**Sub-granting authority**: COSV

Call for Proposal

Guidelines
for sub-granting applications

Reference: EuropeAid/171607/DD/ACT/AL

**Toka Jone – Re-use of confiscated assets for social agriculture**

**Social Agriculture Development Fund (SADF)**

Deadline for submission of full application:

**27 March 2023 at 16:00**

**Notice**

This is an open Call for Proposals where all the documents are submitted together. Projects will be evaluated in a single step, without preselection. The instructions described in this document will help all the applicants to successfully submit their applications. You can download the Application Package at COSV webpage <https://www.cosv.org/>

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#

# 1. TOKA JONË: SUB-GRANTING SCHEME Social Agriculture Development Fund – SADF

## 1.1. Background

The Social Agriculture Development Fund - SADF call for proposals is developed under the EU funded TOKA JONË project EuropeAid/171607/DD/ACT/AL under the Civil Society Facility & Media Programme for Western Balkans and Turkey 2020 (CSF), a programme which was introduced in 2008 to strengthen civil society in the IPA Countries.

The overall objective of the IPA II Civil Society Facility and Media is to strengthen participatory democracies and EU integration process in the Western Balkans and Turkey by empowering civil society organisations in the decision-making and by stimulating an enabling legal and financial environment for civil society.

Hence, Toka Jone project through SADF sub-granting scheme is fully in line with main priorities of EU support to civil society, in particular: 1) to achieve an environment that is conducive to civil society activities; and 2) to build the capacity of CSOs to be effective and accountable independent actors. To foster the diversification of revenue sources and strengthen the financial capacities of CSOs, as well as encourage good practices in terms of good governance and the promotion of a culture of legality - from a multidimensional perspective - the EU has consistently supported the reuse of abandoned assets for social purposes.

Confiscation of criminal assets, therefore, is a key aspect to prevent criminal organisations from remaining in their illegal activities. To that end, Toka Jone aims at contributing to some of most pressing Albanian national priorities on social re-use of confiscated assets as an effective solution for the growth of non-profit organisations and social enterprises combined with the strengthening of Albanian enforcement agencies and local government units.

Social re-use of confiscated assets is permissible in Albania to its law enforcement agencies, local government units and non-profit organisations whose objective is to protect and rehabilitate victims of organised crime. The alienated confiscated assets can be used, in the specific case of non-profit organisations, for the provision of loans, based on a request from the beneficiary with a substantiated and motivated interest. Supervision, in these cases, is carried out by the Agency for the Management of Seized and Confiscated Assets, based on instructions provided by the Minister of Finance and Economy. At present, Albania has little experience with the social re-use of confiscated assets. It should continue to monitor its efforts in this field with a view to establishing trends and assessing the effectiveness of the system, in order to make changes to it over time. Furthermore, the agricultural sector is attracting increasing interest and represents a field with enormous potential for the country. Therefore, the Project is addressed in particular at young people, women, vulnerable groups and relatives of organized crime victim, with the scope to provide piloting innovative green entrepreneurial activities based on social farming activities and by networking and engaging the local communities.

The project is implemented by a consortium led by the Coordinamento delle Organizzazioni per il Servizio Volontario (COSV), the Albanian Network for Rural Development (ANRD) and the Consorzio Nazionale della Cooperazione di solidarietà sociale Gino Matterelli (CGM) – with its associated entity (Consorzio La Rada CLR), in cooperation with the Agency for the Administration of Seized and Confiscated Assets (AAPSK) with the direct and intensive support of the 2 Municipalities of Tirana and Shijak (located respectively in the Tirana and Durres Counties).

## The SADF Sub-granting scheme

Toka Jone foresees the provision of a significant component of financial support to third parties (about 48,7% of total project value), gathered in the specific financial instrument: the **Social Agriculture Development Fund (SADF).** The global aim of this grant mechanism is to support social agriculture initiatives managing confiscated assets from organized crime, as a means to promote socio-economic development, self-employment, upskilling and reskilling opportunities of vulnerable groups, sense of legality and rule of law.

SADF is conceived as a flexible instrument able to address the needs and aspirations of economic actors willing to launch or consolidate social agriculture experiences in the Tirana and Durres regional areas. In this context, will be selected and supported, through a sub-granting scheme, at least three social agriculture initiatives that will benefit from financial and technical assistance to consolidate the economic activities. The involvement in social agriculture entrepreneurship activities and programs will provide new and innovative economic opportunities for youth, particularly those from poor households and rural areas, as well as rural women. Consequently, the SADF sub-granting scheme aims to promote pivotal actions to raise awareness towards most vulnerable groups of the population to adequate social innovation, use of agricultural land through community –based social farming services (including therapy and rehabilitation, social connection and inclusion, and social services, through the re-use of confiscated assets at a community level). Particular attention will be devoted to the creation of new sustainable and pioneering partnerships, which focus on the green and social economy.

'Toka Jone' project will be implemented based on the Law no. 10192, date 03.12.2009 ''For the prevention and fight to the organized crime and trafficking through preventive measures against assets', amended and the Council of Minister Decision No. 888, dt. 11.11.2020 “On determining the evaluation criteria, manners and procedures for the commissioning and alienation of confiscated assets”. Through these laws and bylaws it is specified that the *Inter-Institutional Committee for Measures against Organized Crime* is the responsible authority to alienate the ownership on behalf of the Agency for the Administration of Seized and Confiscated Assets that is administrator of these properties. The establishment of social enterprises in the confiscated assets is expected to generate several benefits for the community such as: i) generate a direct impact on improving the life of victims of organized crime and groups at risk of exclusion; ii) to improve the economic opportunities of the rural communities; iii) increase the active participation of citizens in socio-cultural activities; iv) strengthen their trust in institutions and rule of law.

Presently, the below listed agricultural lands have been identified and are at disposal for the three expected Social Agricultural Initiatives (SAI) to be financed and supported by SADF sub granting scheme. Such assets are administered by the Agency for the Administration of the Seized and Confiscated Assets (AAPSK).

AAPSK, COSV as the subcontracting authority and the incumbent beneficiary will have to sign a mandatory **Trilateral Usufruct Agreement (TUA)**. The object of the TUA will be the re-use of the confiscated asset from the organized crime by the selected SAI executor for a period up to 5 years free of charge, with the possibility of extension of the contract, to ensure the sustainability of the social enterprise funded through this Call for Proposals. Upon decisions No. 69 date 30.09.2022 and No. 86 date 06.02.2023 of the Inter- Institutional Committee for Measures against Organized Crime, it will be possible to put into usage under this Call for Proposal, the following land assets listed here below:

|  |  |  |  |
| --- | --- | --- | --- |
| Type of property | Area in m2 | Location  | Decision of the Inter-Ministerial Committee for Measures Against Organized Crime |
| Tokë Arë | 2930 m2 (including a small building with a total area of no more than 60 m2) | Village of Rreth, Municipality of Shijak, Durres County  | No. 69 date 30.09.2022 |
| Tokë Arë | 1000 m2 | Village of Yzberish, Municipality of Tirana, Tirana County  | No. 86 date 06.02.2023 |
| Tokë Arë | 1000 m2 | Village of Yzberish, Municipality of Tirana, Tirana County | No.86 date 06.02.2023 |

More detailed information on the confiscated agricultural lands that are on the disposal of Toka Jone project can be found at Annex H of these Guidelines.

## Objectives of the programme and priority issues

The SADF sub-granting scheme relies on a holistic approach combining smart, flexible and action-oriented regulating solutions embracing technology and community collaboration. It aims to achieve the following objectives:

**Overall Objective:** To promote sustainable re-use of confiscated assets to benefit vulnerable groups at risk of exclusion.

**Specific Goal:** To develop innovative social agriculture initiatives re-using confiscated assets as a means to promote socio-economic development, use of agricultural land through community –based social farming service (including therapy and rehabilitation, social connection and inclusion, and social services, sense of legality and rule of law).

Expected Outputs:

(1) Innovative and environmental sustainable social agriculture initiatives supported and/or established

(2) Increased level of reactiveness and capacities of target actors in developing sustainable reuse proposals of confiscated assets from AAPSK.

(3) Raised awareness on re-use of confiscated assets for social purposes among local development actors and other relevant stakeholders.

##  Main beneficiaries’ groups:

a) **Vulnerable population living in rural areas of Tirane and Durres** [Target Group 1], by including the following categories: a) vulnerable youth, b) women, c) relatives of organized crime victims, d) rural communities, e) people with disabilities.

b) **Social Economy and Social Agriculture Initiatives (SAIs)**, interested in managing confiscated assets from organized crime (at least 3 social agricultural initiatives supported) [Target Group 2], which strive in assisting vulnerable groups, as well as reaching funding and development opportunities, and contributing to improve life conditions in rural areas and pursue recognized international standards

c) **Local Authorities and AAPSK** [Target Group 3], with a particular regard to the former, which lack proper capacities to effectively communicate its mission and raise awareness towards most vulnerable groups of population to adequate social, employment-related services through the re-use of confiscated assets at a community level.

## Final Beneficiaries:

**Population of Durres and Tirane area, Central and local institutions** (not directly involved in the project), **Local Businesses and Education Bodies** that will benefit from an improved green engagement in local development, reaching in particular rural and remote areas, and a more inclusive society.

Financial allocation provided by the sub-granting authority:

The overall indicative amount made available under this call for proposals is EUR 180.000

The sub-granting authority reserves the right not to award all available funds.

## Size of grants

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

* minimum amount: EUR 40.000
* maximum amount: EUR 60.000

Financial support to third parties should cover 100% of their eligible costs (i.e. no co-financing must be required from third parties).

The sub-granting authority reserve the right to propose budget changes to maximize budget utilization, ensuring that the principles of value for money and the overall project efficiency are applied.

Organisers of the Open Call for Proposals reserve the right not to disburse all funds available for this Open Call for Proposals.

# 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, in conformity with the practical guide, which is applicable to the present call (available on the internet at this address <https://wikis.ec.europa.eu/display/ExactExternalWiki/ePRAG> ).

## Eligibility criteria

There are three sets of eligibility criteria, relating to:

1. the actors (2.1.1.):
* the ‘**lead applicant’**, i.e. the entity submitting the application form;
* if any, its **co-applicant(s)** (**where it is not specified otherwise the lead applicant and its co-applicant(s) are hereinafter jointly referred as ‘applicant(s)’**);
* and, if any,  **associated entity(ies)** to the lead applicant and/or to a co-applicant(s);
1. the actions (2.1.3.):

• actions for which a grant may be awarded;

1. the costs (2.1.4.):
* types of cost that may be taken into account in setting the amount of the grant.

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

**Lead applicant**

The persons or categories of persons as third parties eligible for financial support under SADF are the following:

* be legal persons and
* be non-profit making entity (including NGOs such as membership-based organizations, foundations, centres, Social Enterprises, etc)
* be nationals of Albania and
* be directly responsible for the preparation and management of the action and
* be registered in Albania 2 years prior to the deadline for submission of project proposal.

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

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

The lead applicant may act individually or with co-applicant(s).

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

**Co-applicant(s)**

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.

A multi-actor approach, based on an active collaboration among public institutions, non-profit organizations, local farmers and/or Agricultural Cooperation Societies, is deemed capable of generating multiple positive impacts, thus actively encouraged.

### Associates

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

* Associates

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

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

Definition:

An action is composed of a set of activities.

Duration

The initial planned duration of an action may not be longer than 10 months. The maximum duration of the sub-grant may be prolonged to 15 months, if the addendum of the Toka Jone Project grant contract is approved before the signature of the sub-granting contract.

Location

Actions must take place in one the following regions/ counties: Tirana or Durrës.

Types of action[[1]](#footnote-1)

Types of action which may be financed under this call and specific themes to which the actions must relate (this list is not exhaustive):

- Social farming[[2]](#footnote-2), combining social and economic imperatives to create unique societal contributions in the form of rural social enterprise or by setting up a new Agricultural Cooperation Association;

- Care farming, a multifunctional farming platform which promotes well –being as well mental and physical health with recreational activities or therapeutic and rehabilitative services and assistance and by increasing the quality of life, social engagement, socializing and intergenerational events in the local community;

- Green farming, to contribute to improve social and environmental awareness, in accordance with social and solidarity principles, cultivation of typical products, diversification of agricultural production and non –production activities, food education and gastronomy, physical exercise with professionals and socio-economic development of local rural communities.

- Didactic farms, to provide social or educational care services, through one-time and mid-term educational activities directly linked to farming and rural environment and sustainable development.

- Promoting pre-employment services and social inclusiveness and integration in countryside through rural entrepreneurship and by linking farming to society and local unit institutions.

- Social and bio-agriculture throughholistic production management system which promotes and enhances agro-ecosystem health, including biodiversity, biological cycles and soil biological activity.

Required crosscutting aspects to be taken into consideration

- Agriculture and Rural Development through Social Farming;

- Environmental Protection and Mitigation of Climate Change’s effects in Agriculture;

- Gender Mainstreaming in Rural Areas;

- Promotion of Rule of Law and Good Governance;

- Human Rights and Social Protection;

The following types of action are ineligible:

* actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences and congresses;
* actions concerned only or mainly with individual scholarships for studies or training courses;
* actions that are focused only in agriculture activities without the social component;

Types of activity

- Start-up activities for the beginning of the social agriculture initiative (including purchase or rent of machineries and tools, equipment, supporting material, registration);

- Activities that contribute to the consolidation and improvement of already existing social agriculture initiatives in the local areas affected by crime;

- Mobilisation of local vulnerable and marginalized people, integration of victims of crime or of domestic abuse, substance abuse or youth delinquency etc.

- Organization on-the-job trainings for vulnerable groups to be involved in the farming activities or training courses in organic agriculture.

- Creation of small – scale innovative and green solutions and sustainable agriculture practices;

- Cultivation of traditional or typical agricultural products of the local area;

- Promotion of local products (labelling, marketing);

- Local products certification schemes and procedures;

- Activities related to sustainable and responsible agro-tourism activities;

- Raising awareness and visibility campaigns regarding social farming and agriculture activities and that have educational aims, especially for children and youth.

- Activities related to nature protection, environmental education, sustainable agriculture and nutrition;

- Educational activities with schools, kindergarten, and other institutions on the role of food and agriculture in society.

Financial support to third parties

Applicants may not propose financial support to third parties.

Visibility

The applicants must take all necessary steps to publicise the Toka Jone Project as funding entity and the fact that the European Union has financed or co-financed the action. Communication activities may be undertaken to raise the awareness of specific or general audiences of the reasons for the action and the EU support for the action in the country or region concerned, as well as the results and the impact of this support.

All measures and activities relating to visibility and, if applicable, communication, must comply with the latest Communication and Visibility Requirements for EU-funded external action, laid down and published by the European Commission ([Communication and Visibility Requirements for EU External Actions | International Partnerships (europa.eu)](https://ec.europa.eu/international-partnerships/comm-visibility-requirements_en)). The awarded actions therefore, shall comply with the criteria laid down on the Toka Jone Communication Plan.

Number of applications and grants per applicants / affiliated entities

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

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

The lead applicant **may not be** a co-applicant or an affiliated entity in another application at the same time.

A co-applicant/affiliated entity **may not be** the co-applicant or affiliated entity in more than 1 (one) application under this call for proposals.

A co-applicant/associated entity **may not be** awarded more than 1 grant under this call for proposals.

### 2.1.4. Eligibility of costs: costs that can be included

Eligible costs are actual costs incurred by the Beneficiary (Applicant awarded with a sub-grant) starting from the signature of the contract. All the invoices should be dated within the project duration and they must be paid at maximum 20 days after the end of the project.

Eligible costs must meet the following criteria:

* Costs related to activities performed during the implementation period of the Project;
* Costs indicated in the overall budget for the Project;
* Costs necessary for the implementation of the Project;
* Costs identifiable and verifiable, in particular being recorded in the accounting record of the Beneficiary and determined according to the accounting standards and the usual cost accounting practices;
* Costs in compliance with the requirements of applicable tax and social legislation;
* Personal Income Tax (TBF) for contract services;
* Value Added Tax (VAT);
* Costs reasonable, justified and in compliance with the requirements of good financial management, in particular regarding economy and efficiency;
* Costs related to “human resources” must not exceed the 25% of the total grant of the project. Costs for “human resources” must be included only when they are fully involved in all the phases of the project implementation. Other costs related to project staff appointed only in specific activities must be included in the activity costs. The costs for human resources may refer to the gross salaries (i.e. net wages, personal income tax, costs in compliance with the requirements of applicable tax and social legislation);
* Per diems cover accommodation, meals and local travel within the place of mission is applicable the rate of per diems in accordance with the rate scales published by Albanian Council of Ministers nr. 997, date 10.12.2010;
* Costs of input supply including machineries and equipment, fertilizers and chemicals, seeds and planting materials must not exceed the 40% of the total grant of the project;
* Legal authorizations and urbanization duties as cost included for the refurbishment;
* Costs related to small infrastructural interventions, “equipment and supplies” can include the cost of the delivery and the installation. Signature of a contract, placing of an order, or entering into any commitment for expenditure within the implementation period for future delivery of services;
* Costs related to “other costs and services” must not exceed the 7% of the total grant the project;
* Overhead costs must not exceed the 7% of the total grant the project. Overhead costs may include: office rent, consumables and utilities (mobiles and internet), bank charges included bank account maintenance costs and bank guarantees cost (considering that the construction contracts foresee a 5% of deposit, that has to be paid after 1 year from the acceptance testing, the bank guarantee costs can be reported as expenditure);
* Venue rent costs for events, seminars, conferences, and training;
* Postal costs, such as stamps, telegrams, express courier services are eligible for the period and for activities related to the project. They must be directly linked with the project’s actions;
* Professional/vocational training costs: e.g. meal and transport costs for participants, trainers and sector experts, training and demonstrative materials, rent of premises and training equipment, internships.
* Services: e.g. studies, researches, publications.
* Awareness campaigns and visibility: e.g. informative and promotional materials, public events (seminars, presentations, conferences, round-tables, exhibitions), audio-visual materials, media initiatives.
* Publications (including advertisements, if any); studies, research; translation, interpreters, external evaluation entrusted to third parties which are fully subcontracted. These costs are eligible for services for which the implementing body does not have specific know-how;
* Costs for remote conferencing platforms (i.e. Zoom, Meet, Teams) are eligible for the period and for the activities related to the project;

### 2.1.5. 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;
* in kind contributions (except for volunteers' work);
* bonuses included in costs of staff;
* negative interest charged by banks or other financial institutions;
* credit to third parties;

### Ethics clauses and Code of Conduct

a) Absence of conflict of interest

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

# How to apply and the procedures to follow

## Open call for proposals

### Application forms

Applications must be submitted in accordance with the instructions on sub-grant application form annexed to these guidelines (Annex A). Lead applicants should then keep strictly to the format of the grant application form and fill in the paragraphs and pages in order. **The applicants should also indicate the land unit to which they refer.**

Applicants must apply in English.

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

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

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

Please note that the following documents should be submitted together:

1) Statute, Registration in Court and/or other relevant document;

2) Statute and the Establishment Act of the organization (copy);

3) Tax Office registration (NIPT) (copy);

4) Certificate of tax payment obligations (no debt) (original or copy);

5) Copy of Balance Sheet for previous financial period (2021), if applicable, enclosed;

6) Document issued by the Court and the Prosecution certifying that the organization has no pending cases, no older than 3 months (original or copy);

7) Legal Entity Form (Original);

8) Financial Identification Form (Original).

### Where and how to send applications

Applications must be submitted in electronic format (zip folder) via email at the following email address: cosvbalkans@cosv.org.

The complete application form (ANNEX A), budget (ANNEX B) and logical framework (ANNEX C) can also be supplied in one copy in A4 size.

Each ANNEX must not be split into several different files. The electronic file may contain exactly the same application (ANNEX A, B, C, D, E and G) delivered as the paper version enclosed.

The Checklist for the Grant Application Form (in the Section 9 of ANNEX A, Grant application form) and the Declaration by the Applicant and the Partner Mandate, (Section 1.2 ANNEX A, Grant Application Form) must be completed and enclosed in the envelope.

The outer envelope must bear:

1) the reference number of the Budget (EuropeAid/171607/DD/ACT/AL);

2) the name of the Applicant organization;

3) the title of the submitted Proposal;

4) the address of the Applicant;

5) the words “Not to be opened before the opening session”.

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

Postal address:

COSV in Albania, Rruga e Ullinjve Rezidenca Kodra e Diellit 1, Selite, Tirane, Albania

Applications sent or delivered to other addresses will be rejected.

Applicants must verify that their application is complete using the Checklist of the Grant Application Form. Incomplete applications will be rejected.

### Deadline for submission of applications

The applicants' attention is drawn to the fact that there are two different systems for sending applications: the first one electronically, is mandatory. Potential applicants have to send an email to: cosvbalkans@cosv.org. The other option is the physical delivery of applications and can be done either through post or private courier service or by hand delivery.

In the latter case, the application must be sent before the deadline for submission, as evidenced by the postmark or deposit slip, and the acknowledgment of receipt given at the time of the delivery of the application which will serve as proof.

The deadline for the submission of applications is **27 March 2023** before 16.00 hours local time. Any application submitted after the deadline will automatically be rejected.

### Further information about applications

Two information sessions on this call for proposals will be held on:

20 February 2023 at hrs. 10.00 – 12.30 at Europe House. Papa Gjon Pali II Street Tirana, Albania

23 February 2023 online at the following link: [here](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_MzE5N2E1ZjAtYmY4Ny00YWQ4LWI0NWYtNmUzNjJiMjg3NzVk%40thread.v2/0?context=%7b%22Tid%22%3a%22dc357b48-47a0-4b18-80e4-2b4f6f334148%22%2c%22Oid%22%3a%22f88139a8-db4d-4b6a-ac14-d932a6ad6529%22%7d)

Questions may be sent by e-mail for the submission of applications to the below address by 17 March 2023, indicating clearly the reference of the Call for Proposals:

Email address: cosvbalkans@cosv.org

COSV as the Sub-Granting Authority has no obligation to provide clarifications to questions received after the date indicated in the timetable of the process.

Questions that may be relevant to other applicants, together with the answers (FAQs), will be published on COSV, Social2Square, ANRD and CGM Websites.

It is therefore advisable to consult the above mentioned websites regularly in order to be informed about the questions and answers published.

The Toka Jone Project will provide technical assistance (mentoring) to the selected social agriculture initiatives on innovative and green businesses approaches (A.1.3). The technical assistance/incubation session will be conducted through three different activities:

a. Coaching activities;

b. Collective mentoring;

c. B2B mutual learning experience;

The coaching activities (CA) will be focused on improving competitiveness of the SAIs selected. The purpose Collective Mentoring (CM) will provide all selected applicants with information, tools and possibilities to develop their initiatives while creating collaborations between not-for profit and private bodies. The B2B learning experience is a social experience that creates links between social enterprises by creating the conditions for sharing paths, information and income generating activities.

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

# Evaluation and selection of applications

Applications will be examined and evaluated by the Toka Jone Sub-Granting Evaluation Committee with the possible assistance of external assessors. All applications will be assessed according to the following steps and criteria.

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

**STEP 1: OPENING & ADMINISTRATIVE CHECKS EVALUATION**

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

* + - If the deadline has been met. Otherwise, the application will be automatically rejected.
* If the application satisfies all the criteria specified in the checklist Section 1.3 of Annex A of the grant application form. This includes also an assessment of the eligibility of the action. If any of the requested information is missing or is incorrect, the application may be rejected on that **sole** basis and the application will not be evaluated further.

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

**STEP 2: VERIFICATION OF THE ELIGIBILITY OF THE APPLICANTS, OF THE ACTIONS AND THE COSTS.**

**Verification of the eligibility of the Applicants (see Section 2.1.1):** The Declaration by the Applicant (Section 1.1 of ANNEX A, Application Form) 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 section 2.1.1 of the guidelines.

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.

**Verification of the eligibility of the Actions (see Section 2.1.4):**

The eligibility of the operations will be verified through the information provided in section 8 of the ANNEX A (Application Form). 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.

**Verification of the eligibility of the Costs (see Section 2.1.6):**

The eligibility of the costs will be verified through the information provided in the ANNEX B (Budget). 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 Evaluation Committee reserves the right to reject the Application, if in the next step of the project’s evaluation, ineligibility of the actions and the costs will be found. After the evaluation of eligibility, the Sub-Granting Evaluation Committee then will proceed with step 3.

**STEP 3: EVALUATION OF THE APLICATION**

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. There are two types of evaluation criteria:

● The selection criteria help to evaluate the applicants’ operational capacity and financial capacity and to ensure 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.

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

In case of in case of equal score, the Sub-Grant Authority will give priority to Applicants in the process to being recognized as Social Enterprises.

*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. Essential subsections might have a score ceiling of 10, given their strategic relevance for the TOKA JONE objectives.

### EVALUATION GRID

|  |  |
| --- | --- |
| **SELECTION** | **Maximum Score** |
| 1. RELEVANCE - section 2 and 3; 4 and 5 of the ANNEX A | **20** |
| 1.1. How relevant is the proposal to the objectives and specifications of the Call forProposals? | 10 |
| 1.2. How relevant is the proposal to the needs and constraints of the target-groupsand beneficiaries involved in the project? Have their needs been clearly defined anddoes the proposal address them appropriately? | 10 |
| 2. FINANCIAL AND OPERATION CAPACITY OF THE APPLICANT TO IMPLEMENT THE PROJECT PROPOSAL - SECTION 14 of the ANNEX A | **10** |
| 2.1. Does the Applicant have sufficient proven experience in the management ofsimilar types of actions proposed? Does the Applicant have sufficient experienceand capacities in the management of projects of comparable grant size? | 5 |
| 2.2. Does the Applicant have operational systems in place (administrative andfinancial rules and procedures) that support the successful management of theproject? | 5 |
| **3. Effectiveness and feasibility of the action - section 3, 6, 7, 8, 9, 10 of the****ANNEX A and ANNEX C** | **25** |
| 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? Is the agricultural development plansufficiently detailed (if any)?  | 5 |
| 3.3. Does the proposal include SMART indicators (specific, measurable, attainable,reachable, and time-bound) for measuring impact and success? | 5 |
| 3.4. Does the project promote the involvement, contribution, and participation ofdifferent local stakeholders at a satisfactory level? | 5 |
| 3.5 Does the project have a clear and relevant visibility that enables the promotionand replication of the model? | 5 |
| **4. Sustainability of the project - section 11 of the ANNEX A** | **30** |
| 4.1. Is the project likely to have a tangible impact at social level on its target-groupsand beneficiaries (does the project effectively enhance not for profit - private interaction and this impact is clearly described and measured)? | 10 |
| 4.2. Are the expected results of the proposed project financially sustainable? (howwill the activities be self-financed and/or financed after the funding ends?) | 10 |
| 4.3. Are the expected results of the project institutionally sustainable? (will thestructures allowing the activities to continue be in place at the end of the project?Will there be local “ownership” of the results of the action?) | 5 |
| 4.4. Are the activities proposed for the sustainability of the project realistic andcoherent? | 5 |
| 5. Budget and cost-effectiveness of the action – ANNEX B | **15** |
| 5.1. Are the activities properly reflected in the budget? | 5 |
| 5.2. Is the ratio between the estimated costs and the expected results satisfactory? | 5 |
| 5.3. Are the justifications of the budget line appropriately specified? | 5 |
| **Maximum total score** | **100** |

*Provisional selection*

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

**STEP 4: NOTIFICATION OF THE SUB-GRANTING AUTHORITY’S DECISION**

## Content of the decision

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

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

**STEP 5: CONTRACTING STAGE**

The contracting process will undergo the following steps:

1) Negotiations.

Prior to signing the contract, the Sub-Granting Authority reserves the right to negotiate with the applicant in

order to:

● Ensure cost efficiency of the action;

● Ensure a fair balance between operational and non-operational costs;

● Reflect real market costs;

● Reflect costs in accordance with proposed activities.

The negotiation should in no way change the substantial part of the proposed action, but rather to be in line

with the administrative/financial/programmatic rules of the Sub-Granting Authority.

2) Upon finalization of the above points, the sub-granting contracts will be signed between the applicants and

the Sub-Granting Authority.

The grant will be paid as follows:

● 60% of the total amount of the grant in advance payment and after the signature of the sub-granting

contracts between the applicants and the Sub-Granting Authority;

● 30% of the total amount of the grant, only if the 80% of the first instalment will be reported and then

validated by the Sub-Granting Authority.

The first financial and narrative report should be sent no later than 20 days after the sixth month of the

project and then validated by the Sub-Granting Authority no later than 20 days after the submission

of the report by the Implementing body.

● 10% of the total amount of the grant will be given only if:

- the 100% of the grant will be reported and then validated by the Sub-Granting Authority.

- the documentation that proves the achievement of the specific objective have been provided.

The grant’s instalments will be paid in EUR

In addition, the awarded applicants is required to enter into a usufruct contract with the land to be used for the implementation of the grant.

## INDICATIVE TIMETABLE

|  |  |  |
| --- | --- | --- |
|  | **DATE** | **TIME** |
| **1. Official Public Launch of the Call for Proposals** | 13 February 2023 |  |
| **2. Information meetings**  | 20 February 2023 23 February 2023 (Online) | 10.00 -12.30 10.00 -12.30 |
| **3. Deadline for requesting any clarifications from the contracting authority** | 17 March 2023 | 16.00 |
| **4. Last date on which clarifications are issued by the contracting authority** | 20 March 2023 | 13.00 |
| **5. Deadline for submission of applications** | 27 March 2023 | 16.00 |
| **6. Information of applicants on opening and administrative checks** | 14 April 2023 |  |
| **7. Information to lead applicants on the evaluation of the full applications** | 29 April 2023 | - |
| **8. Notification of award (after the eligibility check)**  | 29 April 2023 | - |
| **9. Contract signature** | 03 May 2023 | - |

# LIST OF ANNEXES

## Documents to be completed

Annex A: Grant application form (Word format)

Annex B: Budget (Excel format)

Annex C: Logical framework (Word format)

Annex D: Legal entity form

Annex E: Financial identification form

Annex G: Declaration of Honour

Annex H: Asset resources for the development of agricultural crops

\* \* \*

1. The proposed actions must combine use of agriculture land with social activities. [↑](#footnote-ref-1)
2. Social farming can be defined as a cluster of practices that use agricultural resources – both animal and plant – to create adequate environment for the disabled or socially disadvantaged and for the general public with the aim of providing jobs, encourage their social integration, or, through education and leisure activities, contribute to their relationship to the countryside and nature. Therefore, such conditions must be created within the framework of farms of farming practices where people with specific needs can take part in daily farming activities as a way of furthering their development, making progress and improving their well-being. [↑](#footnote-ref-2)