



Budget reference:  
Grant contract:  
2016/382-826

# GUIDELINES FOR APPLICANTS

## “Moving Forward:

Promoting Greater Efficiency and Effectiveness  
in the Fight against Trafficking in Human Beings  
in Kosovo”



An EU funded project managed  
by the European Union Office in Kosovo



A project implemented by  
**Family and Childcare Centre**  
(KMOP)



**Budget reference: Grant contract: 2016/382-826**

Financed by EU in KOSOVO under the "Moving Forward:  
Promoting Greater Efficiency and Effectiveness in the Fight against  
Trafficking in Human Beings in Kosovo" project  
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## GUIDELINES FOR APPLICANTS

### **The Sub-Grants Scheme**

#### **SOCIAL INCLUSION AND ECONOMIC REINTEGRATION OF VOT/PVOT**

**Sub-Granting Authority: The project consortium led by Family and Childcare  
Centre (KMOP)**

**Deadline for submission of full application: 9<sup>th</sup> of March 2018**

If possible, applicants are encouraged to inform the Contracting Authority whether they intend to submit an application for this Call for Proposals by sending an email to: [infosgs@kmop.eu](mailto:infosgs@kmop.eu) by the 2<sup>nd</sup> of March 2018

## NOTICE

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

If possible, applicants are encouraged to inform the Sub-Granting Authority (represented by KMOP) whether they intend to submit an application for this Call for Proposals by sending an e-mail to [infosgs@kmop.eu](mailto:infosgs@kmop.eu) by the 2<sup>nd</sup> of March 2018. This is NOT obligatory and does NOT affect the evaluation of the application. However, it will enable the Sub-Granting Authority to mobilise the necessary resources for the evaluation of the applications.

The project has been funded with support from the European Commission.

The contents of this publication are sole responsibility of the author, and can in no way be taken to reflect the views of the European Union

## ACRONYMS

CSO (s) – Civil Society Organisation(s)

EU – European Union

EUD – EU Delegation

NGO (s)- Non-Governmental Organisation(s)

NRM – Kosovo National Referral Mechanism for P/VoT

PraG – Procurement and Grants for European Union external actions – A Practical Guide, version 2016, [https://ec.europa.eu/europeaid/funding/about-funding-and-procedures/procedures-and-practical-guide-prag\\_en](https://ec.europa.eu/europeaid/funding/about-funding-and-procedures/procedures-and-practical-guide-prag_en)

Practical Guide – see PraG

PSC – (Moving Forward) Project Steering Committee

PVoT - Presumed victims of trafficking

P/VoT - Presumed victims and victims of trafficking

RVTC - Regional Vocational Trainings Centres

SC – Selection Committee

SGS – Sub-Granting Scheme

THB - Trafficking in Human Beings

VoT(s) - Victims of trafficking(s)

## GLOSSARY

Applicant(s) - Where it is not specified otherwise the lead applicant and its co-applicant(s) are hereinafter jointly referred as "applicant(s)".

Beneficiary (of a sub-grant) - Any legal person who receives a sub-grant.

Best value for money - The tender proposal judged best in terms of the criteria laid down for the contract, e.g. quality, technical properties, aesthetic and functional qualities, after-sales service and technical assistance in relation to the price offered. These criteria must be announced in the tender dossier.

Conflict of interests - Any event influencing the capacity of a candidate, tenderer, applicant or contractor or grant beneficiary to give an objective and impartial professional opinion, or preventing it, at any moment, from giving priority to the interests of the Contracting Authority. Any event that compromises the impartial and objective exercise of the functions or the Contracting Authority, or the respect to the principles of competition, non-discrimination or equality of treatment of candidates/tenderers/applicants with regards to the award procedure or contract. Any consideration relating to possible contracts in the future or conflict with other commitments, past or present, of a candidate, tenderer, applicant or contractor. These restrictions also apply to any sub-contractors and employees of the candidate, tenderer, applicant or contractor.

There is also a conflict of interests where the impartial and objective exercise of the functions of a player in the implementation of the budget or an internal auditor is compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other shared interest with the beneficiary.

Duration, Implementation period - The period from the signature of the financing agreement or until all project activities have been carried out.

Final beneficiaries of a (sub) grant - Those who will benefit from the project in the long term at the level of the society or sector at large.

Grant (sub-grant) - A direct payment of a non-commercial nature by the Contracting Authority to a specific beneficiary in order to implement an operation.

Licensed social services providers – CSO/NGOs licensed by the Ministry of Labour and Social Welfare, under Kosovo law.

Most economically advantageous tender - see best value for money.

Presumed victims of trafficking (PVoT): for the purposes of this programme, presumed victims of trafficking refer to those victims that have been referred to the National Referral Mechanism (NRM) but have not been officially recognized as VoTs, thus still considered presumed victims. Presumed trafficked persons are entitled to the same treatment as the identified victims from the beginning of the identification process.

Reintegration: Re/integration means a process of recovery and economic and social inclusion following a trafficking experience. Reintegration or integration is focused on empowering the trafficked person, reuniting her/him with the family or her/his community, or her/his integration into a new community. In addition to the physical action of the return, it involves cooperation/consent of the victim to the social environment and is targeted as a long-term social-economic solution in the country of destination or in the country of origin (also referred to as "Social inclusion").

Successful applicant - the applicant selected at the end of a call for proposals procedure for the award of contract.

Sound financial management - Budgetary principle according to which budget appropriations must be used according to economy, efficiency and effectiveness.

Sub-Granting Authority/ Contracting Authority – the entity concluding the sub-granting contract, KMOP Greece, which is the leader of the consortium implementing EU funded "Moving Forward" project under which this present Call for Proposals is launched;

Victims of trafficking (VoT) – a person subjected to an act or practice to recruitment, transportation, transfer, harbouring or reception of persons, including the exchange or transfer of control over those persons, by means of threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation, see Law no. 04/I-218 on preventing and combating trafficking in human beings and protecting victims of trafficking.

Other terms not specifically presented here are to be understood as per PraG 2016 provisions.

Days are to be understood as calendar days if not specified otherwise.

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# 1 Social inclusion and re/integration of VoT/PVoT

## 1.1 Background

The Family and Childcare Centre (KMOP), in cooperation with European Public Law Organization EPLO (GR) and Center for Protection of Victims and Prevention of Trafficking (XK) is implementing the three-year project titled: *Moving Forward: Promoting Greater Efficiency and Effectiveness in the Fight Against Trafficking in Human Beings in Kosovo*. This project is funded under the IPA II Programme, Reference: EuropeAid/150787/DD/ACT/XK.

The purpose of the project is to increase the efficiency and effectiveness of the fight against Trafficking in Human Beings (THB) in Kosovo by increasing the ability of the Kosovo institutions to effectively coordinate and implement all anti-THB efforts, in line with EU Acquis, best practices and Kosovo's overall development priorities.

One of the specific objectives of the project is to strengthen and ensure sustainability of service provisions and reintegration process for VoT and PVoT. It will be achieved through the outsourcing of social inclusion and reintegration programmes to the CSO/NGO service providers by means of a grant scheme mechanism. It is expected that 10-20 CSO/NGO service providers, including shelters, will receive funding and at least 50 VoT/PVoT will be supported by the sub-grant scheme projects.

The expected result is increased technical and financial capacity of CSO/NGO service providers, and shelters in particular, to accommodate the needs of VoT and, accordingly increase in the number of victims receiving tailor-made social support and reintegration services. The final beneficiaries of the project and of the sub-grant scheme programme, VoT and PVoT, will benefit from improved social support services at local and community level and thus better social inclusion and reintegration prospect in the long run.

This is the Call for Proposal under the above mentioned project in fulfilment to its Sub Granting Scheme. Through the "Sub Granting Scheme", the project will be financing small and large scale projects related to the thematic areas (2.1.2).

The budget allocated for this Call for Proposals is EUR 150,000.

## 1.2 Objectives of the programme and priority issues

THB is one of the greatest human rights challenges of our time and every country is affected by this phenomenon. The trends of trafficking in Kosovo are changing continuously, as the trafficking rings seem to react quickly to both the demand and the law enforcement responses. Support to victims is an integral and crucial part of anti-trafficking efforts in Kosovo.

The overall objective of this Call for Proposal is to increase the range and quality of social care and protection services for VoT/PVoT in a sustainable manner with emphasis on social inclusion and reintegration of VoT.

The specific objectives of this call for proposals are:

- I) Support CSO/NGOs to better respond to the inclusion needs of VoT/PVoT in daily social life.
- II) Support CSO/NGOs to better respond to the needs of VoT/PVoT to achieve self-sufficiency.

Priorities

The Call aims to accommodate the wide variations in the approach utilised by the different CSOs and the complexity and diversity of the reintegration process of VoT.

Actions must be aimed on how to best accommodate the long-term needs of VoT/PVoT, and to provide targeted support and assistance for returning VoT/PVoT to a meaningful life that includes family, society, employment and many other factors.

However, the rehabilitation programmes (sheltering and round the clock support) will not be supported by this Call for Proposal, as these types of services are already funded from other sources.

The current Call for Proposals seeks to support shelters and civil society organisations, specialised<sup>1</sup> in offering services to the victims of trafficking, including rehabilitation and re-integration, licensed and non-licensed CSOs, working in the following thematic areas:

Objective	Type of intervention suggested – non exhaustive
Social inclusion of VoT/ PVoT	Family reconciliation and counselling
	Formal/Non-formal education support
Economic re/integration of VoT/ PVoT	Vocational training
	Vocational guidance and counselling
	Labour mediation and job placement
	Support for small business start-up and entrepreneurship support
	Support for achieving self - sufficiency

The presented Call for Proposals is divided in two LOTS:

LOT 1: Grants to better respond to the reintegration/inclusion needs of VoT/PVoT in daily social life for licensed and non licensed CSO/NGO social services providers

LOT 2: Grants to better respond to self-sufficiency needs of VoT /PVoT for licensed and non licensed CSO/NGO social service providers

VoT/PVoT – considered the beneficiaries of this sub-granting scheme, will be receiving tailor-made social support and economic reintegration services. They will be benefiting from the sub-granting program after or while undergoing rehabilitation from trafficking. Some VoT may require all of the support services listed within the SGS at some stage of their reintegration, whereas others may require only some of the services and may be able to draw on their personal, family and community resources to support their reintegration. What services are required (if any) will depend on the specific situation of each individual VoT. It is critical that interventions are designed to meet their actual needs at various stages of their post-trafficking recovery, thus delivered following an individualized approach.

Priority will be given to actions that target difficult to reach / high risk populations (e.g. RAE populations, minorities, etc.) and/or remote and isolated areas (*see evaluation grid*).

### 1.3 Financial allocation provided by the contracting authority

The overall indicative amount made available under this call for proposals is EUR 150,000. The Contracting Authority reserves the right not to award all available funds.

Indicative allocation of funds by lot:

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<sup>1</sup> the applicants should be specialized, which would require at least 3 years of experience in offering services to the victims of trafficking (see eligibility conditions)

LOT 1: Grants to better respond to the reintegration/inclusion needs of VoT/PVoT in daily social life for licensed CSO/NGO social services providers - EUR 100,000;

LOT 2: Grants to better respond to self-sufficiency needs of VoT /PVoT for licensed and non licensed CSO/NGO social service providers - EUR 50,000.

If the allocation indicated for a specific lot cannot be used due to insufficient quality or number of proposals received, the Contracting Authority reserves the right to reallocate the remaining funds to another lot.

#### Size of grants

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

#### LOT 1

- minimum amount: EUR 5,000
- maximum amount: EUR 30,000

#### LOT 2

- minimum amount: EUR 5,000
- maximum amount: EUR 10,000

#### Co-funding

The sub-granting scheme will award 100% of eligible cost for a maximum of EUR 150,000 within the required limits and until the funds are available.

## 2 Rules for this Call for Proposals

These guidelines set out the rules for the submission, selection and implementation of the actions financed under this call, following guiding principles in the Practical Guide.

### 2.1 Eligibility criteria

There are three sets of eligibility criteria, relating to:

(1) the actors:

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

(2) the actions:

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

(3) the costs:

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

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

Participation in procedures awarding sub-grants is governed by specific eligibility criteria referring to rules on nationality, as well as exclusion criteria.

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

- be a legal person registered and acting in the territory of Kosovo;
- be non-profit-making;
- CSO/NGO with at least 3<sup>2</sup> years of experience in offering services to the victims of trafficking, including rehabilitation and re-integration;
- be a licensed social services provider as per Kosovo national legislation OR be a non licensed social services provider;
- be directly responsible for the preparation and management of the action with the co-applicant(s), not acting as an intermediary;

Potential applicants may not participate in calls for proposals or be awarded grants if they are in any of the situations listed in section 2.3.3 of the Practical Guide.

In Annex 2 of the grant application form ('declaration by the lead applicant'), the lead applicant must declare that the lead applicant himself, and the co-applicant(s) are not in any of these situations.

The lead applicant may act individually or with co-applicant(s). Entities interested to apply (both Lots) are strongly encouraged to form alliances in order to increase the expected impact and efficiency of the proposed action (*see evaluation grid*).

### Co-applicant(s)

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

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

Co-applicants must sign the mandate in Annex 3 of the grant application form.

The applicants should be able to provide evidence of the above by presenting the following documents under the Kosovo law:

- a) Court Registration Act;
- b) Statute;
- c) Fiscal registration Certification/NGO Registration Certification;
- d) Tax verification form;
- e) Latest financial statements of the organization in accordance with the legislation in force;
- f) Document regarding pending financial obligations (Document issued by relevant Kosovo body certifying that the CSO has no pending financial obligations);
- g) Document regarding pending cases in Court (Document issued by by relevant Kosovo body certifying that the CSO has no pending cases);
- h) Declarations applicant/mandate co-applicants;
- i) License issued by the Ministry of Labour and Social Welfare, under Kosovo law, if the case;
- j) CVs of key personnel implicated in the implementation of the project, in europass format, <http://europass.cedefop.europa.eu/documents/curriculum-vitae/templates-instructions>

Documents from a) to g), and i) may be submitted in national language; documents a)-e) and i) may be submitted as certified copies to be according to the original by the legal representative of the applicant

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<sup>2</sup> 3 (three) full years must be fulfilled at the time of the submission of the application.

organisation. The mark "according to the original" and signature of the legal representative and stamp of the organisation must be present on each page of the documents submitted as copies.

Documents from f) to h) and j) have to be submitted in original.

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

### Duration

The initial planned duration of an action may not be:

- For lot 1 - lower than 6 months nor exceed 15 months.
- For lot 2 - lower than 6 months nor exceed 12 months.

### Location

Actions must take place in Kosovo.

Actions that target remote and isolated areas will be preferred (*see evaluation grid*).

### Areas/Themes

Proposed initiatives need to focus on delivering results based on the objectives set out in section 1.2.

Main type of activities for which an applications may be submitted (indicative list):

- Design and/or revision of services for P/VoT;
- Operation and/or delivery of a new/revised service/programme/action targeting P/VoT;
- Capacity building of staff for the provision of new and/or upgraded services targeting P/VoT;
- Awareness raising activities;
- Networking and coordination activities;

*An action may concern only one or all of the above types of activities, yet, to be considered eligible, an action should primarily focus on the provision of social inclusion and reintegration services to VoT/PVoT and not merely on awareness raising and/or networking and coordination.*

Proposed action should not concern the routine day-to-day operation of the applicant, but rather a concrete:

- New program / action / service of the organisation for VoT/PVoT;
- Revision / upgrade / expansion of an existing programme / action / service of the organisation for VoT/PVoT;

Examples of intervention supporting P/VoT – non exhaustive lists:

- Family reconciliation and counselling. Contact with family is advised only if it is in the best interest of the beneficiary. *This service can be available only for local P/VoT;*
- Enrolment of beneficiaries into formal/non-formal education system;
- Provision of vocational training programme (RVTC and/or private companies offering vocational training programme or on-the-job training); when targeting private sector, an agreement should be made stipulating general information, type of training, hours and length of training, amount of payment, as well as other beneficiaries' and companies' obligations should be noted.
- Job placement/employment of P/VoT, including incentives for employers, i.e. covering a portion of the PVoT salary for minimum number of months under the condition that the employer will keep the VoT employed for at least an equal number of months;
- Business counselling and training to be provided to P/VoT before the start-up of business;
- Entrepreneurial support, including providing P/VoT with needed assets and equipment for starting the business. In this case, the assets and equipment should be monitored by the Beneficiary(ies)'

staff for three years, and after that period the same ones should be owned and mastered by the P/VoT.

- Individual mentoring sessions to be conducted during the beginning of the business start-up;
- Support in developing skills for independent living through empowering sessions;
- Facilitating access to independent housing, including covering a portion of the rent expenses of the P/VoT;
- Regular assessment of P/VoT additional needs and regular monitoring visits.

#### Expected results of the SGS

- Increased number of services provided by CSO/NGO shelters and other social service providers to P/VoT;
- Greater efficiency in the prevention, identification, protection & reintegration of P/VoT;
- Improved quality of social service delivery for P/VoT;
- Increased capacity of NGO shelters and of social service providers and their staff to meet the needs of P/VoT;

#### Performance indicators (indicative)

- Number of new programs / services for VoT operational;
- Number of P/VoT having received social support and specialised services through the SGS;
- Number of presumed/potential VoT identified and referred to the NRM;
- Level of satisfaction of VoT with the provided services / support;
- Reintegration rates among the final beneficiaries (VoT/PVoT);

The following types of action are ineligible:

- Actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses;
- Actions concerned only or mainly with individual scholarships for studies or training courses;
- One-off conferences. Conferences can only be funded if they form part of a wider range of activities to be implanted in the life-time of the projects. For these purposes, preparatory activities for a conference and the publication of the proceedings of the conference do not, in themselves, constitute such "wider activities";
- Purchase of equipment or furniture if this is not linked to the implementation of activities;
- Purchase of vehicles;
- Purchase of land, building and offices;
- Projects which consist entirely, or in most part, of preparatory works or studies;
- Co-funding of other projects;
- Projects supporting political parties or illegal activities;
- Core funding of the applicants or (where relevant) its partners;
- Deficit funding and capital endowments;
- Retroactive financing for projects that are already in implementation or completed;
- Projects taking place outside of the targeted region;
- Humanitarian activities;

#### Coverage of costs

The Sub Grants Scheme will cover 100 % of the total project budget, within the required limits.

#### Visibility

The Applicants must take all necessary steps to publicise the fact that the European Union is funding the action through "*Moving Forward: Promoting Greater Efficiency and Effectiveness in the Fight against Trafficking in Human Beings in Kosovo*" project implemented by a consortium led by KMOP. As far as

possible, the proposals that are wholly or partially funded by the European Union must incorporate information and communication activities designed to raise the awareness of specific or general audiences of the reasons for the project activities and the EU support in the local or region concerned, as well as the results and the impact of this support.

Such measures shall comply with the Communication and Visibility Manual for European Union External Actions laid down and published by the European Commission, which can be found at: [https://ec.europa.eu/europeaid/funding/communication-and-visibility-manual-eu-external-actions\\_en](https://ec.europa.eu/europeaid/funding/communication-and-visibility-manual-eu-external-actions_en) .

#### Number of grants per applicant

- The applicant may not submit more than one application under this Call for Proposals (an entity can apply under one Lot only).
- The applicant may not be a co-applicant in another application at the same time.
- A co-applicant may not submit more than one application under this Call for Proposals.

### 2.1.3 Eligibility of costs: costs that can be included

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

The reimbursement of eligible costs may be based on actual costs incurred by the beneficiary(ies) in accordance with the agreed budget, specified in units and unit costs, as per template specified in Annex 4.

At the contracting phase, the Contracting Authority decides whether to accept the proposed amounts 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.

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 as a result of these corrections.

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

Eligible costs are actual costs incurred by the Applicants which meet all the following criteria:

- a. they are incurred during the implementation of the Action;
- Costs relating to services and works shall relate to activities performed during the implementation period. Costs relating to supplies shall relate to delivery and installation of items during the implementation period. Signature of a contract, placing of an order, or entering into any commitment for expenditure within the implementation period for future delivery of services, works or supplies after expiry of the implementation period do not meet this requirement;
  - Costs incurred should be paid before the project closing date.
- b. they are indicated in the estimated overall budget for the Action;
  - c. they are necessary for the implementation of the Action;
  - d. they are identifiable and verifiable, in particular being recorded in the accounting records of the Beneficiary(ies) and determined according to the accounting standards and the usual cost accounting practices applicable to the Beneficiary(ies);
  - e. cash payment will be allowed only up to a ceiling of 200 EUR maximum;
  - f. they comply with the requirements of applicable tax and social legislation;

- g. they are reasonable, justified and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

#### Contributions in kind

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

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

Subject to the above and where relevant to the provisions related to contract award procedures being respected, the following direct costs of the Beneficiary and its partners shall be eligible:

- cost of staff assigned to the Action, corresponding to actual salaries including statutory deductions and other remuneration-related costs; salaries and costs must not exceed those normally borne by the Beneficiary or its partners, as the case may be, unless it is justified by showing that it is essential to carry out the Action. *The percentage of staff engagement depends on the number of final beneficiaries and the number of services provided.* A full position for professional staff may be considered for 10 or more P/VoT beneficiaries.
- travel and subsistence costs for staff and other persons taking part in the Action, provided they do not exceed those normally borne by the Beneficiary or its partners, as the case may be;
- purchase costs for equipment (new or used) and supplies specifically for the purposes of the Action, provided they correspond to market rates and that ownership is transferred at the end of the Action, if the case;
- costs of consumables;
- operating costs provided they are based on real costs attributable to the implementation of the operation concerned and *do not exceed 10% of the total eligible costs of the Action*;
- costs entailed by contracts awarded by the Beneficiary(ies) for the purposes of the Action;
- costs deriving directly from the requirements of the Contract (dissemination of information, translation, reproduction, insurance, etc.) including financial service costs, in particular the cost of transfers;
- any other cost necessary for the implementation of the Action, in line with the national legislations and the Budget of the Action.

#### 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 and existing buildings;
- customs and import duties and levies and/or charges having equivalent effect;
- Value Added Tax (VAT), excise duties and other special consumption taxes or any other similar tax, duties or charges having equivalent effect;
- special communication tax;
- motor vehicle taxes;
- special charges applied by regional or local authorities or special boards in the context of contract execution not proportional with the cost involved in their execution or of having equivalent effect or taxes;

- currency exchange losses;
- credits to third parties;
- in kind contributions;
- salary costs of the personnel of national administrations, unless otherwise specified in the sub-grant contract and only to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the Action were not undertaken.

## 2.2 How to apply and the procedures to follow

### 2.2.1 Application form

Applications must be submitted in accordance with the instructions contained in the Application Form, annex to these Guidelines (Annex 1).

Applicants must apply in English.

Any error or major inconsistency in the application (e.g. if the amounts in the budget worksheets are inconsistent) may lead to the rejection of the application.

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

Hand-written applications will not be accepted.

Please note that only the grant application form and the published annexes which have to be filled in (budget, logical framework, declaration and mandate) will be evaluated. It is therefore of utmost importance that these documents contain ALL the relevant information concerning the action. No additional annexes should be sent.

### 2.2.2 Where and how to send applications

Applications must be submitted in one bound printed original in A4 size. It must be enclosed in an envelope where the *name of the applicant organization, the title of the project proposal*, and specifically “Original” is written.

All documents presented for application (application form, budget, logical framework and supporting documents) must also be supplied in electronic format (CD). The electronic file must contain exactly the same application as the paper version enclosed. Last page of the application form, the budget, and logical framework must bear the signature of the legal representative of the lead applicant and stamp of the organisation.

The checklist (section 13 in the application form) and the declaration by the lead applicant (Annex 2) and co-applicants (Annex 3) must be stapled separately and enclosed in the outer envelope.

The outer envelope must bear the title of the call for proposals, together with the title and number of the lot, the full name and address of the lead applicant, and the words ‘Not to be opened before the opening session’ and “*Të mos hapet para datës së hapjes zyrtare*”.

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:

Family and Childcare Centre (KMOP)  
Address: Street Gustav Mayer 7/1, 10000 Prishtina, Kosovo.

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

Applicants must verify that their application is complete using the checklist (section 13 in the application form). Incomplete applications may be rejected.

### 2.2.3 Deadline for submission of applications

The deadline for the submission of applications is 9<sup>th</sup> of March 2018 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 17 hours local time as evidenced by the signed and dated receipt. Any application submitted after the deadline will automatically be rejected.

### 2.2.4 Further information about applications

The present announcement of the Call for Proposals is published on the website <http://xk-movingforward.eu>.

Questions may be sent by e-mail no later than 10 days before the deadline for the submission of applications to the below address, indicating clearly the reference of the call for proposals:

E-mail address: [infosgs@kmop.eu](mailto:infosgs@kmop.eu)

The Contracting Authority has no obligation to provide clarifications to questions received after this date. Replies will be given no later than 7 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, an action or specific activities.

Questions that may be relevant to other applicants, together with the answers, will be published on the website <http://xk-movingforward.eu>. It is therefore advisable to consult the above-mentioned website regularly in order to be informed of the questions and answers published.

## 2.3 Evaluation and Selection of Applications

Applications will be examined and evaluated by the Contracting Authority, with the support of:

- Selection Committee (SC);
- Project Steering Committee (PSC), as an oversight body.

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 and Administrative check

- Verification of eligibility of the applicants and of the action

STEP 2 – Evaluation of the application

STEP 3 – Final evaluation and decision

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. ELIGIBILITY CHECKS

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 regarding the application form, and section 13 of the application form. This includes also an assessment of the eligibility of the action and applicants. 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 answer to *each of the questions* in ADMINISTRATIVE GRID must be YES in order to make the project eligible for further assessment.

Administrative grid

Administrative Criteria:	Yes	No	Comments
1. The proposal is submitted within the deadline.			
2. The application form published in the Guidelines for this Call for Proposals has been used.			
3. The proposal is typed.			
4. The proposal is in English language, with the exception of support document a)-g) and i), which may be in the national language.			
5. The supporting documents which are submitted as copies are certified as "according to the original" by the legal representative of the applicant, co-applicant, if the case, and stamped.			
6. One printed original is included.			
7. An electronic version of the proposal is enclosed (CD).			
8. Each co-applicant, if any, has completed, signed and stamped the mandate and the mandate is included.			
9. Declaration by the lead applicant is included, signed by the legal representative and stamped.			
10. The budget is enclosed, in balance, presented in the format requested, and stated in EUR.			
11. The logical framework has been completed and is enclosed.			
Eligibility Criteria:	Yes	No	Comments
Lead applicants' eligibility – for both lots			
1. The applicant is legal person registered and acting in the territory of Kosovo.			
2. The applicant is non-profit-making.			

3. The applicant has at least 3 years of experience in offering services to the victims of trafficking, including rehabilitation and re-integration.			
4. The applicant is a licensed social services provider as per Kosovo national legislation OR a non licensed social services provider.			
5. The applicant is directly responsible for the preparation and management of the action with the co-applicant(s), not acting as an intermediary.			
6. Supporting documents are submitted (in Albanian or English, original or certified copies as per Guidelines): a) Court Registration Act; b) Statute; c) Fiscal registration Certification/NGO Registration Certification; d) Tax verification form; e) Latest financial statements of the organization in accordance with the legislation in force; f) Document regarding pending financial obligations (Document issued by relevant Kosovo body certifying that the CSO has no pending financial obligations); g) Document regarding pending cases in Court (Document issued by by relevant Kosovo body certifying that the CSO has no pending cases); h) License issued by the Ministry of Labour and Social Welfare, under Kosovo law, if the case; i) CVs of key personnel implicated in the implementation of the project.			
Co-applicants eligibility - for both lots <i>Additional lines, as per eligibility of applicants (1-6), will be inserted according to the number of co-applicants, if any</i>			
7. The action will be implemented in Kosovo.			
8. The duration of the action is: - for Lot 1 - between 6 months and 15 months - for Lot 2 - between 6 months and 12 months			
9. The grant requested complies with the set thresholds For lot 1 – EUR 5,000 – EUR 30,000 For lot 2 – EUR 5,000 – EUR 10,000			
10. The proposal addresses an eligible target group: VoT/PVoT.			

11. The proposal is eligible, i.e. the primary focus is the provision of social inclusion and reintegration services to VoTs/PVoTs.			
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The declaration by the lead applicant 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.

After the first step of the evaluation, the Chairperson of the Selection Committee will send letters to all lead applicants, indicating whether their application was submitted by the deadline, and whether it fulfilled administrative and eligibility conditions and informing them of the results of this step.

The Selection Committee will then proceed with the lead applicants whose proposals have been pre-selected.

## STEP 2: EVALUATION OF THE APPLICATION

Only Applicants which fulfil the criteria under step 1 undergo the evaluation of the application.

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

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

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

Evaluation grid:

Criteria	Maximum Score
1. Relevance to the objectives of the Call	(25)
1.1. How relevant is the proposal to the objectives and priorities of the call for proposals?	5
1.2. How relevant to the particular needs and constraints of the target region(s) is the proposal (including synergy with other EU initiatives or other donors' or applicants' initiatives and avoidance of duplication)?	5
1.3. How clearly defined and strategically chosen are those involved (final beneficiaries, target groups, other relevant stakeholders)? Have their needs been clearly defined and does the proposal address them appropriately?	5
1.4. Does the proposal contain specific added-value elements? a) Action targeting difficult to reach / high risk populations (e.g. Roma, minorities, etc) – 2p b) Action targeting men or children – 2p c) Action in remote / isolated or high risk areas – 2p d) Action by consortium of eligible CSOs/ NGOs – 2p e) Action offering particularly innovative services – 2p	10

2. Applicants' experience and operational capacity	(20)
2.1 Applicants' experience with VoT	
a) Do the applicants have prior experience in working with VoT, over minimum requirements?	5
b) Do the applicants have relevant work experience in implementation of similar projects? Are the applicants licensed social services providers?	5
2.2 Applicants' operational capacity	
a) Do the applicants have sufficient experience of project management?	5
b) Do the applicants have the proper management and administrative resources for the successful management of this project?	5
3. Applicants' human resources	(20)
3.1 Is the proposed team adequate (in terms of positions, responsibilities, time allocated) for the proper implementation of the project?	2x5
3.2 The experience of the proposed personnel is relevant and appropriate for the proposal and envisaged positions within the team? The qualifications and expertise of the proposed personnel are relevant and sufficient for the implementation of proposal?	2x5
4. Effectiveness and feasibility of the action	(5)
Are the activities proposed appropriate, practical, and consistent with the objectives and expected results? Is the action plan clear and feasible? Does the proposal contain objectively verifiable indicators for the outcome of the action?	5
5. Impact and sustainability of the action	(10)
5.1 Is the action likely to have a tangible impact on its target groups? Is the proposal likely to have multiplier effects? (Including scope for replication, extension and information sharing.)	5
5.2 Are the expected results of the proposed action sustainable?: - financially (how will the activities be financed after the funding ends?) - institutionally (will structures allowing the activities to continue be in place at the end of the action? Will there be local "ownership" of the results of the action?) - at policy level (where applicable) (what will be the structural impact of the action — e.g. will it lead to improved legislation, codes of conduct, methods, etc?)?	5
6. Budget & Applicant's Financial Capacity	(20)
6.1 Does the lead applicant have stable and sufficient sources of finance?	5
6.2 Do the applicants have sufficient ability to handle the budget for the action?	5
6.3 Is the ratio between the estimated costs and the expected results satisfactory? Are the activities appropriately reflected in the budget?	2x5
Total score	100

#### Note on Total score

If the total score is less than 60 points, the application will be rejected.

#### *Provisional selection*

After the evaluation, a table will be drawn up listing the applications ranked according to their score. The highest scoring applications (and above quality threshold) 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 – FINAL EVALUATION AND DECISION

The provisional results of the evaluation process will be submitted to EU Delegation in Kosovo for non-objection.

Once the “non-objections opinion” by the EUD is received, the results of the evaluation process will be presented to the Project Steering Committee, as an oversight body.

After that, the applicants will be informed on the outcome of the evaluation.

## 2.4 Notification of the Contracting Authority’s decision

### 2.4.1 Content of the Decision

The lead applicants will be informed in writing of the Contracting Authority’s decision (by regular mail or e-mail) concerning their application and, if rejected, the reasons for the negative decision.

A decision to reject an application or not to award a grant may be based on the following grounds:

- The application was received after the closing date;
- The application is incomplete or otherwise non-compliant with the stated administrative conformity criteria;
- The applicant or one or more partners are ineligible;
- The project is ineligible (e.g. the activity proposed is not covered by the programme, the proposal exceeds the maximum duration allowed, the requested contribution is higher than the maximum allowed, etc);
- The relevance and technical quality of the proposal is considered lower than that of the selected proposals;
- The financial quality of the proposal is considered insufficient.

### 2.4.2 Appeals

Without prejudice, where an applicant believes he has been adversely affected by an error or irregularity allegedly committed as part of the selection procedure, or that the procedure was vitiated by any maladministration, may file a complaint to Complain Committee within 5 (*five*) working days from the day when the rejection letter/email has been sent. Complain may be submitted by email to [infosgs@kmop.eu](mailto:infosgs@kmop.eu). The Complain Committee will consider the complaints. The complaints will be answered within 5 (five) working days from their receiving.

In order to be considered, a complaint must:

- be submitted only by the Lead Applicant and not by co-applicants or third parties;
- be submitted by email to [infosgs@kmop.eu](mailto:infosgs@kmop.eu) within 5 working days from the date when the written notification announcing the result of an evaluation step is sent by the Selection Committee; the original complaint should be delivered to the following address: Family and Childcare Centre (KMOP), Address: Street Gustav Mayer 7/1, 10000 Prishtina, Kosovo, no later than 10 days from the date when the written notification announcing the result of an evaluation step is sent by the Selection Committee;
- be written in English;
- be addressed to the Complain Committee;
- be signed by the legal representative of the Lead Applicant; bear the stamp of applicant entity;

- clearly describe the nature of the infringement considered as being made by the Selection Committee and make clear references to the corresponding provisions of the Guidelines for Applicants with pertinent substantiation.

The appeals that do not respect these criteria will not be taken into consideration. The reply to the appeal represents the final decision regarding the application.

### 2.4.3 Indicative timetable

	DATE	TIME
1. Information meetings	29 <sup>th</sup> of January -23 <sup>rd</sup> of February 2018, as follows: - Pristina Region – 01/29/2018; - Ferizaj/Uroshev. Region – 02/02/2018; - Mitrovica South – 02/05/2018; - Mitrovica North – 02/06/2018; - Gjilan/Gnjilane – 02/07/2018; - Peja/Pec Region – 02/12/2018; - Gjakova/Djakovica Region - 02/14/2018; - Prizren Region – 02/23/2018	
2. Deadline for requesting any clarifications from the Contracting Authority	26 <sup>th</sup> of February 2018	17.00 local hours
3. Last date on which clarifications are issued by the Contracting Authority	2 <sup>nd</sup> of March 2018	
4. Deadline for submission of Application	9 <sup>th</sup> of March 2018	17.00 local hours
5. Information to applicants on opening, administrative checks, eligibility checks and pre-selection (Step 1)	23 <sup>rd</sup> of March 2018	
6. Notification of award	23 <sup>rd</sup> of April 2018	
7. Contract signature	7 <sup>th</sup> of May 2018	

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 project's website <http://xk-movingforward.eu>.

## 2.5 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 Sub-granting Authority's grant contract. By submitting the application form, the applicants agree, if awarded a grant, to accept the contractual conditions of the standard grant contract.

### Final amount of the grant

The maximum amount of the sub-grant will be stipulated in the contract. As mentioned under 2.1.3 above, this amount is based on the budget, which is only an estimation. Therefore this amount only becomes final following completion of the project and presentation of the final accounts.

### Failure to meet the objectives

If the Beneficiary(ies) fails to implement the project as undertaken and agreed in the sub-granting contract, the Contracting Authority reserves the right to interrupt payments, and/or to terminate the contract. The Contracting Authority may demand full or partial repayment of the sums already paid, if the beneficiary does not fulfil the terms of the contract.

### Contract award procedures

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

### Monitoring and Evaluation

Monitoring and evaluation of the approved projects will be coordinated by KMOP.

### Accounts and technical and financial checks

#### Accounts

The Beneficiary(ies) shall keep accurate and regular accounts of the implementation of the Action using an appropriate accounting and double-entry book-keeping system.

The accounts:

- a) may be an integrated part of or an adjunct to the Beneficiary(ies)'s regular system;
- b) shall comply with the accounting and bookkeeping policies and rules that apply in the country concerned;
- c) shall enable income and expenditure relating to the Action to be easily traced, identified and verified.

The Beneficiary(ies) shall ensure that any financial report as required in the sub-granting contract can be properly and easily reconciled to the accounting and bookkeeping system and to the underlying accounting and other relevant records. For this purpose, the Beneficiary(ies) shall prepare and keep appropriate reconciliations, supporting schedules, analyses and breakdowns for inspection and verification.

#### Right of access

The Beneficiary(ies) shall allow verifications to be carried out by the European Commission, the European Anti-Fraud Office, the European Court of Auditors and any external auditor authorised by the Contracting Authority. The Beneficiary(ies) have to take all steps to facilitate their work.

The Beneficiary(ies) shall allow the above entities to:

- a) access the sites and locations at which the Action is implemented;
- b) examine its accounting and information systems, documents and databases concerning the technical and financial management of the Action;
- c) take copies of documents;
- d) carry out on-the-spot-checks;
- e) conduct a full audit on the basis of all accounting documents and any other document relevant to the financing of the Action.

Additionally the European Anti-Fraud Office shall be allowed to carry out on-the-spot checks and inspections in accordance with the procedures laid down by the European Union legislation for the protection of the financial interests of the European Union against fraud and other irregularities.

Where appropriate, the findings may lead to recovery by the European Commission.

Access given to agents of the European Commission, European Anti-Fraud Office and the European Court of Auditors and to any external auditor authorised by the Contracting Authority carrying out verifications shall be on the basis of confidentiality with respect to third parties, without prejudice to the obligations of public law to which they are subject.

#### Record keeping

The Beneficiary(ies) shall keep all records, accounting and supporting documents related to this Contract for five years following the payment of the balance, and in any case until any on-going audit, verification, appeal, litigation or pursuit of claim has been disposed of.

They shall be easily accessible and filed so as to facilitate their examination and the Beneficiary(ies) shall inform the Contracting Authority of their precise location.

All the supporting documents shall be available in the original form, including in electronic form.

In addition to any reports mentioned in the sub-granting contract, the documents referred to include:

- a) Accounting records (computerised or manual) from the Beneficiary(ies)'s accounting system such as general ledger, sub-ledgers and payroll accounts, fixed assets registers and other relevant accounting information;
- b) Proof of procurement procedures such as tendering documents, bids from tenderers and evaluation reports;
- c) Proof of commitments such as contracts and order forms;
- d) Proof of delivery of services such as approved reports, time sheets, transport tickets, proof of attending seminars, conferences and training courses (including relevant documentation and material obtained, certificates) etc;
- e) Proof of receipt of goods such as delivery slips from suppliers;
- f) Proof of completion of works, such as acceptance certificates;
- g) Proof of purchase such as invoices and receipts;
- h) Proof of payment such as bank statements, debit notices, proof of settlement by the contractor;
- i) Proof that taxes and/or VAT that have been paid cannot actually be reclaimed;
- j) For fuel and oil expenses, a summary list of the distance covered, the average consumption of the vehicles used, fuel costs and maintenance costs;
- k) Staff and payroll records such as contracts, salary statements and time sheets. For local staff recruited on fixed-term contracts, details of remuneration paid, duly substantiated by the person in charge locally, broken down into gross salary, social security charges, insurance and net salary. For expatriate and/or European-based staff (if the Action is implemented in Europe) analyses and breakdowns of expenditure per month of actual work, assessed on the basis of unit prices per verifiable block of time worked and broken down into gross salary, social security charges, insurance and net salary.

#### Liability

The Contracting Authority cannot under any circumstances or for any reason whatsoever be held liable for damage or injury sustained by the staff or property of the Beneficiary(ies) while the Action is being carried out or as a consequence of the Action. The Contracting Authority cannot, therefore, accept any claim for compensation or increases in payment in connection with such damage or injury.

The Beneficiary(ies) shall assume sole liability towards third parties, including liability for damage or injury of any kind sustained by them while the Action is being carried out or as a consequence of the Action. The Beneficiary(ies) shall discharge the Contracting Authority of all liability arising from any claim or action brought as a result of an infringement of rules or regulations by the Beneficiary(ies) or the Beneficiary(ies)'s employees or individuals for whom those employees are responsible, or as a result of violation of a third party's rights. For the purpose of this, employees of the Beneficiary(ies) shall be considered third parties.

#### Conflict of interests and good conduct

The Beneficiary(ies) shall take all necessary measures to prevent or end any situation that could compromise the impartial and objective performance of the Contract. Such conflict of interests may arise in particular as a result of economic interest, political or national affinity, family or emotional ties, or any other relevant connection or shared interest.

Any conflict of interests which may arise during performance of the Contract must be notified in writing to the Contracting Authority without delay. In the event of such conflict, the Beneficiary(ies) shall immediately take all necessary steps to resolve it.

The Contracting Authority reserves the right to verify that the measures taken are appropriate and may require additional measures to be taken if necessary.

The Beneficiary(ies) shall ensure that its staff, including its management, is not placed in a situation which could give rise to conflict of interests. Without prejudice to its obligation under this Contract, the Beneficiary(ies) shall replace, immediately and without compensation from the Contracting Authority, any member of its staff in such a situation.

### Confidentiality

The Contracting Authority and the Beneficiary(ies) undertake to preserve the confidentiality of any information, notwithstanding its form, disclosed in writing or orally in relation to the implementation of this Contract and identified in writing as confidential until at least 5 years after the payment of the balance. The Beneficiary(ies) shall not use confidential information for any aim other than fulfilling their obligations under this Contract unless otherwise agreed with the Contracting Authority.

Where the European Commission is not the Contracting Authority it shall still have access to all documents communicated to the Contracting Authority and shall maintain the same level of confidentiality.

### Visibility

Unless the European Commission agrees or requests otherwise, the Beneficiary(ies) shall take all necessary steps to publicise the fact that the European Union has financed or co-financed the Action. Such measures shall comply with the Communication and Visibility Manual for European Union External Actions laid down and published by the European Commission, which can be found at:

[https://ec.europa.eu/europeaid/funding/communication-and-visibility-manual-eu-external-actions\\_en](https://ec.europa.eu/europeaid/funding/communication-and-visibility-manual-eu-external-actions_en)

or with any other guidelines agreed between the European Commission and the Sub-granting Authority.

The Beneficiaries do not have to provide a communication plan, but they have to assist - where necessary - the Sub-granting Authority to produce its communication plan.

In particular, the Beneficiary(ies) shall mention the Action and the European Union's financial contribution in information given to the final recipients of the Action, in its internal and annual reports, and in any dealings with the media. It shall display the European Union logo wherever appropriate.

Any notice or publication by the Beneficiary(ies) concerning the Action, including those given at conferences or seminars, shall specify that the Action has received European Union funding. Any publication by the Beneficiary(ies), in whatever form and by whatever medium, including the internet, shall include the following statement: 'This document has been produced with the financial assistance of the European Union. The contents of this document are the sole responsibility of < Beneficiary(ies)'s name > and can under no circumstances be regarded as reflecting the position of the European Union.'

The Beneficiary(ies) authorises the Sub-Granting Authority/Contracting Authority and the European Commission to publish its name and address, nationality, the purpose of the grant, duration and location as well as the maximum amount of the grant and the rate of funding of the Action's costs. Derogation from publication of this information may be granted if it could endanger the Beneficiary(ies) or harm their interests.

### Ownership/use of results and assets

Unless otherwise stipulated in the Sub-granting contract, ownership of, and title and intellectual and industrial property rights to, the Action's results, reports and other documents relating to it will be vested in the Beneficiary(ies).

Without prejudice to previous paragraph, the Beneficiary(ies) grant the Contracting Authority (and the European Commission where it is not this Contracting Authority) the right to use freely and as it sees fit, and in particular, to store, modify, translate, display, reproduce by any technical procedure, publish or communicate by any medium all documents deriving from the Action whatever their form, provided it does not thereby breach existing industrial and intellectual property rights.

The Beneficiary(ies) shall ensure that it has all rights to use any pre-existing intellectual property rights necessary to implement this Contract.

In case natural, recognizable persons are depicted in a photograph or film, the Beneficiary(ies) shall, in the final report to the Contracting Authority, submit a statement of these persons giving their permissions for the described use of their images. The above does not refer to photographs taken or films shot in public places where random members of the public are identifiable only hypothetically and to public persons acting in their public activities.

#### Evaluation/monitoring of the action

If the European Commission or Contracting Authority carries out an interim or ex post evaluation or a monitoring mission, the Beneficiary(ies) shall undertake to provide it and/or the persons authorised by it with the documents or information necessary for the evaluation or monitoring mission.

Representatives of the European Commission or Contracting Authority shall be invited to participate in the main monitoring and in the evaluation missions relating to the performance of the Action performed by the Beneficiary(ies).

If either the Beneficiary(ies) or the European Commission or Contracting Authority carries out or commissions an evaluation in the course of the Action, it shall provide the other with a copy of the evaluation report.

### 3 List of Annexes

#### Documents to be completed (both lots)

- Annex 1: Application Form (Word format)
- Annex 2: Declaration by applicants (Word format)
- Annex 3: Mandate from co-applicants
- Annex 4: Budget Proposal Form (Excel format)
- Annex 5: Logical Framework

#### Documents to be submitted:

- ✓ Application form (Word format)
- ✓ Checklist (Word format)
- ✓ Declaration by applicants (Word format)
- ✓ Mandate from co-applicants (Word format)
- ✓ Budget Proposal Form (Excel format)
- ✓ Logical Framework (Word format)

Documents that must bear the signature of the legal representative of the lead applicant and stamp of the organisation will be submitted also as .pdf in electronic format

For lead applicants and each co-applicants, if any:

- ✓ Court Registration Act;
- ✓ Statute;
- ✓ Fiscal registration Certification/NGO Registration Certification;
- ✓ Tax verification form;
- ✓ Latest financial statements of the organization in accordance with the legislation in force;
- ✓ Document regarding pending financial obligations (Document issued by relevant Kosovo body certifying that the CSO has no pending financial obligations);
- ✓ Document regarding pending cases in Court (Document issued by by relevant Kosovo body certifying that the CSO has no pending cases);
- ✓ License issued by the Ministry of Labour and Social Welfare, under Kosovo law, if the case;
- ✓ CVs of key personnel implicated in the implementation of the project.

#### Documents for information

- Annex A - [Guide on Social Inclusion and Re/Integration Programmes for P/VoT.](#)  
[Annex of the Guide](#)
- Annex B- [Sub-granting Contract](#)