document or any incoherence between the declaration by the lead applicant and the supporting documents may lead to the rejection of the application on that sole basis.
- The eligibility of applicants and the affiliated entity(ies) will be verified according to the criteria set out in Section 2.1.1.

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

2.5. SUBMISSION OF SUPPORTING DOCUMENTS

The lead applicant should submit the documents listed in Section 2.2.1

In addition, a lead applicant whose application has been provisionally selected or placed on the reserve list will be informed in writing by the contracting authority. It will be requested to supply the following documents⁹:

1. Declaration on honour: the lead applicant as well as all co-applicants and affiliated entities shall fill in and sign the declaration on honour certifying that they are not in one of the exclusion situations (see Section 2.6.10.1 of the PRAG) where the amount of the grant exceeds EUR 15 000. The declaration on honour shall be dated and signed, either by hand or by applying a qualified electronic signature (QES)¹⁰ by an authorised representative of the signatory.
2. Self-evaluation questionnaire on SEA-H: the lead applicant as well as all co-applicants and affiliated entities shall fill in the self-evaluation questionnaire assessing the organisation's internal policy and procedure against sexual exploitation, abuse and harassment (SEA-H) (Annex L) where the amount of grant exceeds EUR 60 000 (see Section 2.5.6 of the PRAG)¹¹.
3. Other supporting documents required: PADOR off-line form (Annex F) for the lead applicant, certificate of registration in the country of the programme (Sudan) and authorizations of duly authorized representatives for lead and co-applicant(s).

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

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

2.6. NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

2.6.1. CONTENT OF THE DECISION

The lead applicants will be informed in writing of the contracting authority's decision concerning their application and, if rejected, the reasons for the negative decision. Please note that the lead applicant is the intermediary for all communications between applicants and the contracting authority during the procedure.

⁹ No supporting documents will be requested for applications for a grant not exceeding EUR 60 000.

¹⁰ Please note that only the QES within the meaning of Regulation (EU) No 910/2014 (eIDAS Regulation) will be accepted. Regulation (EU) No 910/2014 of the European Parliament and of the Council of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC.

¹¹ Applicants, co-applicants and affiliated entities who are (i) natural persons (ii) pillar-assessed entities and (iii) governments and other public bodies do not have to submit the self-evaluation questionnaire.

An applicant believing that it has been harmed by an error or irregularity during the award process may lodge a complaint. See Section 2.12 of the practical guide.

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

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

2.6.2. INDICATIVE TIMETABLE

	DATE	TIME
1. Information meeting (if any)	-	-
2. Deadline for requesting any clarifications from the contracting authority	18/12/2022	13:00 pm
3. Last date on which clarifications are issued by the contracting authority	20/12/2022	13:00 pm
4. Deadline for submission of applications	05/01/2023	17:00 pm
5. Information to lead applicants on opening administrative checks	-	-
7. Information to lead applicants on the evaluation of the full applications (Step 2)	-	-
8. Notification of award (after the eligibility check) (Step 3)	-	-
9. Contract signature	-	-

All times are in the time zone of the country of the contracting authority.

This indicative timetable refers to provisional dates (except for dates 2, 3, and 4) and may be updated by the contracting authority during the procedure. In such cases, the updated timetable will be published on the web site where the call was published: website of the contracting authority [calls for proposals for development cooperation initiatives | AICS - Khartoum](#)

1. Conditions for implementation after the contracting authority's decision to award a grant

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

Implementation contracts

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

In this context, a distinction should be made between awarding implementation contracts and subcontracting parts of the action described in the proposal, i.e. the description of the action annexed to the grant contract, such subcontracting being subject to additional restrictions (see the general terms and conditions in the model grant contract).

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

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

2. List of annexes

DOCUMENTS TO BE COMPLETED

- Annex A: Grant application form (Word format)
Annex B: Budget (Excel format)
Annex C: Logical framework (Excel format)
Annex D: Legal entity form
Annex E: Financial identification form
Annex F: PADOR off line registration form

DOCUMENTS FOR INFORMATION¹²

- Annex G: Standard grant contract
- Annex II: General conditions
 - Annex IV: Procurement Rules for Beneficiaries
 - Annex V: Standard request for payment
 - Annex VI: Model narrative and financial report
 - Annex VII: Model report of factual findings and terms of reference for an expenditure verification of an EU financed grant contract for external action
 - Annex VIII: Model financial guarantee
 - Annex IX: Standard template for transfer of ownership of assets
- Annex H: Declaration on Honour
- Annex I: Daily allowance rates (per diem)
- Annex J: Information on the tax regime applicable to grant contracts signed under the call.
- Annex K: Guidelines for assessing simplified cost options.
- Annex L: Self-evaluation questionnaire on SEA-H
- Annex M: Explanatory note
- Annex N: BoQ, designs and other information related to works and list of furniture LHA, AHS e CPD

Useful links:

Project Cycle Management Guidelines

https://ec.europa.eu/international-partnerships/funding/managing-project_en

The implementation of grant contracts

A Users' Guide

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

Financial Toolkit

https://ec.europa.eu/international-partnerships/financial-management-toolkit_en

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

¹² These documents should also be published by the contracting authority.

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