

Sub-Granting Authority: **Partners Albania for Change and Development**

Second Round
of
Open Call for Proposals

Guidelines for Applicants

C.A.U.S.E. - Confiscated Assets used for Social Experimentations Project

Budget Reference:

Grant Contract 2016/372-430

Financed by the Delegation of the European Union in Albania under the Civil Society
Facility – Civic initiative and Capacity Building component

Deadline for submission of full application:

26 February 2018 at 17:00

NOTICE

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

The instructions described in this document will help all the applicants to successfully submit their applications. You can download the Application Package at Partners Albania webpage www.partnersalbania.org or you can request for the package by sending an email to the address: grants@partnersalbania.org

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1. THE C.A.U.S.E. PROJECT SUB-GRANTING SCHEME

1.1. BACKGROUND

The Project “C.A.U.S.E. - Confiscated Assets Used for Social Experimentations” (hereafter called “The CAUSE project”), is implemented by Partners Albania for Change and Development, in partnership with Project Ahead and Comitato Don Peppe Diana and financed by the EU, through the EU Delegation in Albania, under Civil Society Facility – Civic Initiative and Capacity Building component.

The Overall Objective of the Project is to contribute to the effective and sustainable re-use of the confiscated assets from the organized crime by civil society organisations (CSOs) based on the analysis and adaption of the successful and advanced international practices in the management of the confiscated assets.

Specifically, the Project aims to create a good model of sustainable re-use of the confiscated assets from the organized crime through improvement of rules and procedures of the Agency for the Administration of Sequestered and Confiscated Assets (AAPSK), and creation of a new cohort of CSOs capable to manage confiscated assets from the organized crime for the benefits of the communities as a whole.

The Project will also contribute to educate the general public in Albania towards the positive impact of a correct management of such assets and the damages that an illegal approach has on a long term view in terms of competitiveness, employment and economic development in a way to provide also the policy makers a new development scheme and a more effective approach to manage the assets confiscated from the organized crime.

The Project is designed and implemented in compliance with the Law no. 10 192, date 3.12.2009 “For the prevention and fight from the organized crime and trafficking through preventive measures against assets” and the Decision Nr. 632, date 23.7. 2010 ‘For the determination of the evaluation criteria, method and procedures of giving in use and alienation of confiscated assets” based on the Law no. 10 192, date 3.12.2009.

The main component of the project is the sub-granting scheme to provide financial support to the non-profit organisations in Albania for the implementation of their projects based on a social enterprises model in the confiscated assets from the organized crime.

The project “*KeBuono! Social Pastry: legality, inclusion, and awareness as ingredients for a better community*” was awarded a grant in the first Call for Proposals to be implemented in the confiscated asset from the organized crime in Fier. The project will create a new model of social enterprise, giving an opportunity to the people endangered by or victims of organized crime. It will contribute to increased awareness of the local community in the fight against organized crime and its illegal activities.

The total budget allocated for this call for proposals is EUR 150,000.

The specific objective of this Call for Proposals is: Sustainable re-use of two confiscated assets from the organized crime in Lushnje and Saranda, through establishment of social enterprises by CSOs.

Based on the Directive No.4, date 8.5.2017 “For making available of the confiscated assets to the CAUSE (Confiscated Assets used for Social Experimentation) Project”, through this call for

proposals the interested CSOs can apply to implement a project supported through the sub-granting scheme of the CAUSE project, in one of the following confiscated assets from the organized crime:

1. “Land” with a surface of 470 m², garage 24 m² and stockroom 48 m² on this land, in Lushnje (“Truall” me sip. 470 m², garazh 24 m² dhe magazine 48 m² mbi këtë truall, lagjja “Çlirimi”, Lushnje).
2. “Garage” with a surface of 48.1 m² in Sarandë (“Garazh” me sip. 48.1 m², Sarandë).

More detailed information on the confiscated assets from the organized crime that will be used for the purposes of this Call for Proposals is attached as *Annex F* of these Guidelines.

The above mentioned confiscated assets from the organized crime are under the administration of the AAPSK, the state authority responsible for the administration of the sequestered and confiscated assets from the judiciary or through decisions and administrative directives according to the provisions of the Albanian legislation.

Based on the Minister of Finance Directive No.4, date 8.5.2017 “For making available of the confiscated assets to the CAUSE (Confiscated Assets used for Social Experimentation) Project”, the AAPSK will sign a Usufruct Contract with the organisations awarded a sub-grant through this Call for Proposals. The object of the Usufruct Contract will be the re-use of the confiscated asset from the organized crime by the organisation for a period of up to 5 years free of charge, with the possibility of extension of the contract, to be used for the implementation of social projects initially funded through this Call for Proposals.

1.2. SPECIFICATIONS OF THE CALL FOR PROPOSALS

Partners Albania invites all Civil Society Organisations (CSOs) whose object of activity is the social, cultural, and health rehabilitation of persons in need, especially those victims of organized crime, affected or endangered by crime and needed of protection and rehabilitation, including therapeutic centers and organisations, centers of re-training and curing users of narcotic substances, as well as centers of assistance and rehabilitation of the victims of trafficking in human beings.¹²

The current Call for Proposals seeks to support CSOs active all over Albania, but the specific area of project implementation is where the assets confiscated from the organized crime are located: **Lushnje and Saranda**.

The project proposals should be related to one of the above mentioned confiscated assets from the organized crime.

As the main goal of the CAUSE Project is the sustainable re-use of the confiscated assets from the organized crime by CSOs, through their applications, the applicants should present **models of social enterprises** as a real development engine for the areas where the assets confiscated from the organized crime are located.

The applicants should clearly indicate in the proposal the ways how they plan to ensure the

¹ LIGJ Nr. 10 192, datë 3.12.2009 PËR PARANDALIMIN DHE GODITJEN E KRIMIT TË ORGANIZUAR, TRAFIKIMIT DHE KORRUPSIONIT NËPËRMJET MASAVE PARANDALUESE KUNDËR PASURISË (Ndryshuar me ligjin nr. 24/2014)

² VENDIM Nr. 632, datë 23.7.2010 PËR PËRCAKTIMIN E KRITEREVE TË VLERËSIMIT, TË MËNYRAVE DHE TË PROCEDURAVE TË DHËNIES NË PËRDORIM E TË TJETËRSIMIT TË PASURIVE TË KONFISKUARA, NË ZBATIM TË LIGJIT NR. 10 192, DATË 3.12.2009.

sustainability of the services/products that will be developed and delivered in the confiscated asset from the organized crime, after the project implementation period and in the timeframe of the Usufruct Contract between the awarded organisation and the AAPSK (for a period of up to 5 years with the possibility of extension).

Creation of **local networks and partnerships** with different stakeholders in the targeted area, as an indicator of the sustainable re-use of the confiscated assets from the organized crime, is encouraged under this call for proposals.

1.3. FINANCIAL ALLOCATION PROVIDED BY THE SUB-GRANTING AUTHORITY

The overall indicative amount made available under this Call for Proposals is EUR 150,000. The Sub-Granting Authority reserves the right not to award all available funds.

Size of Sub-Grant: The **total project budget** (including own contributions or financial contributions from third parties) for any sub-grant requested under this Call for Proposals must fall between the following minimum and maximum amounts:

- Minimum amount: EUR 75,000
- Maximum amount: EUR 150,000

Co - funding: The Sub-Granting Authority will fund up to 95% of the **total project budget** through the CAUSE project. Each applicant should provide a minimum of 5% contribution to the project. The contribution should be only in cash, and **contributions in kind may not be treated as co-funding.**

2. RULES FOR THIS CALL FOR PROPOSALS

These guidelines set out the rules for the submission, selection and implementation of the operations financed under this Call, in conformity with the Sub Grant Management Manual to contract procedures for actions, applicable to this call for proposals.

2.1. ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

(1) The actors:

The Applicant, i.e. the entity submitting the application form; and, **Co-applicant**, if any. (2.1.1);

(2) The project:

Project for which a sub-grant may be awarded (2.1.2.);

(3) The costs:

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

2.1.1. The Eligibility of Applicants

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

- (1) Be legal person (applicant and co-applicant, if any);
- (2) Be a civil society organisation, registered as an NPO, according to the Albanian

- legislation (applicant and co-applicant, if any);
- (3) Be established and acting in the territory of Albania (applicant and co-applicant, if any);

The Applicant may act alone or in partnership with a Co-applicant. Potential Co-applicant/s must satisfy the eligibility criteria (1); (2); and (3); as applicable to the applicant himself. Their costs are eligible or not in the same way as those incurred by the lead applicant. (See the section 2.1.3. The Eligibility of Costs).

NUMBER OF SUB-GRANTS PER APPLICANT AND CO-APPLICANT

Due to the specifications of the call, where the application is related with a specific asset confiscated from the organized crime, the Sub-Granting Authority will accept the following:

- An organisation may submit up to two applications under this Call for Proposals: one as the Applicant and one as Co-applicant.
- An organisation may be awarded **two** sub-grants under this Call for proposals; one as The Applicant and one as Co-applicant.
- An organisation may not submit more than **two** applications under this Call for Proposals as Co-applicant.
- An organisation may be awarded **two** sub-grants as co-applicant under this Call for Proposals.
- An application may not have more than **one** applicant and **one** co-applicant.

2.1.2. Eligibility of Operations

Duration: The duration of the projects awarded under this call for proposals may not exceed **12 months**³.

Location: Projects will be implemented where the physical location of the confiscated assets is: Lushnje and Sarandë. (See the General Description of the Confiscated Assets in Annex F)

Types of actions: The proposed strategies should focus on delivering results against the objectives set out in section 1 and must include, but not limited to:

- Activities that support the re-use of the confiscated assets by introducing **economically sustainable social enterprises**, benefiting the target groups in the areas affected by the organized crime;
- Activities that support the social, cultural and health rehabilitation and integration of persons in need, especially those affected or endangered by crime;
- Activities related with the establishment and operation of therapeutic centers and organisations, centers of re-training and curing, users of narcotic substances, as well as centers of assistance and rehabilitation of the victims of trafficking in human being;
- Activities that promote the community mobilization and citizens' actions against organized crime;
- Other activities that guarantee the sustainable re-use of the confiscated assets in line with the activities that benefit target groups affected or endangered by the organized crime.

³ The project funded through the CAUSE Project Sub-granting Scheme should be maximum 12 months, while the Usufruct Contract between the awarded organization and the AAPSK will be for a longer period, up to 5 years.

Non-eligible actions: The following types of operation are ineligible for this financial support:

- Only infrastructure reconstruction and/or purchase of equipment;
- 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;
- Actions addressing issues only or mainly of community awareness and/or advocacy campaigns;
- Projects which consist entirely, or in most part, of preparatory works or studies;
- Projects supporting political parties or illegal activities, and religious activities;
- Core funding of the applicants or (where relevant) its partners;
- Deficit funding and capital endowments;
- Financial subventions to other organisations;
- Purchase of land, building and offices;
- Retroactive financing for projects that are already in implementation or completed;
- Actions taking place outside Albania;
- Humanitarian activities.

Financial support to third parties: Under this call, applicants may not provide financial support / sub-grants to other third parties.

Contract award procedures: Where implementation of the project requires awarding of a procurement contract, 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 conducted by the Sub-Granting Authority.

Visibility: The Applicants must take all necessary steps to publicize the fact that the European Union is funding the action through the CAUSE project. 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.

Applicants must comply with the objectives and priorities and guarantee the visibility of the EU financing (see the Communication and Visibility Manual for EU external actions specified and published by the European Commission at:

https://ec.europa.eu/europeaid/sites/devco/files/communication_and_visibility_manual_en_0.pdf

2.2. 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 presented is considered both a cost estimate and a ceiling for 'eligible costs'.

The reimbursement of eligible costs may be based on the agreed budget specified in units and unit costs.

In Annex B, the Budget Proposal Form, in the second column of worksheet no.2, "Justification of the estimated costs" per each of the corresponding budget item or heading the applicant must:

- Describe the information and methods used to establish the amounts of unit costs, lump sums and/or flat-rates, to which costs they refer, etc.
- Clearly explain the formulas for calculation of the final eligible amount⁴.

At contracting phase, the Sub-Granting Authority decides whether to accept the proposed amounts or rates on the basis of the provisional budget submitted by the applicant, by analyzing factual data of grants carried out by the applicant or of similar projects.

Recommendations to award a sub-grant are always subject to the condition that the checks preceding the signing of the 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 Sub-Granting Authority to impose modifications or reductions to address such mistakes or inaccuracies. It is not possible to increase the sub-grant or the percentage of the funding by the Sub-granting Authority as a result of these corrections.

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

Eligible costs:

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

- they are incurred during the implementation of the Project
 - 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.
- they are indicated in the estimated overall budget for the Project;
- they are necessary for the implementation of the Project (including reconstruction costs for the infrastructure rehabilitation of the confiscated assets and purchase of equipment);
- 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;
- they are reasonable, justified and comply with the requirements of sound financial management, in particular regarding economy and efficiency.
- **Value Added Tax (VAT)** is considered as an **eligible** cost under this Call for Proposals.

Cost share. Should be only in cash, and **contributions in kind may not be treated as co-funding**⁵. However, if the description of the action as proposed includes contributions in kind, the

⁴Examples: - for staff costs: number of hours or days of work * hourly or daily rate pre-set according to the category of personnel concerned - for travel expenses: distance in km * pre-set cost of transport per km; number of days * daily allowance pre-set according to the country; - for specific costs arising from the organization of an event: number of participants at the event * pre-set total cost per participant etc.

⁵ 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 have to be made.

Ineligible costs. The following costs are not eligible:

- customs and import duties, or any other charges;
- purchase, rent or leasing of land and existing buildings, unless the offices have to be rented explicitly to allow for the implementation of the operation (to be demonstrated by the applicant);
- fines, financial penalties and expenses of litigation;
- second-hand equipment;
- bank charges (other than bank account maintenance cost), costs of guarantees and similar charges;
- conversion costs, charges and exchange losses associated with any of the component specific euro accounts, as well as other purely financial expenses;
- contribution in kind;
- any leasing costs;
- depreciation costs;
- debts and debt service charges;
- provisions for losses or potential future liabilities;
- debts and debt service charges (interest);
- costs declared by the beneficiary and covered by another action or work program;
- credit to third parties.
- taxes, except for the VAT, unless the following conditions are fulfilled: a) they are not recoverable by any means; b) it is established that they are borne by the final beneficiary and c) they are clearly identified in the project proposal.

(Note: Personal Income Tax for employees is considered eligible cost under this call for proposals)

2.3. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

Application forms

The Application package must be submitted in accordance with the instructions provided in this Call for Proposals. Applications must be submitted in accordance with the instructions on the application form in the Grant Application Form annexed to these Guidelines (Annex A).

Applicants must prepare and submit their applications in **English language**.

Any error or major discrepancy related to the points listed in the instructions on the application form (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 Sub-Granting Authority from conducting an objective assessment.

Hand-written applications will not be accepted.

The project proposal should be prepared following closely the application guidelines and the published formats (the application form; budget; logical framework, etc.). It is therefore of utmost importance that these documents contain ALL the relevant information concerning the operation.

Supporting Documents

The Supporting Documents submitted with the application (**applicant and co-applicant, if any**) should include:

- Court decision/registration (copy);
- Certificate of Registration released from the court with the latest updates, no older than 3 months (Original);
- Statute and the Establishment Act of the organisation (Copy);
- Tax Office registration (NIPT) (Copy);
- Certificate of tax payment obligations (no debt) (Original);
- Latest two (2) Financial Statements of the organisation (Copy);
- Document issued by the Court and the Prosecution certifying that the organisation has no pending cases, no older than 3 months (Original)

Where and how to send Applications

Applications must be submitted in **one** original and **two** copies in A4 size, each bound and enclosed in separate envelopes where the name of the applicant organisation, the title of the project proposal, and specifically “Original” and/or “Copy” is written.

The complete application form (full application form), budget and logical framework must also be supplied in electronic format (CD-Rom) in a separate and single file (i.e. the application form must not be split into several different files). The electronic file must contain **exactly the same** application/documentation delivered as the paper version enclosed.

The Checklist for the Grant Application Form (Section 15 of the grant application form) and the Declaration by the Applicant and The Co-Applicant Mandate, if any (Section 16 and 17 of the grant application form) must be completed and stapled separately and enclosed in the envelope.

The outer envelope must bear:

- the reference number of the call for proposal (2016/372-430)
- the name of the applicant organisation
- the title of the submitted Proposal
- address of the applicant
- the words ‘Not to be opened before the opening session’.

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

Postal address:

Partnerët Shqipëri për Ndryshim dhe Zhvillim
 Rruga: Sulejman Delvina, NR 18, H.8, Ap.12,
 Njësia Bashkiake 5, Kodi Postar 1022,
 Tiranë, Shqipëri

Address for hand delivery or by private courier service is the same as Postal address.

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 of the Grant Application Form. Incomplete applications will be rejected.

Deadline for submission of Applications

The deadline for the submission of applications is **26 February 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 **17:00 hrs local time** as evidenced by the signed and dated receipt.

Any application submitted after the deadline will automatically be rejected.

Further information about Applications

Questions may be sent by e-mail **no later than 15 days before the deadline** for the submission of applications to the below address, indicating clearly the reference of the Call for Proposals:

Email address: grants@partnersalbania.org

Partners Albania as the Sub-Granting Authority has no obligation to provide clarifications to questions received after this date.

Answers will be given no later than **10 days before the deadline** for the submission of applications. To ensure equal treatment of applicants, Partners Albania cannot give a prior opinion on the eligibility of applicants, an operation or specific activities.

Questions that may be relevant to other applicants, together with the answers, will be published on PA website: www.partnersalbania.org. It is therefore advisable to consult the above mentioned website regularly in order to be informed about the questions and answers published.

2.4. EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by the CAUSE Project Coordination Team and the Sub-Granting Evaluation Committee.

All actions submitted by applicants will be assessed according to the following steps and criteria.

STEP 1: OPENING & ADMINISTRATIVE CHECKS

The following will be assessed:

- Compliance with the submission **DEADLINE**. If the deadline has not been met, the application will automatically be rejected.
- The Grant Application Form satisfies all the criteria specified in eligibility criteria list.

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 following questions must be YES in order to make the project eligible for further assessment - Intensive Assessment based on scores and specific weights.

Administrative Criteria:	Yes	No	Comments
1. The proposal is submitted within the deadline			
2. The application forms published in the guidelines for this call for proposals have been used			
3. The proposal is typed			
4. The proposal is in English			
5. One original and two copies of the documents			

are included			
6. A CD is enclosed containing the same information as the written application			
Eligibility Criteria:	Yes	No	Comments
1. Applicants' eligibility (applicant and co-applicant, if any): <ul style="list-style-type: none"> - Court decision/registration (copy); - Certificate of Registration released from the court with the latest updates, no older than 3 months (Original); - Statute and the Establishment Act of the organisation (Copy); - Tax Office registration (NIPT) (Copy); - Certificate of tax payment obligations (no debt) (Original); - Latest two (2) Financial Statements of the organisation (Copy); - Document issued by the Court and the Prosecution certifying that the organisation has no pending cases, no older than 3 months (Original) - Legal Entity Form (Original); - Financial Identification Form (Original). 			
2. Location of the action: The project proposed will be implemented in one of the targeted confiscated assets from the organized crime			
3. Co-financing Fund: The applicant has included a minimum of 5% of the total project budget as its own contribution or financial contributions from third parties			
4. Range of project budget: The total project budget is within the required limits (minimum EUR 75,000 and maximum EUR 150,000)			
5. Project duration: Maximum 12 months			
6. The Applicant has not presented more than two applications (one as The Applicant and one as Co-Applicant). The Co-Applicant (if any) has not presented more than two applications as Co-Applicant.			

After the evaluation of eligibility, Partners Albania will send letters to all applicants, indicating whether their application was submitted by the deadline, whether the eligibility was evaluated, and the results of that evaluation. The Sub-Granting Evaluation Committee will then proceed with the applicants whose proposals have been pre-selected.

STEP 2: EVALUATION OF THE FULL APPLICATION

The quality of the applications, including the proposed budget and the capacity of the applicants, will be evaluated using the intensive evaluation criteria in the evaluation grid below. There are two types of evaluation criteria: selection and award criteria.

The selection criteria help to evaluate the 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.

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.

SECTION	MAXIMUM SCORE
1. RELEVANCE	20
1.1. How relevant is the proposal to the objectives and specifications of the Call for Proposals?	5x2*
1.2. How relevant is the proposal to the needs and constraints of the target region and those involved (target-groups and beneficiaries)? Have their needs been clearly defined and does the proposal address them appropriately?	5x2*
2. Financial and operation capacity of the applicant and co-applicant (if any) to implement the project proposal	20
2.1. Does the Applicant have sufficient proven experience in the management of similar types of actions proposed?	5
2.2. Does the Applicant have sufficient experience and capacities in the management of projects of comparable grant size?	5
2.3. Does the staff proposed have sufficient technical expertise and capacities to implement the project?	5
2.4. Does the Applicant have operational systems in place (administrative and financial rules and procedures) that support the successful management of the project?	5
3. Effectiveness and feasibility of the action	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?	5

3.3. Does the proposal contain objectively verifiable indicators for the outcomes of the project?	5
3.4. Does the project promote the involvement, contribution, and participation of different local stakeholders in the re-use of the confiscated asset from the organized crime at a satisfactory level?	5
3.5 Does the project have a clear and relevant visibility that enables the promotion and replication of the model in other confiscated assets from the organized crime?	5
4. Sustainability of the project	25
4.1. Is the project likely to have a tangible impact on its target-groups and beneficiaries (<i>does the project impact positively the involved area and the local community and this impact is clearly described and measured</i>)?	5
4.2. Are the expected results of the proposed project financially sustainable? (<i>how will the activities be self-financed and/or financed after the funding ends?</i>)	5x2*
4.3. Are the expected results of the project institutionally sustainable? (<i>will the structures 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?</i>)	5
4.4. Are the activities proposed for the sustainability of the project realistic and coherent?	5
5. Budget and cost-effectiveness of the action	10
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
MAXIMUM TOTAL SCORE	100

*these scores are multiplied by 2 because of their importance

Note on section 2. Financial and operational capacity

If the total score for section 2 is less than 12 points, the application will be rejected. If the score for at least one of the subsections under section 2 is 1, the application will also be rejected.

Provisional selection

After the evaluation, two tables (one table for each confiscated asset) will be drawn up listing the applications ranked according to their score and within the limits of the funds available. The highest scoring applications will be provisionally selected under each table. In addition, a reserve list for each confiscated asset will be drawn up following the same criteria to be used if during the Verification of the Eligibility of the Applicants and Co-applicants there are noticed missing supporting document or any incoherence between the Declaration by the applicant and the supporting documents.

STEP 3: VERIFICATION OF THE ELIGIBILITY OF THE APPLICANTS AND CO-APPLICANTS (IF ANY)

The eligibility verification, based on the supporting documents requested by the Sub-granting Authority (see Section 2.2.2) will only be performed for the applications that have been provisionally selected according to their score and within the available CAUSE Project sub-

granting fund.

The Declaration by the Applicant (Section 16 of the grant application form) will be crosschecked with the supporting documents provided by the applicant and the co-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 and the action 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 financial envelope.

STEP 4: NOTIFICATION ON THE SUB-GRANTING AUTHORITY DECISION

The applicants will be informed in written of the Sub-Granting Authority's decision concerning their application and, if rejected, the reasons for the negative decision. This letter will be sent by e-mail.

An applicant believing that it has been harmed by an error or irregularity during the award process may lodge a complaint within *5 (five) working days* from the day when the rejection letter/email has been received. The sub-granting Evaluation Committee will consider the complaints. The complaints will be answered within *5 (five) working days* from the receipt of the 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 points of negotiation should in no way change the substantial part of the proposed action, but rather to be in line with the administrative/financial/HR/programmatic rules of the EU and of the Sub-Granting Authority.

2. Signing of the Usufruct Contract with the Agency for the Administration of the Sequestered and Confiscated Assets (AAPSK).

Prior to signing the contract with the Sub-Granting Authority, the selected applicants will sign a Usufruct Contract with the AAPSK for the re-use of the confiscated asset free of charge for a period of up to 5 years. The signing of the Usufruct Contract will be facilitated by the Sub-Granting Authority and is based on the Minister of Finance Directive No.4, date 8.5.2017 "For making available of the confiscated assets to the CAUSE (Confiscated Assets Used for Social Experimentation) Project".

Upon finalization of the above points, the sub-granting contract will be signed between the relevant applicant and the Sub-Granting Authority.

3. INDICATIVE TIMETABLE OF THE PROCESS

	DATE	TIME
Official Public Launch of the Call for Proposals	23 January 2018	-
Information sessions:		
Hotel Classic (Ish hotel Diplomat I) Tiranë	30 January 2018	09:00 – 10:30
Hotel Classic (Ish hotel Diplomat I) Tiranë	6 February 2018	09:00 – 10:30
On-line information session	7 February 2018	11:00 – 12:30
Deadline for requesting any clarifications from the Sub-granting Authority	11 February 2018	17:00
Last date on which clarifications are issued by the Sub-Granting Authority	16 February 2018	17:00
Deadline for submission of Applications	26 February 2018	17:00
Information of applicants on opening, administrative checks	2 March 2018	-
Information of applicants on the evaluation of the full application	12 March 2018	-
Notification of award (after the eligibility check)	15 March 2018	-
Contract signature	1 April 2018	-

4. LIST OF ANNEXES

DOCUMENTS TO BE COMPLETED

- Annex A: Grant Application Form (Word Format)
- Annex B: Budget Proposal Form (Excel Format)
- Annex C: Logical Framework Form
- Annex D: Legal Entity Sheet
- Annex E: Financial Identification Form

DOCUMENTS FOR INFORMATION

Annex F: Description of the Confiscated Assets from the Organized Crime (Përshkrimi i pasurive të konfiskuara nga krimi i organizuar)

- “Truall” me sip. 470 m2, garazh 24 m2 dhe magazine 48 m2 mbi këtë truall, lagja “Clirimi”, Lushnje.
- “Garazh” me sip. 48.1 m2 në Sarandë

Annex G: Analysis of the International Best Practices on the Re-Use of the Confiscated Assets by CSOs

Annex H: Practical examples of the reuse of confiscated assets