



EUROPEAN UNION
الاتحاد الأوروبي



الاتحاد الفلسطيني للهيئات المحلية
Association of Palestinian Local Authorities



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Swiss Agency for Development
and Cooperation SDC

Association of Palestinian Local Authorities – APLA

APLA's Multiannual Action Plan (MAAP) 2021-2025

Funded by: European Union "EU"

Co-Financed by: SDC

Guidelines For Applicants

Subgrants Call for Proposals

Sub-grants for "Piloting Local Socio-Economic Development (LSED) innovations in Area "C" through financial support to third parties (Village Councils)"

July, 2023

TABLE OF CONTENTS

TABLE OF CONTENTS	2
1. BACKGROUND	3
2. OBJECTIVES OF THE CALL FOR SUBGRANTS	3
3. FINANCIAL ALLOCATION	4
4. Eligibility criteria	4
4.1 Eligibility of applicants	4
4.2 Eligible actions: actions for which an application may be made	5
4.3 Eligibility of costs: costs that can be included	6
5. Contracting and Payments to suppliers and contractors	6
6. Duration of Implementation	7
7. General Selection Criteria	21
8. Evaluation Scoring	10
9. Proposed methodology	12
10. Technical Assistance to the VCs	16
11. HOW TO APPLY AND THE PROCEDURES TO FOLLOW	19
11.1 Applications	19
11.2 Where and How to send applications	19
11.3 Dead lines for submission of applications	19
11.4 Further information about applications	19
12. NOTIFICATION OF THE RESULTS OF THE EVALUATION	20
12.1 Content of Decision	20
12.2 Indicative Timetable	20
13. Visibility	21
Annexes	21

1. BACKGROUND

The Action “Association of Palestinian Local Authorities’ (APLA’s) Multi-Annual Action Plan 2021-2025” (henceforth the **MAAP**) is a joint contribution of the European Union (EU) and Member States (MS) Belgium and Germany to the implementation of APLA’s Strategic Plan (SP). The formulation of the SP was previously financed by the EU through the Area (C) Resilience Development Initiative (the ARD Initiative). The MAAP is a co-financing Action by the EU, the Belgian Development Agency (ENABEL), the German Technical Cooperation (GIZ) and APLA. Furthermore, it is based on the EU Financing Agreement (FA) ENI/2020/042-362 “Support productive investment in Palestine” signed between the EU and the Palestinian Authority (PA) on 30.03.2021. APLA is designated to implement the MAAP.

1.1 RATIONALE AND OBJECTIVES

The MAAP reflects the strategic priority of the EU to support local authorities and their associations in partner countries in order to unlock their development potential and contribute effectively and efficiently to the formulation and implementation of national development policies and plans.

The Overall Objective of the MAAP is to strengthen LGU collaborations on service delivery and local participatory development, and improve contributions to territorial integration, particularly Area C.

The Specific Objectives (SOs) are aligned to APLA’s SP and aims to support the role of APLA as LGU representative and dialogue partner for the PA in order to strengthen the role of the LGUs in the state building process of Palestine.

The three SOs are:

SO1: The institutional and operational capacities of APLA strengthened.

SO2: The capacity of LGUs to provide better services to citizens enhanced.

SO3: The interests & needs of LGUs lobbied & advocated, locally & internationally.

As a part of MAAP project, and one of the project’s most important **working packages** is the sub-grants to area (C) for socio-economic initiatives through the village councils as third parties sub-granting. APLA is working to launch a call for proposals for sub-grants to be awarded to local authorities in the piloting Local Socio-Economic Development “LSED” innovations in Area C through financial support to third parties, implemented by VCs or clusters of VCs, and

if needed, in partnership with Community Based Organizations (CBOs), the private sector or other stakeholders, and with co-financing by the SDC.

2. OBJECTIVES OF THE CALL FOR SUBGRANTS

The main objective of the subgrants is to promote VC innovation of livelihood improvements and employment opportunities for vulnerable groups in Area C. The aim is to pilot the innovations through multi-stakeholder partnerships, and co-design them with the end-beneficiaries.

The sub-granting of LSED innovations through APLA serves four objectives:

- 1) Innovating VC participatory approaches in Area C on employment opportunities for women, youth and vulnerable groups in selected communities
- 2) Providing a basis for APLA to document the innovations and disseminate them through its network and communication channels.
- 3) Providing a basis for APLA to document framework constraints to underpin its advocacy (i.e. strengthening APLA's functional complementarity between service delivery and advocacy)
- 4) Providing an opportunity for APLA's staff to gain first hand consultancy experience, which at a later stage may contribute to alternative income generation.

3. FINANCIAL ALLOCATION

The scope of the projects and the implementation capacity of the applicants will decide the size of the grant. The MAAP budget allows for 20 sub-grants of maximum 25,000 Euro each, It is expected that more sub-grants could be allocated, if grants are lower, but not to exceed a total of EUR 500,000 for all grants. APLA reserves the right not to award all available funds.

Size of sub-grants

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

- Maximum Amount: 25,000 Euros, and with a minimum of (10,000 Euros).
- Maximum % of financing is (90%), and Minimum of financing is (50%)

The sub-grant shall be verifiable amount:

In any case, the applicant shall provide the following information:

1. justification concerning the appropriateness of such forms of financing with regard to the nature of the projects.
2. identification of the costs or categories of costs covered by lump sums, unit costs or flat-rate financing, which shall exclude ineligible costs.
3. description of the methods for determining lump sums, unit costs or flat-rate financing.

4. ELIGIBILITY CRITERIA

Three sets of eligibility criteria were established for the proposals, relating to:

1. the actor:
The “Applicant”, i.e the entity submitting the application form.
2. the activity:
Type of activities for which the sub-grant may be awarded.
3. the costs:
Forms of financing and types of cost that may be taken into account in setting the amount of the sub-grant.

4.1 ELIGIBILITY OF APPLICANTS

The applicant

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

- be Individual or clusters of VCs located in Area C.
- be a member in APLA “paid all membership fees”.
- be directly responsible for the preparation and management of the proposed action.

4.2 ELIGIBLE ACTIONS: ACTIONS FOR WHICH AN APPLICATION MAY BE MADE

Definition

An action is composed of a set of activities.

Duration

The subgrants will be provided in two phases, each phase will cover 10 LGUs for a duration of 12 months.

Location

The jurisdiction area of member VC in APLA, implementation area MUST be in Area C.

Sub-grant's theme:

Some examples of the types of projects that fall under the category of socioeconomic projects that APLA can support for village councils:

1. Economic development projects: APLA can support village councils in projects that aim to promote local economic development, such as small business development programs, microfinance initiatives, and vocational training programs. This may include providing training and technical assistance in business planning, marketing, and financial management, as well as facilitating partnerships with local and international development organizations.
2. Social services projects: APLA can support village councils in projects that aim to improve access to social services. This may include providing technical assistance and capacity building in needs assessments, program planning and implementation, and monitoring and evaluation, as well as facilitating partnerships with local and international social service organizations.
3. Environmental projects: APLA can support village councils in projects that aim to protect the environment and promote sustainable development, such as reforestation programs, waste management initiatives, and renewable energy projects.
4. Community development projects: APLA can support community development projects that involve youth, such as community beautification projects, environmental conservation initiatives, and community service programs.
5. Cultural and heritage preservation projects: APLA can support village councils in projects that aim to preserve and promote cultural heritage and tourism, such as the restoration of historic sites, museums, and cultural events. This may include providing technical assistance and capacity building in heritage preservation, tourism planning and marketing, and event management, as well as facilitating partnerships with local and international cultural and heritage organizations.
6. Agriculture and rural development projects: APLA can support village councils in projects that aim to promote agriculture and rural development, such as irrigation systems, agricultural extension services, and livestock development programs. This may include providing technical assistance and capacity building in agricultural production, marketing, and value chain development, as well as facilitating partnerships with local and international agricultural development organizations.
7. Women's empowerment projects: APLA can support village councils in projects that aim to empower women and promote gender equality, such as women's entrepreneurship programs, gender-based violence prevention programs, and women's health initiatives.

8. Youth development projects: APLA can support village councils in projects that aim to promote youth development, such as youth entrepreneurship programs, youth-led community development initiatives, and youth mentorship programs.
9. Access to justice and human rights projects: APLA can support village councils in projects that aim to promote access to justice and protect human rights, such as legal aid services, human rights education programs, and advocacy initiatives.

The following types of action are ineligible:

- actions which do not demonstrate a clear and direct reference to the types of action of the sub-grants mentioned above.
- The sub-grant may not be used to finance actions which have already been completed.
- The sub-grant may not be used to finance actions which represent a duplication of already existing similar/same actions, implemented by the lead applicant or by other actors in the implementation areas.
- Financed activities cannot commence prior to the award of the sub-grant.

4.3 ELIGIBILITY OF COSTS: COSTS THAT CAN BE INCLUDED

The sub-grant cost must be verifiable, not a lump-sum amount: each unit costs must be clear and covering all or certain specific categories of eligible costs which are clearly identified in advance by reference to an amount per unit costs (e.g., amount of money for each equipment purchased, or an amount of money for each person participating in environmental awareness raising events or for the number of days of a research stage).

5. Contracting and Payments to suppliers and contractors:

1- After the final selection of the winning interventions, APLA will send official letters to the VCs informing them to start preparations of the bidding documents based on the needed specifications.

2- After the selection of the winning contractor or supplier, The VC will sign an agreement with the winner after the approval of APLA based on a written awarding letter approved by APLA. The agreement will include that only one payment will be considered after the completion of all tasks from the contractor and upon the approval of APLA.

3- Based on implemented works or supplies, the contractor will make one payment request to the VC, the VC will send a request to APLA with its approval to pay the contractor the requested amount.

4- APLA, and after the final check on implemented items and specifications, will transfer the requested amount to the account of the VC

5- The VC in turn will transfer the amount to the account of the contractor and will provide APLA with all needed supporting documents about the payment.

6. Duration of implementation:

For the contracted duration of implementation, it should not exceed 120 calendar days (4 Months Max.), and with a minimum of 30 days (1 Month Min.) in addition to max. 30 days for handing over, payment preparations and closing the project.

7. General selection criteria:

The criteria that APLA may adopt to select the winning project proposals received from village councils will depend on several factors, including the organization's mission and priorities, the availability of resources, and the specific goals and objectives of the proposed projects.

Some general criteria that APLA may consider when selecting winning project proposals could include:

1. Relevance: APLA may evaluate the proposed project's relevance to the needs and priorities of the community, as well as the organization's mission and goals, and local development or master plans (if exists).
2. Strategic priority: APLA will consider the interventions that based on strategic priorities for the local authority and those related to existing plans and community led process in the selection of the intervention (eg: Annual Capital Investment Plans. ACIPs).
3. Partnership with CBO's: an advantage will be given to partnership-based interventions between VC, CBO's, private sector and any other stakeholders as well.
4. Implementation Location: the implementation of the proposed intervention MUST be in area "C" in particular, (Area A or area B are excluded).
5. Joint Projects: an advantage will be given to the territorial integration projects. Geographic clustering and the combination of more than one VC will be considered as an asset when evaluation the interventions.
6. Feasibility: APLA may assess the proposed project's feasibility, including the availability of resources, the feasibility of project implementation, and the capacity of the community to successfully execute the project.
7. Impact: APLA may consider the potential impact of the proposed project on the community, including the number of beneficiaries, the potential for sustainable change, and the ability of the project to achieve the desired outcomes.

8. Financial Sustainability and Bankability: APLA may evaluate the proposed project's sustainability and bankability including the potential for long-term impact and the ability of the community to maintain the project after the initial implementation phase.
9. Innovation: APLA may consider the level of innovation demonstrated in the proposed project, including the potential for the project to create new approaches or solutions to address community challenges.
10. Partnership potential: APLA may assess the potential for the proposed project to create partnerships with other local and international organizations, as well as the potential for leveraging additional resources and support for the project.

A score/merit-based approach will be used for the selection of the winning interventions in priority (not a geo-equitable approach per se).

8. Evaluation Scoring:

Following are some points that APLA can use to assess and give scores to project proposals received from village councils:

1. Relevance

- How relevant is the proposed project to the **needs** and **priorities** of the community and strategies and the community-based selected projects?
- Does the proposed project align with the organization's mission and goals?

2. Feasibility

- How feasible is the proposed project, given available resources and the capacity of the community to execute the project?
- Are there any potential implementation challenges that could impact project success?

3. Impact

- What is the potential impact of the proposed project on the community?
- How many beneficiaries are expected to benefit from the project?
- How will the project contribute to sustainable change in the community?

4. Sustainability

- How sustainable is the proposed project in terms of long-term impact?
- What is the community's capacity to maintain the project after the initial implementation phase?
- Bankability expansion and financial sustainability

5. Innovation

- How innovative is the proposed project, and what potential does it have to create new approaches or solutions to community challenges?

6. Partnership potential

- What is the potential for the proposed project to create partnerships with other local and international organizations and stakeholders?
- How could the project leverage additional resources and support?

7. Need

- How severe is the problem that the proposed project aims to address?
- How many people in the community are affected by the problem?

8. Budget

- What is the overall budget for the proposed project?
- How is the budget distributed across different activities?
- Is the budget feasible in relation to the proposed outcomes?

9. Timeline

- What is the proposed timeline for the project?
- Are there any potential delays or challenges that could impact project implementation?

10. Stakeholder engagement

- What is the level of stakeholder engagement and participation in the proposed project?
- How involved are community members, local organizations, and government agencies?

11. Capacity building

- What potential does the proposed project have to build the capacity of community members and local organizations?
- How will the project help develop skills and knowledge that will enable sustainability?

12. Monitoring and evaluation

- What is the proposed monitoring and evaluation plan for the project?
- Are project indicators clear and feasible?
- How will data on project outcomes be collected and analyzed?

13. Gender sensitivity

- How gender-sensitive is the proposed project?
- What potential does the project have to promote gender equity and women's participation in project activities?

14. Environmental impact

- What is the potential environmental impact of the proposed project?
- How could the project promote sustainable practices and mitigate negative environmental effects?

15. Geographic location: Implementation MUST be in area C (Not area A or area B).

16. Joint projects: more credit will be given to those interventions that are being applied by more than one VC, (Territorial integration/geographic clustering will be prioritized).

9. Proposed Methodology:

1. Call for project concepts: APLA should issue a call for project concepts, inviting village councils to submit their ideas for potential socioeconomic projects. The call should provide clear guidance on the types of projects that are eligible for support and the selection criteria.

2. Evaluation of project concepts: A committee comprising APLA staff and external experts should evaluate the project concepts received based on the selection criteria. The committee should shortlist the most promising project concepts that meet the criteria.
3. Inviting shortlisted village councils to submit full proposals: APLA should invite the shortlisted village councils to submit detailed project proposals that include the project scope, budget, timeline, expected outcomes, and implementation plan.
4. Proposal evaluation and selection: The same evaluation committee should evaluate the full proposals received from the shortlisted village councils based on a set of evaluation criteria, including the project's feasibility, impact, sustainability, and alignment with APLA's goals and priorities.
5. Technical assistance and capacity building: APLA should provide technical assistance and capacity building support to the selected village councils to help them refine and implement their projects successfully. The support should be tailored to the specific needs of each project and may include training, mentoring, and access to experts and resources.
6. Implementation and monitoring: APLA should closely monitor the implementation of the selected projects to ensure they are progressing according to plan and achieving their intended outcomes. The monitoring should include regular site visits, progress reports, and evaluation of project results.
7. Sustainability and replication: APLA should work with the selected village councils to identify strategies for sustaining and replicating the successful projects beyond the project period. This may include identifying potential funding sources, developing business models, or creating partnerships with other organizations.

Details about Methodology

1. Call for project concepts:
 - APLA should announce the call for project concepts on its website and social media platforms, as well as share it with relevant stakeholders and partners.

- The call should include clear instructions on the eligibility criteria and requirements for submitting a project concept.
 - APLA can also organize information sessions or workshops to help village councils understand the call requirements and guide them in developing their project concepts.
 - The deadline for submitting project concepts should be specified in the call.
2. Evaluation of project concepts:
- A committee comprising APLA staff and external experts should evaluate the project concepts received based on the selection criteria. The selection criteria should prioritize conditions for selecting the projects.
 - The committee should assess the feasibility, impact, innovation, and sustainability of each project concept.
 - The top-scoring project concepts should be shortlisted for further consideration.
3. Inviting shortlisted village councils to submit full proposals:
- APLA should invite the shortlisted village councils to submit detailed project proposals that include the project scope, budget, timeline, expected outcomes, and implementation plan.
 - The proposal guidelines should be clear and comprehensive, outlining what is expected in each section of the proposal.
 - APLA can provide a proposal template or checklist to guide the village councils in preparing their proposals.
 - The deadline for submitting full proposals should be specified in the invitation.
4. Proposal evaluation and selection:
- The same evaluation committee should evaluate the full proposals received from the shortlisted village councils based on a set of evaluation criteria, including the project's feasibility, impact, sustainability, and alignment with APLA's goals and priorities.

- The committee should review the proposals against the selection criteria and score each proposal based on the criteria.
 - The proposals with the highest scores should be selected for support.
5. Technical assistance and capacity building:
- APLA should provide technical assistance and capacity building support to the selected village councils to help them refine and implement their projects successfully.
 - APLA should assess the specific needs of each project and provide tailored support accordingly.
 - Technical assistance may include training, mentoring, and access to experts and resources.
 - Capacity building may include improving the project management skills of the village councils, enhancing their financial management skills, or supporting them in creating partnerships with other organizations.
6. Implementation and monitoring:
- APLA should closely monitor the implementation of the selected projects to ensure they are progressing according to plan and achieving their intended outcomes.
 - APLA should work with the village councils to develop a project monitoring and evaluation plan, which outlines the key performance indicators, monitoring tools, and reporting requirements.
 - APLA should conduct regular site visits, collect progress reports, and evaluate project results to identify any challenges and opportunities for improvement.
7. Sustainability and replication:
- APLA should work with the selected village councils to identify strategies for sustaining and replicating the successful projects beyond the project period.
 - APLA can support the village councils in identifying potential funding sources, developing business models, or creating partnerships with other organizations.

- APLA can also help the village councils in documenting and sharing their successful experiences with other communities.

In terms of prioritizing conditions for selecting the projects, APLA can consider the following:

- Alignment with APLA's goals and priorities.
- Feasibility and sustainability of the project.
- Potential impact on the target community.
- Innovation and creativity of the project.
- Capacity of the village council to implement the project successfully.
- Potential for replication and scalability of the project.

10. Technical Assistance to the VCs:

Here are some services that APLA could deliver to the village councils related to the subgrants:

1. Capacity building: APLA could provide training and support to village councils on project management, financial management, monitoring and evaluation, and other areas to help them effectively manage and sustain their projects during the implementation.
2. Technical assistance: APLA could provide technical assistance to village councils on specific project-related issues such as agriculture, environment, cultural heritage, infrastructure development... This could include providing access to technical experts and equipment.
3. Resource mobilization: APLA could help village councils to access funding and other resources needed to sustain their projects. This could include identifying funding sources, assisting with proposal writing, and providing support for fundraising activities.
4. Monitoring and evaluation: APLA could help village councils to develop monitoring and evaluation plans for their projects, and provide support for data collection and analysis. This would help to ensure that the project is on track and achieving its goals.
5. Knowledge management: APLA could provide knowledge management services, such as organizing and disseminating best practices and lessons learned from other projects and village councils. This would help to ensure that village councils can learn from the experiences of others and avoid making similar mistakes.
6. These information sessions will be provided to the winning VCs during the implementation of the interventions. Each different kind or field of intervention will be aligned with specialized capacity building for the targeted groups in that area. APLA will arrange the timeframe, topics, and targeted groups for executing all capacity building sessions based on the final winning interventions.

Capacity building packages needed by the village councils, APLA can take several steps:

1. **Conduct a needs assessment:** APLA can conduct a needs assessment to determine the specific areas where the village councils require capacity building support. The needs assessment can be done through surveys, interviews, and focus group discussions with representatives from the village councils. This can help APLA to identify the gaps in the capacity of the village councils and tailor the capacity building packages accordingly.
2. **Analyze project proposals:** APLA can analyze the project proposals submitted by the village councils to identify areas where the councils may require additional support. For example, if the project proposal indicates that the council lacks technical expertise or financial management skills, APLA can provide training and support in those areas.
3. **Prioritize capacity building needs:** APLA can prioritize the capacity building needs based on the level of urgency and impact on the success of the project. For example, if a project requires the use of new technology, APLA may prioritize capacity building in that area to ensure the project's success.
4. **Design capacity building packages:** Based on the needs assessment and analysis of the project proposals, APLA can design capacity building packages that meet the specific needs of the village councils. The packages can include training workshops, mentoring and coaching, access to resources and networks, and other forms of support that can help the village councils to improve their capacity.
5. **Implement capacity building:** APLA can work with the village councils to implement the capacity building packages, providing ongoing support and monitoring to ensure that the councils are able to build the skills and knowledge needed to successfully implement their projects.

APLA Support for the VCs in sustaining the project by taking the following steps:

1. **Developing a sustainability plan:** APLA can work with the village council to develop a sustainability plan for the project. The plan should outline how the council will continue to fund, manage, and maintain the project after the initial support from APLA has ended.

2. Building local partnerships: APLA can help the council to build partnerships with local organizations and businesses to support the project. This can include seeking funding from local donors, collaborating with local NGOs, and engaging with businesses that can provide ongoing support.
3. Strengthening the council's capacity: APLA can continue to provide capacity building support to the council to ensure that they have the skills and knowledge needed to sustain the project. This can include training in financial management, project management, and other areas that are critical to the success of the project.
4. Providing ongoing monitoring and evaluation: APLA can continue to monitor the project and provide feedback to the council on how to improve the project's sustainability. This can include identifying areas where the project is performing well and areas where there is room for improvement.
5. Facilitating access to resources: APLA can help the council to access the resources needed to sustain the project, such as technical expertise, funding, and equipment. APLA can also help the council to leverage existing resources within the community to support the project.

11. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

APLA will hold a launching meeting or more for the candidate applicants, to clear instruction of how to apply for the subgrants and fill the application form, that will be aligned with the launching of CfPs, 5 July 2023. APLA will determine the date to invite the VCs for this meeting.

CfPs will be published on APLA's website and other channels tailored for VCs.

11.1 APPLICATIONS

Subgrant applicants are invited to apply using the model of application form annexed to these guidelines (Annex A: Concept Note). Applicants should then keep strictly to the format of the sub-grant application form and fill in the paragraphs and pages in order.

Subgrant applicants (winning concept notes) are invited to complete the full application form carefully and as clearly as possible so that it can be assessed properly. Any error related to the points listed in the checklists of the sub-grant application form or any major inconsistency may lead to the rejection of the application. Clarifications will only be requested when information provided is unclear and thus prevents APLA from conducting an objective assessment. Hand-written applications will not be accepted.

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

11.2 WHERE AND HOW TO SEND APPLICATIONS

Applications (i.e., the concept Notes, the budget and the declaration by the applicant) must be submitted by email to the following address: info@apla.ps

The subject of the e-mail must be: EU- APLA - MAAP – subgrant proposals.

11.3 DEADLINE FOR SUBMISSION OF APPLICATIONS

The CfPs will be announced Min. 30 days prior to the application deadline

The deadline for submission of the concept Notes (Phase 1) is 24/08/2023 by 3:00PM

Any application submitted after the deadline will be rejected.

11.4 FURTHER INFORMATION ABOUT APPLICATIONS

Questions may be sent by e-mail no later than 7 days before the deadline for the submission of applications to the following e-mail address m.musleh@apla.ps, clearly indicating the reference of the call for proposals.

APLA has no obligation to provide clarifications to questions received after this date. Replies will be given no later than 5 days before the deadline for the submission of full applications.

To ensure equal treatment of applicants, APLA cannot give a prior opinion on the eligibility of applicants or an action.

12. NOTIFICATION OF THE RESULTS OF THE EVALUATION

12.1 Content of the decision

Applicants will be informed in writing of CISP decision concerning their application and, if rejected, the reasons for the negative decision. An applicant believing that it has been harmed by an error or irregularity during the award process may lodge a complaint.

12.2 Indicative timetable

Proposed Timeframe for implementation of Sub-Grants component – MAAP project

No.	Activity	No. of Days (Calendar)	Start Date	End Date
(Phase I)				
1	Call for proposals (concept notes)	30	24/7/2023	24/8/2023
2	Evaluation of concept notes + short list selection	15	24/8/2023	7/9/2023
3	Preparation of full applications (detailed proposals)	28	7/9/2023	5/10/2023
4	Evaluation of full applications + final beneficiaries list selection (13 projects)	15	5/10/2023	19/10/2023

5	Contracts preparations + signing of grants agreements (Event)	13	19/10/2023	31/10/2023
6	Phase 1 of implementation (bidding documents, preparations, and implementation of 13 subgrants)	150	1/11/2023	31/3/2024
7	Closing of the phase, payments, reporting, and documentation	30	1/4/2024	30/4/2024
(Phase II)				
1	Call for proposals (concept notes)	31	1/3/2024	31/3/2024
2	Evaluation of concept notes + short list selection	15	1/4/2024	15/4/2024
3	Preparation of full applications (detailed proposals)	30	15/4/2024	15/5/2024
4	Evaluation of full applications + final beneficiaries list selection (13 projects)	15	15/5/2024	30/5/2024
5	Contracts preparations + signing of grants agreements (Event)	12	30/5/2024	10/6/2024
6	Phase 2 of implementation (bidding documents, preparations, and implementation of 13 subgrants)	150	10/6/2024	10/11/2024
7	Closing of the phase, payments, reporting, and documentation	30	10/11/2024	10/12/2024

13. Visibility

Subgrant applicants must comply with the objectives and priorities set in the EU guidelines for visibility (see the Communication and Visibility Requirements for EU External Actions).

The proposal should include a brief description of how the action will ensure the visibility of the EU financing.

Number of applications and subgrants per applicant(s)

- Each applicant cannot submit more than 1 application under this call for proposals.
- Each applicant will not be awarded more than one sub-grant under this call for proposals.

ANNEXES

Annex 1: Sub-grant application form (Word format) **(Concept Note form) in Arabic.**