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**Funded by the European Union**

**Contracting Authorities**: Mennonite Central Committee & Development for People and Nature Association

Promoting Peace within and between faiths in Lebanon, Syria, Jordan, and Iraq:

Call for Proposals

Guidelines for grant applicants

Deadline for submission of proposals:

 at June 7, 2019 at 17:00 (Beirut date and time)

(in order to convert to local time click [here](http://www.timeanddate.com/worldclock/converter.html)[[1]](#footnote-2))

NOTICE

Two functional mailboxes specifically dedicated to this call has been set up:

**Email address:** **dpna@dpna-lb.org** **; mayaeljundi@mcc.org**

It shall be used exclusively for sending clarification requests within the deadlines set in paragraph 2.2 of these guidelines, no other functional mailboxes will be used. The Contracting Authority reserves the right to close this mailbox without prior notice once this call for proposals is closed and not to reply to requests which do not fall under one of the afore-mentioned category. In particular, neither the information regarding the indicative time table nor the content of the decision will be given through this mailbox. In that respect, applicants are requested to follow instruction given in paragraphs 2.5.1 and 2.5.2 of these guidelines.

**IMPORTANT**

Even though the verification of eligibility is foreseen to be carried out only for the provisionally selected applicants at the end of the procedure, the Evaluation Committee may decide to verify this point at any previous step of the procedure. Consequently, any proposal found to be non-compliant with all the mandatory conditions set in these guidelines can be automatically rejected on that sole basis, at any stage of the procedure and without any prior notice or clarification request. Any missing supporting document or any incoherence between the declarations and the supporting documents may lead to the rejection of the proposal on that sole basis.

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1. Promoting peace within and between faiths in Lebanon, Syria, Jordan, and Iraq: Call for Proposals
	1. Introduction

This call for proposals is being launched within the framework of a European Commission funded project financed under the European Instrument For Democracy and Human Rights (EIDHR) which started in December 2018 and implemented by Mennonite Central Committee (MCC) and Development for People and Nature Association (DPNA). The purpose of this call is to implement peacebuilding activities by Civil Society Organizations (CSOs) in their local communities.

This project will target 18-21 Civil Society Organisations (CSOs) in Lebanon, Syria, Jordan and Iraq that are poised to combat religious intolerance and discrimination among target communities through peacebuilding activities.

There are three components that fall under this project: 1) The first component is to support local civil society organisations (CSOs) through sub-grant funds for projects to engage religious leaders and laypeople to understand, respect and promote religious tolerance within communities. 2) The second component is to increase the ability of the CSOs to cultivate religious tolerance and mutual understanding among the target beneficiaries via peacebuilding training, networking, capacity-building, including project management, and mentoring for sub-grantee CSO’s. 3) The last component is to promote inclusive and strategic partnerships, networking and cooperation between religious and civil society leaders of different sects from these four countries.

Successful applicants should expect to start implementing their projects in September 2019 after the kick-off conference that will take place in August 2019*.* The capacity building provided during implementation of projects by successful applications will take the form of bi-national workshops, on-site visits and trainings, and video-conference training and mentorship.

* 1. Objectives of the project and priority issues

**The objective** of this call for proposals is to support civil society in its actions to:

1. ***prevent and combat discrimination, intolerance and violence on grounds of religion or belief in all its forms***, whether committed by governmental or non-governmental actors. This may include violations of freedom of religion or belief deriving e.g. from traditional practices or discriminatory legislation or practices against women and girls, and/or persons belonging to minorities or other vulnerable groups; **and/or**
2. ***enhance mutual understanding and respect between individuals of different faith or none***, contributing to inclusive communities and societies accepting diversity and capable of addressing potential conflicts in a peaceful manner.

*Cross-cutting elements*

In order to guide you in the drafting process of your proposal, you may find a list of issues/elements in the paragraph below that may be integrated in your proposal. The selection procedure will evaluate proposals in their entirety depending on the context of the activities proposed and on the target groups and final beneficiaries/rights holders identified.

The proposals shall tackle, whenever relevant, inter-sectoral discriminations based on e.g. ethnicity, disability, age, and/or gender. Attention should be given to ensuring that actions consider the different risks and challenges that may be faced by women and men. In addition, proposals should include conflict sensitivity stakeholder analysis.

Furthermore, it is important that any organisation or group that works with children or young people has a clear set of guidelines about how they will keep children safe and to respond to child protection concerns. Therefore, applicants working directly with or for children should demonstrate in their proposals that a child protection policy is in place for any project activities that involve interactions with children[[2]](#footnote-3).

Proposals should be submitted only by local Lebanese, Syrian, Jordanian, or Iraqi CSOs who maintain headquarters, active registration, and main operations in one of the four targeted countries.

Geographical balance will be considered by the Evaluation Committee at any stage of the evaluation.

* 1. FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this call for proposals is EUR 646,100 for 18-21 CSOs. The Contracting Authority reserves the right not to award all available funds.

Size of grants

Any requested contribution from the Contracting Authorities must fall between the following minimum and maximum amounts:

• minimum amount: EUR 20,000

• maximum amount: EUR 60,000

*Any application for the maximum allocation available under the call should be duly and strongly justified.*

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 at <http://ec.europa.eu/europeaid/prag/document.do?locale=en>).

* 1. Eligibility criteria

There are three sets of eligibility criteria, relating to:

1. the actors:
* The applicant, i.e. the entity submitting the application form (2.1.1),
1. the actions:
* Actions for which a grant may be awarded (2.1.2);
1. the costs:
* Types of costs that may be taken into account in setting the amount of the grant (2.1.5).
	+ 1. Eligibility of the applicant

**Applicant**

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

* be a legally registered entity (unless having a legitimate reason of otherwise),
* be non-profit-making and
* be civil society organisations, including non-governmental non-profit organisations and independent political foundations, community-based organisations, indigenous peoples’ organisations, disabled persons organisations and private-sector non-profit agencies, institutions and organisations and networks thereof at local, national, regional and international level;
* be directly responsible for the preparation and management of the action and not acting as an intermediary.
* be local Lebanese, Syrian, Jordanian, or Iraqi CSOs who maintain headquarters and main operations in one of the four targeted countries.

In Annex A, section 14 (‘declaration by the applicant’), the applicant must declare that the applicant himself, is not in any of these situations.

In situations where registration in the concerned country is made impossible or might put the applicant in danger, the applicant may be registered in another country. The applicant must prove in its statutes or through other supporting documents that the objectives and activities of the said organisation are for the benefit of the targeted country. The validity of the justification provided will be examined during the evaluation procedure.

* + 1. 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 should be **24 months**.

Sectors or themes

The specific sectors or themes to which the actions must relate are described under section 1.2 above.

Location

**Actions must take place in Lebanon, Syria, Jordan or Iraq**.

Types of action and activity

The different types of activities eligible for financial support fall under the three main activity categories:

1. Community-based approaches focused on advancing understanding and acceptance through education, dialogue and other conflict transformation measures.

2. Projects focused on creating or advancing strategic partnerships, networking, cooperation and inter-faith peacebuilding between leaders of various faith groups.

3. Awareness campaigns focused on increasing tolerance, peaceful co-existence, and peaceful conflict resolution in communities and at a society-wide level.

Priority will be given to projects that are more than a one-time intervention and seek to build and support networks and relationships across divides. Under these activity categories, the list of specific types of eligible actions that may be included in a project are as follows.

* Community-based approaches focused on advancing understanding and tolerance through education, dialogue and other conflict transformation measures. Eligible actions include but are not exclusively limited to:
	1. Inter and intra faith Dialogue Groups and communication networks
	2. Interfaith Youth Peace Camps
	3. Peace Clubs in Schools
	4. Women’s Peace Circles
	5. Joint Interfaith service or sport opportunities
	6. Conflict Transformation, peacebuilding, or mediation training activities
	7. Promoting peacebuilding and religious tolerance in education activities
	8. Promoting peacebuilding/religious tolerance in psychosocial activities
	9. Art for peace activities
	10. Peace Letters Initiative
	11. Community support infrastructure activities that promote peacebuilding
	12. Workshops on self-awareness and profound stress
	13. Activities around addressing intolerance and exclusive language in curriculum targeting

 children and youth

* Projects focused on creating or advancing strategic partnerships, networking, cooperation and inter-faith peacebuilding between leaders of various faith groups. Eligible actions might include:
	1. Interfaith Dialogue
	2. Community Peace Committees made-up of religious leaders and laypeople
	3. Development of Community Agreements (Inter and intra faith Plans for how to work together in hard times)
	4. Inter and intra-faith Groups such as interfaith choirs, community service groups, etc.
	5. Conflict Transformation Training and Small Grants for Inter-group community activities
	6. Trainings that support the capacity of clerics to support the ‘Amman Message’
* Awareness campaigns focused on increasing tolerance, peaceful co-existence and peaceful conflict resolution in communities and at a society-wide level. Eligible actions might include:

3.1 Social Media campaigns

3.2 Art Competition with a theme of tolerance

3.3 Peace Festivals

3.4 Creation of Interfaith Communal Spaces

3.5 Bike ride for peace

3.6 Advocacy campaigns

3.7 Murals and other forms of public art that communicate messages of tolerance and peaceful

 co- existence

The indicators and outputs listed should be included as relevant in the applicant’s proposal. Applicants may also include their own project specific indicators or outputs if desired. Successful applicants will be provided with a Knowledge, Attitude, and Practices (KAP) survey tool to assist with data collection and monitoring of any required indicators.

Indicators

* % of male and female project participants who can provide a positive example of religious tolerance in their community
* % of male and female project participants who report feeling equipped to respond in cases of religious intolerance.
* % of male and female participants who report believing that it is important to respond when seeing cases of religious intolerance
* % male and female project participants who report seeking out friendships with people from different religious and/or ethnic groups within the past year
* % male and female project participants who report examples of times then they have intervened when people from other religious groups or sects were being mistreated within the past year

Outputs:

* # of laypeople, disaggregated by sex and sect, reached through CSO sub-grant projects
* # of youth (under age 30), disaggregated by sex and sect, reached through the CSO sub-grant projects
* # of religious leaders, disaggregated by sex and sect, reached through CSO sub-grant projects
* # of youth religious leaders (under age 30), disaggregated by sex reached through the CSO sub-grant projects

The following types of activities that **are not eligible** for financial support are as follows:

* actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences and congresses;
* actions concerned only or mainly with individual scholarships for studies or training courses;
* actions concerned only with one-off conferences. Conferences can only be funded if they form part of a wider range of activities to be implemented during the project;
* action where financial support to third parties is the main purpose of the action;
* actions supporting political parties;
* actions including proselytism (individuals converting people to their religion).

Financial support to third parties

Applicants may not propose financial support to third parties in order to help achieve the objectives of the action.

* + 1. Eligibility of costs: costs that can be included

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

The reimbursement of eligible costs will be based on actual costs incurred by the beneficiary. As per the budget template (Annex B), applicants may budget in local currency or USD however the amount in Euro must also be provided.

Additionally, in Annex B (budget), in column F of the worksheet, "Description" per each of the corresponding budget item or heading applicants must describe the information and methods used to establish the amounts of each budget line.

At contracting phase, the Contracting Authorities decide whether to accept the proposed amounts or rates on the basis of the provisional budget submitted by the applicants.

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 Authorities 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 direct costs

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

* 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.
* They are indicated in the estimated overall budget for the Action;
* They are necessary for the implementation of the Action;
* 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);
* They comply with the requirements of applicable tax and social legislation;

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 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 is in receipt of an operating grant financed by either of the Contracting Authorities, it may not claim indirect costs on its incurred costs within the proposed budget for 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 or buildings, except where necessary for the direct implementation of the action, in which case ownership must be transferred, in accordance with Article 7.5 of the General Conditions of the standard grant contract, at the latest at the end of the action;
* currency exchange losses;
* credit to third parties.
* salary costs of the personnel of national administrations.
	1. How to apply and the procedures to follow

To apply for this call for proposals the applicants need to:

1. Provide information about the organisations involved in the action.
2. Provide information about the action in the documents listed below under sections 2.2.1 (full application).
	* 1. Full applications

Applications must be submitted in accordance with the full application instructions at the end of Annex A.

Please note that:

1. A copy of the applicant’s accounts of the latest financial year (the profit and loss account and the balance sheet for the last financial year for which the accounts have been closed) must be submitted by the full application deadline.

2. Only the full application form (Annex A) and the budget (Annex B) which must be filled in will be transmitted to the evaluators (and assessors, if used). It is therefore of utmost importance that these documents contain **ALL the relevant information** concerning the action.

***If you wish to apply in the Arabic Language, please send an email to the above-mentioned addresses in order to receive the full application (Annex A) in Arabic.***

Any error or any major inconsistency related to the full application instructions (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 information provided is unclear and thus prevents the contracting authority from conducting an objective assessment.

* + 1. Where and how to send full applications

Full application forms together with the budget, and the declaration by the applicant must be submitted by email to the two addresses below:

Email address: dpna@dpna-lb.org; mayaeljundi@mcc.org

Following submission of the full application online, the applicants will receive confirmation of receipt by return email.

If it is technically impossible for the applicant to submit the full application by email, the application should be sent by post. Applications sent by post must be submitted to the address below.

Postal address:

Mennonite Central Committee

P.O Box: 113-5157 Hamra, Beirut, Lebanon

Address for hand delivery or by private courier service:

Mennonite Central Committee

251 Toufiq Tabara, Sammak Bldg. 8 Sanayeh

* + 1. Deadline for submission of full applications

The deadline for the submission of full applications will be June 7, 2019.

**Applicants are strongly advised not to wait until the last day to submit their full applications**, since heavy Internet traffic or a fault with the Internet connection (including electricity failure, etc.) could lead to difficulties in submission. The Contracting Authorities cannot be held responsible for any delay due to such afore-mentioned difficulties.

In the case of submission by post, (see section 2.2.2), the date of submission is 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 17:00 Beirut time as evidenced by the signed and dated receipt.

Any application submitted after the deadline will be rejected.

* + 1. Further information about full applications

Questions may be sent by e-mail to the addresses listed below up to 10 days prior to the due date of proposals, indicating clearly the reference of the call for proposals:

E-mail addresses: dpna@dpna-lb.org; mayaeljundi@mcc.org

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 Authorities cannot give a prior opinion on the eligibility of applicants or an action.

Individual replies will be given to questions. The frequently asked questions will be posted on DPNA website along with their answers. It is therefore advisable to consult the below-mentioned website regularly in order to be informed of the questions and answers published.

Website: <http://www.dpna-lb.org/>

* 1. Evaluation and selection of applications

Applications will be examined and evaluated by the project management committee. 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 CHECK AND EVALUATION OF THE FULL APPLICATION**

During the opening[[3]](#footnote-4) and administrative check (including the eligibility check of the action) for full applications the following will be assessed:

* + - If the submission deadline has been met. Otherwise, the application will automatically be rejected.
		- If any of the requested information is missing or is incorrect, the application may be rejected on that **sole** basis and the application will not be evaluated further.

The full applications that pass this check will be further evaluated on their quality, including the proposed budget and the capacity of the applicants and affiliated entity(ies). The evaluation criteria used are presented 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 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;
* have the management capacity, professional competencies and qualifications required to successfully complete the proposed action. This applies to applicants and to any affiliated entity(ies).

For the purpose of the evaluation of the financial capacity, applicants must ensure that the relevant information and documents (i.e. accounts of the latest financial year and external audit report, where applicable) have been submitted and are up to date.

**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.

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** | **20** |
| 1.1. Does the applicant have sufficient experience of project management? | 5 |
| 1.2. Does the applicant have sufficient technical expertise (especially knowledge of the issues to be addressed)? | 5 |
| 1.3. Does the applicant have sufficient management capacity (including staff, equipment and ability to handle the budget for the action)? | 5 |
| 1.4. Does the applicant have stable and sufficient sources of finance? | 5 |
| **2. Relevance of the action** | **30** |
| 2.1. How relevant is the proposal to the objectives and priorities of the Call for Proposals? | 5x2\*\* |
| 2.2. How relevant to the particular needs and constraints of the target country(ies) or region(s) is the proposal (including synergy with other initiatives and avoidance of duplication)?Includes the evaluation of the Rights Based approach Methodology | 5x2\*\* |
| 2.3. How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs been clearly defined and does the proposal address them appropriately? \* | 5 |
| 2.4. Does the proposal contain specific added-value elements, such as environmental issues, promotion of gender equality and equal opportunities, rights of disabled people (including accessibility), rights of minorities and rights of indigenous peoples, or innovation and best practices and the other additional elements indicated under 1.2. of these guidelines? | 5 |
| **3. Effectiveness and feasibility of the action** | **20** |
| 3.1. Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?  | 5 |
| 3.2. Is the action plan clear and feasible? | 5 |
| 3.3. Does the proposal contain objectively verifiable indicators for the outcome of the action? Is any evaluation planned? | 5x2 |
|  |  |
| **4. Sustainability of the action** | **15** |
| 4.1. Is the action likely to have a tangible impact on its target groups? | 5 |
| 4.2. Is the proposal likely to have multiplier effects (including scope for replication, extension and information sharing)? | 5 |
| 4.3. Are the expected results of the proposed action sustainable?:(1) financially (how will the activities be financed after the funding ends?)(2) 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?)(3) at policy level (where applicable) (what will be the structural impact of the action — e.g. will it to improved legislation, codes of conduct, methods, etc?)(4) environmentally (**if applicable**) (will the action have a negative/positive environmental impact?)" | 5 |
| **5. Budget and cost-effectiveness of the action** | **15** |
| 5.1. Are the activities appropriately reflected in the budget? | 5 |
| 5.2. Is the ratio between the estimated costs and the expected results satisfactory? | 5x2\*\* |
| **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 applicant applies without affiliated entities the score for point 3.4 shall be 5.

After the evaluation, applications will be ranked according to their score. The highest scoring applications will be provisionally selected until verification of eligibility checks have been completed.

In addition, a reserve list will be drawn up following the same criteria. This list will be used if any provisionally selected applications fail to meet eligibility requirements.

**STEP 2: VERIFICATION OF ELIGIBILITY OF THE APPLICANTS**

The eligibility verification will be performed on the basis of the supporting documents requested by the Contracting Authority (see section 2.4). It will 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 applicant (section 14 of Annex A) will be cross-checked with the supporting documents provided by the applicant. Any missing supporting document or any incoherence between the declaration by the applicant and the supporting documents may lead to the rejection of the application on that sole basis.
* The eligibility of applicants will be verified according to the criteria set out in sections 2.1.1, 2.1.2 and 2.1.3.

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

* 1. Submission of supporting documents for provisionally selected applications

An applicant whose application has been provisionally selected or placed on the reserve list will be informed in writing by the Contracting Authority. It will be requested to supply the following documents in order to allow the Contracting Authority to verify the eligibility of the applicant:

The statutes or articles of association of the applicant.

Legal entity sheet duly completed and signed by the applicant accompanied by the justifying documents requested there.

A financial identification form certified by the bank to which the payments will be made.

Entities without legal personality must, to the extent possible, submit the documentation listed above. In addition, a letter must be provided by the legal representative certifying his/her capacity to undertake legal obligations on behalf of the entity.

The requested supporting 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.

If the abovementioned supporting documents are not provided before the deadline indicated in the request for supporting documents sent to the applicant by the Contracting Authorities, the application may be rejected.

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

* 1. Notification of the Contracting Authority’s decision
		1. Content of the decision

The applicants will be informed in writing of the Contracting Authority’s decision concerning their application and, if rejected, the reasons for the negative decision. This letter will be sent by e-mail. Applicants who, in exceptional cases (see section 2.2), had to submit their application by post or hand-delivery, will be informed by email or by post if they did not provide any e-mail address.

An applicant believing that it has been harmed by an error or irregularity during the award process may lodge a complaint.

Applicants who were unsuccessful at either the Opening and Administrative Check or Technical evaluation stages of the procedure wishing to obtain further information should send their request by letter, to:

Mennonite Central Committee

P.O. Box 113-5157

Hamra, Beirut

Lebanon

* + 1. Indicative timetable

|  |  |  |
| --- | --- | --- |
|  | **DATE** | **TIME** |
| **1. Deadline for requesting any clarifications from the Contracting Authority** | 28/05/2019 | NA |
| **2. Last date on which clarifications are issued by the Contracting Authority** | 31/05/2019 | - |
| **3. Deadline for submission of full proposal** | 07/06/2019 | 17:00 |
| **4. Information to applicants on opening, administrative checks and evaluation of the full proposal (Step 1)** | June 2019 | - |
| **5. Verification of Eligibility (Step 2)** | June/July 2019 | - |
| **6. Notification of award (after the eligibility check)** | July 2019 | - |
| **7. Contract signature** | July 2019 | - |

**All dates and times are expressed in Beirut time**, where it is not specified otherwise.

This indicative timetable refers to provisional dates and may be updated by the Contracting Authority during the procedure. In such cases, the updated timetable will be published alongside the frequently asked questions on the DPNA website, <http://www.dpna-lb.org/>

* 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. By signing the application form (Annex A of these guidelines), the applicants agree, if awarded a grant, to accept the contractual conditions of the grant contract.

Implementation contracts

Where implementation of the action requires the applicant to award procurement contracts, those contracts must be awarded in accordance with the procurement policy of the Contracting Authority.

1. LIST OF annexes

**Documents to be completed**

Annex A: Grant Application Form (Word format)

Annex B: Budget (Excel format)

**DOCUMENTS FOR INFORMATION[[4]](#footnote-5)**

Annex G: Standard Grant Contract

- Annex II: General Conditions

- Annex IV: Procurement rules for beneficiaries

\* \* \*

1. An example of a time converter tool available online: <http://www.timeanddate.com/worldclock/converter.html> [↑](#footnote-ref-2)
2. In line with the principles of the UN Convention on the Rights of the Child. [↑](#footnote-ref-3)
3. Only where some applications have been submitted offline. [↑](#footnote-ref-4)
4. These documents should also be published by the Contracting Authority. [↑](#footnote-ref-5)