

# The Multi-Educational Programme for Employment Promotion in Migration-Affected Areas (MEPEP)



T05-EUTF-NOA-EG-01-06 (T05.255) – CFP05.2021

GUIDELINES FOR GRANT APPLICANTS

*September, 15<sup>th</sup> 2021*



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# MEPEP – GUIDELINES FOR GRANT APPLICANTS

## Welcome to the informative session for the GUIDELINES FOR GRANT APPLICANTS

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# MEPEP – GUIDELINES FOR GRANT APPLICANTS

## AGENDA

13:00: 13:05	Greetings includes: <ul style="list-style-type: none"><li>- <i>Organization of the session;</i></li><li>- <i>Agenda</i></li></ul>	Mr. Moustafa Kamel (Facilitator)
13:05: 13:15	Welcome note & Backgrounds includes <ul style="list-style-type: none"><li>- <i>Brief about AICS</i></li><li>- <i>EUTF fund and MEPEP Programme (overall objectives and specific objectives)</i></li><li>- <i>Grant definition and basic rules for grant contracts</i></li></ul>	Dr. Vladimiro Buso (International Programme Technical Coordinator)
13:15: 13:35	Scope of Work of the grant subject the info session includes: <ul style="list-style-type: none"><li>- <i>Priorities of this call for proposal</i></li><li>- <i>Financial allocation</i></li><li>- <i>Percentage of eligible cost (EU contribution)</i></li><li>- <i>Eligible Actions (Duration-Sectors-Location-types of action-types of activities)</i></li><li>- <i>Eligibility Criteria for/of (applicants-co applicants-affiliated entities- associates)</i></li></ul>	

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# MEPEP – GUIDELINES FOR GRANT APPLICANTS

## AGENDA

13:35: 13:50

Administrative procedures and how to apply includes:

- *Number of applications and grant per applicants/affiliated entities*
- *Eligibility of costs (eligible direct cost - contingency reserve - indirect costs - ineligible costs)*
- *Concept note content (where and how to send concept notes, deadline for submission of concept notes)*
- *Further information about concept notes*
- *Evaluation and selection of applications (concept note) (opening and administrative check – technical evaluation grid*
- *Indicative timetable*

Mr. Mohamed Gaafar (Administrative and Financial officer of the programme)

13:50: 14:10

Questions and answers

Open discussion

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## Italian Agency for Development Cooperation (AICS)

- AICS (Agenzia Italiana per la Cooperazione allo Sviluppo) – the Italian Agency for Development Cooperation – has been operative from the end of 1800 and to date is one of key innovations established by the Italian law on international cooperation.
- In its last form, the Agency began operating in January 2016, with the aim of aligning Italy with its principal European and global partners in the endeavor of development.
- The Agency headquarters are in Rome, with a branch office in Florence (Italy), while abroad it counts 20 field offices worldwide.
- The International Cooperation is not only “an integral and qualifying aspect of Italy’s foreign policy”, but also its fulfillment.
- For more information about AICS – Cairo please visit the link: <https://ilcairo.aics.gov.it/>

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# MEPEP – GUIDELINES FOR GRANT APPLICANTS

## Background of the Programme

The Multi-Educational Programme for Employment Promotion in Migration-affected Areas (MEPEP) falls under the scope of the “Enhancing the Response to Migration Challenges in Egypt Programme (ERMCE, Ref. T05-EUTF-NOA-EG-01) which is funded by the European Union Emergency Trust Fund for stability and addressing the root causes of irregular migration and displaced persons in Africa (i.e. “Trust Fund” or “EUTF”, Egypt 2017)

The MEPEP is aligned to the Operational framework of the EU TF North Africa Window (EUTF NAW), namely to its Priority Action 4 (i.e. “tackling the drivers of irregular migration”) and its Strategic Objective 4 (i.e. “to foster more inclusive social and economic environment and stability in the region”). It is linked to the Specific Objective 2 of the ERMCE action fiche (Ref. T05-EUTF-NOA-EG-01), i.e. “to address the root causes of irregular migration”

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## Background of the Programme

<b>Objective</b>	It aims at addressing the current irregular migration trend of vulnerable young people from Egypt to other countries by improving the quality of the Technical and Vocational Education and Training (TVET) system in Egypt by enhancing advanced knowledge and skills to better respond to the labor market skills, and therefore increase youth employability and the Egyptian economy at large
<b>Funds</b>	“Enhancing the Response to Migration Challenges in Egypt (ERMCE)” Programme funded by (within) the European Union Emergency Trust Fund for stability and addressing the root causes of irregular migration and displaced persons in Africa (EUTF)
<b>Location</b>	Sharkeya Governorate
<b>Time Frame</b>	36 months
<b>Budget</b>	6 million Euros
<b>Final Beneficiaries</b>	Female and male young students and graduates, adult learners (employed and unemployed), employers and the Egyptian society at large included non-Egyptians

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## Objectives of this Call for Proposal

### Objectives

The specific objective(s) of this call for proposals is/are: with a maximum planned 30 months duration are:

- to Fostering more inclusive social and economic environment and stability in the region (in line with the European Union Trust Fund - North of Africa Window), by fostering employment and income generation through TVET (Technical and Vocational Education and Training) enhancement
- Improving the TVET system quality in the industrial field respectively in terms of teaching methodologies for teachers and trainers and skills acquisition for students and promoting job placement and creating synergies with the industrial stakeholders at the national and local level
- Enhancing economic and equal opportunities, in particular for vulnerable groups by improving the physical and technical infrastructure and the physical and technical equipment of the Technical and Vocational Education and Training system in Egypt. The 10th of Ramadan Vocational Training Centre belonging to Ministry of Trade and Industry's Productivity and Vocational Training Department is the target of the activities of the Programme

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## What is a GRANT

A grant is a financial donation/non-commercial payment by the contracting authority from the general budget of the European Union or the European Development Fund (EDF) given to a specific grant beneficiary to finance:

- either an action intended to help achieve a European Union policy objective (action grant);
- or the operation (i.e. the running costs) of an entity that pursues an aim of general European Union interest and supports a European Union policy (operating grant);

The body(ies) signing a grant contract is known as the grant beneficiary(ies) and should not be confused with the partner country, the final beneficiary of the operation nor with the target group.



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## What is a GRANT

**Object:** proposal from an applicant to contribute to the achievement of a policy objective through:

- a project (i.e. an action grant);
- or the functioning cost of the applicant (i.e. an operating grant)

**Owner of Results:** Grant beneficiary

**Financial contribution:** The union finances a part of the costs, which are eligible for union-financing. The grant beneficiary (or another donor) finance the other part.

**Profit:** Not allowed

- For more information regarding the Basic rules for grant contracts follow the following link:  
<https://wikis.ec.europa.eu/display/ExactExternalWiki/6.+Grants>

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## The priority(ies) of this call for proposals

Priority(ies) of this call for proposals are: the provision of specific technical training related to the industrial fields, giving priorities to, among others, the beside cross-cutting issues



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## The priority(ies) of this call for proposals



- **Environment:** relations with actors operating in the renewable energies field and waste management sector should be established, along with the promotion of training related to the installation and maintenance of renewable energies-based systems.
- **Gender:** specific measures should be adopted to promote young and adult women's involvement in the programme; priority will for instance be given to women who have been unemployed for a long time, and young graduates. The trainings could focus on women's interests, needs and attitudes, with a view to promote empowerment while respecting socio-cultural norms. By the end of the project, at least 20% of the total beneficiaries shall be women.

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## The priority(ies) of this call for proposals



**Physical Disability:** specific measures should be envisaged to involve persons with disabilities among the beneficiaries, such one-to-one coaching and personal development plans in order to find a job that matches with their profiles, needs and potentials. A Job Placement Office (JPO) could also advocate with employers towards smooth recruitment processes.

**Ownership:** the engagement of the responsible authorities and ministries should be strengthened in terms of involvement in the decision-making process and at the monitoring level. In addition, the links between the applicant and the MoTI shall be reinforced to the extent that, at the programme conclusion, the VTC management, along with its purchased equipment, shall be handed over to the MoTI as the main beneficiary of the programme and it shall continue to be a meaningful and high quality pool for skills-development. Moreover, the vocational trainings should be provided by Egyptian experts so that the trainees' motivation and commitment increase.

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## The priority(ies) of this call for proposals



**Inclusion and non-discrimination:** all young people could benefit from equal rights and gender imbalances should be tackled on the labour market. Participation is central to the Programme's design: young people and their communities should be engaged in the decision-making process throughout the planned and future development and upgrading of the training curricula. Surveys should be conducted within to detect students' and trainers' satisfactions and needs.

**Cooperation with the private sectors:** (companies, business associations, business angels, ...) The MoTI and the MoETE will ensure the active links and participation with the private sector representatives.

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## Financial allocation provided by the Contracting Authority

- **Minimum grant amount: EUR 2,000,000.00**
- **Maximum grant amount: EUR 2,300,000.00**

Any grant requested under this call for proposals must fall between the following minimum and maximum percentages of total eligible costs of the action:

- **Minimum percentage: 75% of the total eligible costs of the action.**
- **Maximum percentage: 90% of the total eligible costs of the action**

(for more information, please refer to Section 2.1.5 of the guidelines for this call of proposals).

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# MEPEP – GUIDELINES FOR GRANT APPLICANTS

## Eligible actions

### Duration

The initial planned duration of an action may not be lower than 18 months nor exceed 20 months  
*(extendable subject to the extension of the Programme)*

### Sectors or themes

The sectors of intervention relate to the industrial fields of the Technical and Vocational Education and Training system in Egypt and are at least but not exhaustive, Welding, Electronics and Electro-technics, Computer Aided Drafting and Design, PLC, Mechatronics, Automotive, Tailoring, Mechanics, Refrigeration, Secretary, Safety and First Aid, and Green Energy.

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## Eligible actions

### Location

Egypt, specifically at the applicants' premises or in another location that the applicants must indicate in the proposal where a Training Centre for Teachers and Trainers (TCTT) will be established and at the 10th of Ramadan Training Centre belonging to MoTI's Productivity and Vocational Training Department and the neighbouring Industrial Areas, mainly the 10th of Ramadan Industrial Area in Sharkeya Governorate

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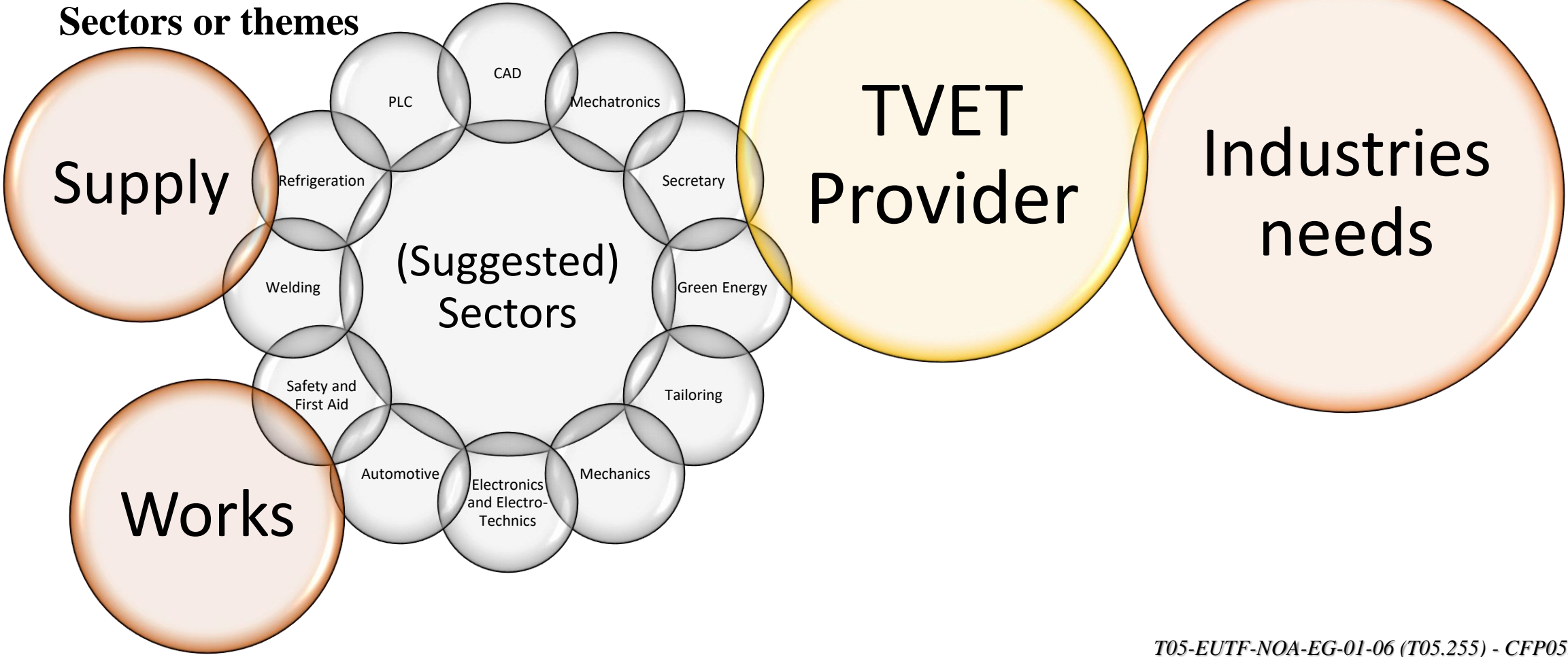


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# MEPEP – GUIDELINES FOR GRANT APPLICANTS

Eligible actions



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## Eligible actions

### Types of actions

- that which allows the acquisition, by trainers and students, of the necessary skills to adapt their own training path to the market trends;
- that which improves the skills of trainers and students under a job prospective, to support lifelong learning thus also reducing the tendencies to migration;
- that which facilitates internship and job placement opportunities and allow the training centres to provide updated courses thanks to a continuous monitoring of market trends and thanks to a long-lasting link with the private sector;
- others provided that they are consistent with the objectives set out in Section 1.2 of the Guidelines

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## Eligible actions

### 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;
- microfinance/microcredit or any financial lending activities;
- actions including commercial activities.
- actions which are ideologically biased or partisan in nature

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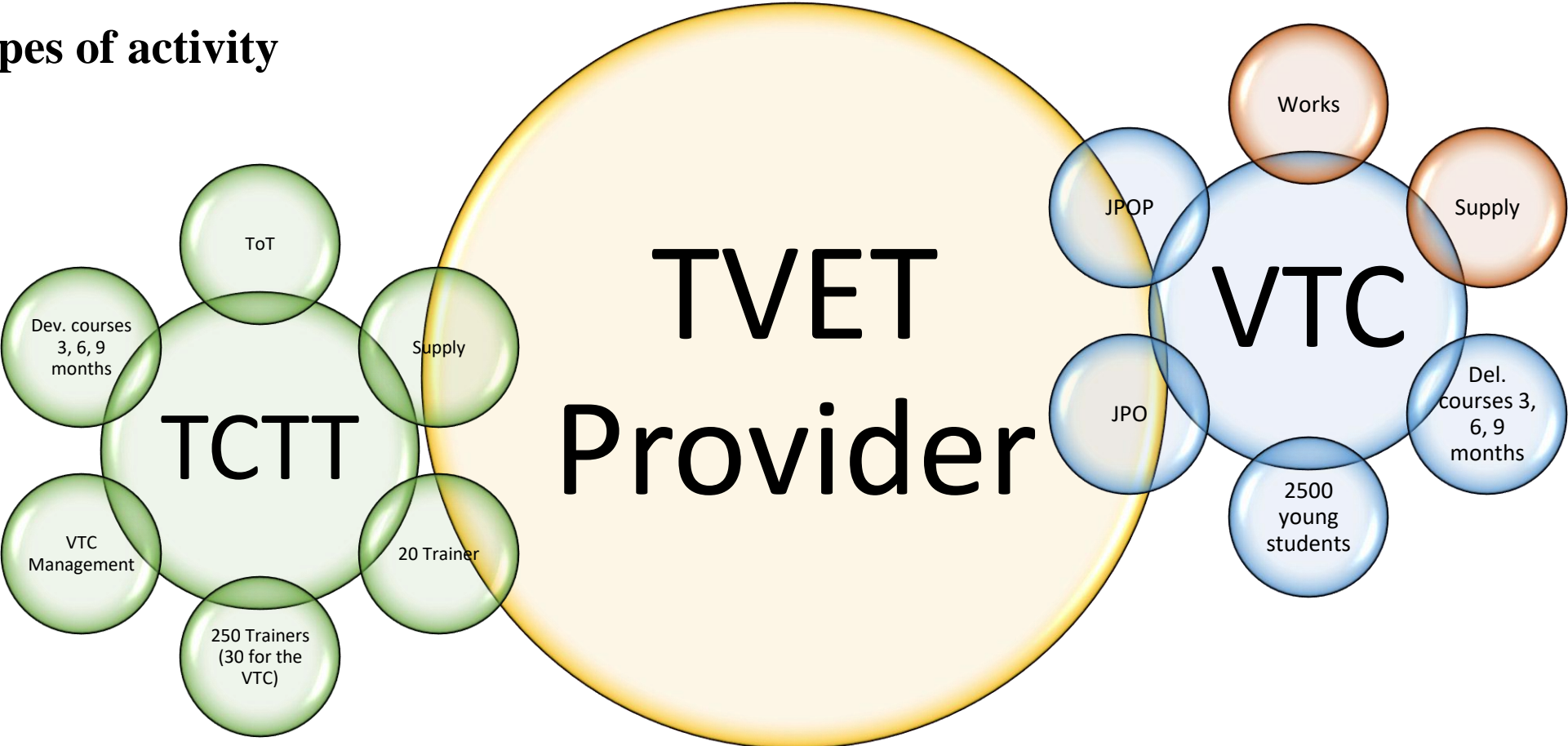
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# MEPEP – GUIDELINES FOR GRANT APPLICANTS

Eligible actions

Types of activity



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## Eligible actions

### Types of activity

The activities that the applicant shall implement at the TCTT indicated are at least but not limited to:

- Eventual acquisition and installation of any necessary machinery equipment and multimedia laboratories needed to host a Training Centre for Teachers and Trainers to carry out the Training of Trainers (ToT).
- Selection of at least 20 trainers holding different professional and vocational backgrounds (e.g. electronics, welding, automation, sewing, etc.) and delivery of Training of Trainers (ToTs) courses within the TCTT.
- Development of a selected number of ToT competence-based training courses in the identified sectors and in the relevant subsectors.
- Delivery – within the TCTT – of the developed curricula to at least 250 trainers and teachers from existing TVET Centres and technical schools in the identified sectors

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## Eligible actions

- Appointment and delivery of trainings to a VTC management (needed to administer the newly established VTC) staff.

The activities that the applicant shall implement at the VTC in 10th of Ramadan, Sharkeya Governorate are at least but not limited to:

- Development of training courses for students from 3 to up to 9 months duration. The subjects will be identified based on the 12 TVET sectors and the ToT competence-based trainings.
- Delivery of training courses to at least 2500 young students - selected by the TVET Provider from 3 to up to 9 months duration. The students will be selected by the TVET Provider in close coordination with the MoTI and MoETE that will provide with technical advice.

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## Eligible actions

The activities that the applicant shall implement to boost employment opportunities are at least but not limited to:

- Establishment of a Job Placement Office (JPO), within the VTC, to guide students in identifying job opportunities in the 10th of Ramadan industrial area supported by the creation of a Job Placement Online Platform (JPOP).
- Delivery of tailor-made training to at least six dedicated personnel responsible for the JPO, of which three will be nominated by the MoETE and three by the MoTI.
- Establishment and launch of the online platform (JPOP) through a web-based application followed by its promotion at both the national and local levels.
- Follow-up meetings regarding office and platform results in terms of identified internships and job opportunities, on-the-job trainings, trainees' satisfaction assessment.

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## Eligible actions

- Organization of at least three visibility events, such as job fairs and open days, to enhance the platform's visibility and the role of its members among local and international market actors.
- Definition of Memorandum of Understanding (MoU) between the JPO (to be facilitated by the TVET Provider and the PMU) and at least 10 market actors identified through the direct contact with the local Federation of Industries and on demand of interested companies regarding the opportunity to host internships and hands-on training for graduates and students.

Additionally, the applicants could also provide for the inclusion of possible innovative training modalities thus also considering Covid 19 pandemic consequences.

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# MEPEP – GUIDELINES FOR GRANT APPLICANTS

## Eligibility criteria

### Lead applicant

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

- be a legal person and
- be non-profit-making and
- be a specific type of organisation such as: non-governmental organisation, public sector operator, local authority, international (inter-governmental) organisation as defined by Article 156 of the EU Financial Regulation. Private sector operator recognised by the competent Egyptian authorities as body entrusted with a public task are also eligible and

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# MEPEP – GUIDELINES FOR GRANT APPLICANTS

## Eligibility criteria

- be established in a Member State of the European Union or in a eligible country or territory as defined under the Regulation (EU) no 236/2014 establishing common rules and procedures for the implementation of the Union's instruments for external action (CIR) for the applicable instrument under which the contract is financed (see also the additional information about the contract notice). Participation is also open to international organisations. This obligation does not apply to international organisations. And
- be directly responsible for the preparation and management of the action with the co-applicant(s) and affiliated entity(ies), not acting as an intermediary and
- **be operational for TVET purposes (either directly or through a co-applicant/affiliated entity) in Egypt from at least three (3) years prior to the publication of the Call for Proposals.**

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## Eligibility criteria

- For applicants categorised as NGOs (non-governmental organisations): be registered with the Ministry of Social Solidarity (MOSS) at least six (6) months prior to publication of the Call for Proposals.
- For applicants categorized as public sector operator, private sector entrusted with a public task and local authority: be legally entitled to implement the proposed action as shown in the articles of association/statute.
- For applicants categorised as governmental organisations: be legally independent.
- For applicants categorised as international (inter-governmental): be in the position to work in Egypt.

## 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.

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## Eligibility criteria

### Affiliated entities

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

### Associates

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

### Contractors

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

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# MEPEP – GUIDELINES FOR GRANT APPLICANTS

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## MEPEP – GUIDELINES FOR GRANT APPLICANTS

### NUMBER OF APPLICATIONS AND GRANTS PER APPLICANTS / AFFILIATED ENTITIES

#### Number of applications and grants per applicants / affiliated entities

- The lead applicant may not submit more than one (1) application under this call for proposals.
- The lead applicant may not be awarded more than one (1) 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 one (1) application under this call for proposals.
- The co-applicant/affiliated entity may not be awarded more than one (1) grant under this call for proposals.

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## ELIGIBILITY OF COSTS

### 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 may be based on any or a combination of the following forms:

- actual costs incurred by the beneficiary(ies) and affiliated entity(ies);
- one or more simplified cost options, which may take the form of: unit cost, lump sum or flat-rate financing

Recommendations to award a grant are always subject to the condition that the checks preceding the signing of the grant contract.

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

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## ELIGIBILITY OF COSTS

### Eligible direct costs:

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

Salary costs of the personnel of national administrations may be eligible to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the action were not undertaken.

### Contingency reserve

The budget may include a contingency reserve not exceeding 5 % of the estimated direct eligible costs. It can only be used with the prior written authorisation of the contracting authority.

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## Eligibility of costs

### 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 5 % of the estimated total eligible direct costs**. Indirect costs are eligible provided that they do not include costs assigned to another budget heading in the standard grant contract. The lead applicant may be asked to justify the percentage requested before the grant contract is signed. However, once the flat rate has been fixed in the special conditions of the grant contract, no supporting documents need to be provided.

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

Please also verify the ineligible costs in the appropriate section of the Guidelines

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## CONCEPT NOTE CONTENT

### HOW TO APPLY AND THE PROCEDURES TO FOLLOW:

Information in PADOR will not be drawn upon in the present call.

#### Concept note content

1. In the concept note, lead applicants must only provide an estimate of the requested EU contribution as well as an indicative percentage of that contribution in relation to the eligible costs of the action. A detailed budget is to be submitted only by the lead applicants invited to submit a full application in the second phase.
2. The elements outlined in the concept note may not be modified in the full application. The EU contribution may not vary from the initial estimate by more than 20 %. Lead applicants are free to adapt the percentage of co-financing required within the minimum and maximum amount and percentages of co-financing, as laid down in Section 1.3 of the Guidelines

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## CONCEPT NOTE CONTENT

3. Only the concept note form will be evaluated. It is therefore of utmost importance that this document.

Any error or major discrepancy related to the concept note instructions may lead to the rejection of the concept note.

Clarifications will only be requested when information provided is not sufficient to conduct an objective assessment.

Hand-written concept notes will not be accepted.

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## CONCEPT NOTE CONTENT

### Where and how to send concept notes:

The concept note together with its relating checklist and declaration by the lead applicant (to be found in Part A Sections 2 and 3 of the grant application form) must be submitted in one original and 2 copies in A4size, each bound.

An electronic version of the concept note must also be submitted. A CD-Rom or USB sticks with the concept note in electronic format will be included, along with the paper version, in a sealed envelope as described below.

The electronic file must contain **exactly the same** application as the paper version enclosed.

The envelope must bear the reference number and the title of the call for proposals, together with the full name and address of the lead applicant, and the words ‘Not to be opened before the opening session’ and لا يجوز فتح المظاريف قبل جلسة الفتح

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# **MEPEP – GUIDELINES FOR GRANT APPLICANTS**

## **CONCEPT NOTE CONTENT**

Concept notes 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) to the address below:

**The Italian Agency for Development Cooperation (AICS) –Cairo office,  
MEPEP Programme,  
26th floor, 1081, Corniche El-Nil, Garden City,  
Cairo – Egypt**

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

**Lead applicants must verify that their concept note is complete using the checklist for concept note (Part A Section 2 of the grant application form). Incomplete concept notes may be rejected.**

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# MEPEP – GUIDELINES FOR GRANT APPLICANTS

## EVALUATION AND SELECTION OF APPLICATIONS

### Deadline for submission of concept notes

The deadline for the submission of concept notes is **October 17<sup>th</sup>, 2021 – 16:00** Cairo Local time 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 October 17<sup>th</sup>, 2021 – 16:00 Cairo Local time, as evidenced by the signed and dated receipt. Any concept note submitted after the deadline will be rejected.

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# MEPEP – GUIDELINES FOR GRANT APPLICANTS

## FURTHER INFORMATION ABOUT CONCEPT NOTES

### Further information about concept notes

Questions may be sent by e-mail no later than September 26<sup>th</sup>, 2021 – 17:00 Cairo Local time to the address(es) below, indicating clearly the reference of the call for proposals:

E-mail address: [procurement.mepep@eu-mepep.org](mailto:procurement.mepep@eu-mepep.org)

Replies will be given no later than October 6th, 2021

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

No individual replies will be given to questions. All questions and answers as well as other important notices to applicants during the course of the evaluation procedure will be published on the website of AICS, at <https://ilcairo.aics.gov.it/home/opportunities/calls/>, as the need arises. It is therefore advisable to consult the abovementioned website regularly in order to be informed of the questions and answers published.

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# MEPEP – GUIDELINES FOR GRANT APPLICANTS

## OPENING & ADMINISTRATIVE CHECKS AND CONCEPT NOTE EVALUATION

- If the deadline has been met.
- If the concept note satisfies all the criteria specified in the checklist in Section 2 of Part 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.
- The concept notes that pass this check will be evaluated on the relevance and design of the proposed action.
- The concept notes will receive an overall score out of 50 using the breakdown in the next slide.
- The evaluation will also check on compliance with the instructions on how to complete the concept note, which can be found in Part A of the grant application form.

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# MEPEP – GUIDELINES FOR GRANT APPLICANTS

## TECHNICAL EVALUATION GRID

1. Relevance of the action	Sub-score	20
1.1 How relevant is the proposal to the objectives and priorities of the call for proposals and to the specific themes/sectors/areas or any other specific requirement stated in the guidelines for applicants? Are the expected results of the action aligned with the priorities defined in the guidelines for applicants (section 1.2)?	5	
1.2 How relevant is the proposal to the particular needs and constraints of the target country(ies), region(s) and/or relevant sectors (including synergy with other development initiatives and avoidance of duplication)?	5	
1.3 How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs and constraints been clearly defined and does the proposal address them appropriately?	5	

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# MEPEP – GUIDELINES FOR GRANT APPLICANTS

## OPENING & ADMINISTRATIVE CHECKS AND CONCEPT NOTE EVALUATION

1. Relevance of the action	Sub-score	
1.4 Does the proposal contain particular added-value elements (e.g. innovation, best practices)?	5	
2. Design of the action	Sub-score	30
2.1 How coherent is the overall design of the action? Does the proposal indicate the expected results to be achieved by the action? Does the intervention logic explain the rationale to achieve the expected results?	5x2**	
2.2 Does the design reflect a robust analysis of the problems involved, and the capacities of the relevant stakeholders?	5	
2.3 Does the design take into account external factors (risks and assumptions)? <b>Have the applicants provided a clear methodology on how mitigate the risks of denial of the authorization from the competent Egyptian authorities to start the project?</b>	5	

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# MEPEP – GUIDELINES FOR GRANT APPLICANTS

## OPENING & ADMINISTRATIVE CHECKS AND CONCEPT NOTE EVALUATION

2. Design of the action	Sub-score	
2.4 Are the activities feasible and consistent in relation to the expected results (including timeframe)? Are results (output, outcome and impact) realistic?	5	
2.5 To which extent does the proposal integrate relevant cross-cutting elements such as environmental/climate change issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, youth, combating HIV/AIDS (if there is a strong prevalence in the target country/region)?	5	
<b>TOTAL SCORE</b>		<b>50</b>

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# MEPEP – GUIDELINES FOR GRANT APPLICANTS

## INDICATIVE TIMETABLE

	Indicative timetable	Date	Time
1. ———	Information meeting (if any)	September 15th, 2021	13:00
2	Deadline for requesting any clarifications from the contracting authority	September 26th, 2021	17:00
3	Last date on which clarifications are issued by the contracting authority	October 6 <sup>th</sup> , 2021	-
4	Deadline for submission of concept notes	October 17 <sup>th</sup> , 2021	16:00
5	Information to lead applicants on opening, administrative checks and concept note evaluation (Step 1)	October 24 <sup>th</sup> , 2021	-
6	Invitations to submit full applications	October 31st, 2021	-

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# MEPEP – GUIDELINES FOR GRANT APPLICANTS

## INDICATIVE TIMETABLE

	Indicative timetable	Date	Time
7	Deadline for submission of full applications	December 15 <sup>th</sup> , 2021	-
8	Information to lead applicants on the evaluation of the full applications (Step 2)	December 30 <sup>th</sup> , 2021	-
9	Notification of award (after the eligibility check) (Step 3)	January 2022	-
10	Contract signature	January 2022	-

This indicative timetable refers to provisional dates (except for dates 2, 3, and 4) and may be updated by the contracting authority during the procedure. In such cases, the updated timetable will be published on the web site of the AICS Cairo, at <https://ilcairo.aics.gov.it/home/opportunities/calls/>.

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# MEPEP – GUIDELINES FOR GRANT APPLICANTS

## AGENDA

13:35: 13:50

Administrative procedures and how to apply includes:

- *Number of applications and grant per applicants/affiliated entities*
- *Eligibility of costs (eligible direct cost - contingency reserve - indirect costs - ineligible costs)*
- *Concept note content (where and how to send concept notes, deadline for submission of concept notes)*
- *Further information about concept notes*
- *Evaluation and selection of applications (concept note) (opening and administrative check – technical evaluation grid)*
- *Indicative timetable*

Mr. Mohamed Gaafar (Administrative and Financial officer of the programme)

13:50: 14:10

Questions and answers

Open discussion

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# MEPEP – GUIDELINES FOR GRANT APPLICANTS

## Questions and Answers

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شكراً  
Thank You  
Grazie

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