EU Support to Social Protection in Jordan Programme

ENPI/2018/402-607

“Support to CSOs and De-institutionalisation with CSOs” component

implemented by Expertise France

in partnership with the Ministry of Social Development

Call for Proposals Guidelines

Ref:(02/2020)

Contracting Authority: Expertise France

Launch of the Call for Proposals: 24 August 2020

Deadline for submission of Concept Note: 8 October 2020
NOTICE

This is a restricted call for proposals. In the first instance, only concept notes must be submitted for evaluation together with all necessary information to allow for administrative & eligibility checks. During the eligibility check, supporting documents may be requested by Expertise France, the French public agency for the design and implementation of international cooperation projects (referred to hereafter as the Contracting Authority).

The Concept Note applications will be evaluated and thereafter, lead applicants who have been short-listed will be invited to submit a full application.

Please note that the paper original of the signed ‘declaration by the lead applicant and the co-applicant(s)’ submitted together with the application in electronic version in the first instance will have to be provided to the Contracting Authority by those who have been short-listed.

Awarding will be carried out by the final analysis of the Full Application and in line with thematic distribution as further explained in these guidelines.

Information sessions will be made available at the following tentative times and dates:

(Technical arrangements to be communicated at the appropriate time on the EGREG platform)

- Online information sessions:
  - 2 September 2020, 10:00 am to 2:00 pm (Jordan local time)
  - 3 September 2020, 10:00 am to 2:00 pm (Jordan local time)
  - 6 September 2020, 10:00 am to 2:00 pm (Jordan local time)
  - 7 September 2020, 10:00 am to 2:00 pm (Jordan local time)

Should you/your organisation be interested in taking part in one of these sessions, please send an email at least one day ahead of the information session you wish to join to socialprotectiongrant@expertisefrance.fr indicating: name, surname, email address of the person(s) who wish to participate as well as their organisation and date preference. No costs incurred by the applicants for taking part in these sessions are reimbursable.

Interested entities may seek additional information and ask questions by visiting the EGREG Grant Scheme Online Platform at: https://www.egregsystem.info/socialprotection-jo where FAQs, answers and other important notices to applicants will be published. It is therefore advisable to consult this website regularly in order to be informed of the material published.
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FOREWORD

The “Support to Civil Society Organisations (CSOs) and De-institutionalisation with CSOs” Project implemented by Expertise France comes within the framework of the EU-funded Programme “Support to Social Protection in Jordan” launched in partnership with the Ministry of Social Development (MoSD). The overall objective of the Programme is to support social sector reforms and the development of an equitable and inclusive society in Jordan through the improvement and modernisation of the quality and performance of the social protection system. The specific objectives of the Project are:

- to strengthen the capacities and the roles of Civil Society Organisations (CSOs) as actors in the development, service-delivery, monitoring and evaluation of social protection and to support their participation in quality social services for target beneficiaries
- to support the Deinstitutionalisation (De-I) reform for People with Disabilities with CSOs

The aim is also to strengthen the relationship between CSOs and the Ministry of Social Development as well as other Public Authorities and stakeholders in order to enhance the contribution CSOs make to the provision of services to the most vulnerable populations, with greater transparency and quality. In addition, the role of CSOs is essential to draw attention to difficulties, embrace innovation and allow decision-makers to reform and design policies in order to better respond to pending issues and new challenges. Pursuing these objectives and aims will help to reinforce and develop social cohesion.

The Project will be piloted in two Governorates (Karak, also chosen for starting the implementation of the National Strategy on Deinstitutionalisation for People with Disabilities (PwD), and Jerash) plus a part of Amman, comprising six administrative divisions: (Amman Qasabah, Marka, Al-Quwaismeh, Al-Jeezeh, Muwaqqar, Sahab).

The Project will pay special attention to supporting local grassroots civil society organisations, alongside large, formal and professionalised organisations, encouraging new partnerships. Such partnerships will improve sustainability and contribute to a fairer conception of society vis-à-vis target groups, also ensuring that, in the field, local priorities are addressed while national strategies are successfully implemented.

As part of this Project, a Grant Scheme will support the Ministry of Social Development (MoSD) in fulfilling its mandate and the implementation of the National Social Protection Strategy. In line with the Project objectives, the Grant Scheme will reinforce the relationship that the Ministry and other Public Institutions have with CSOs by providing a comprehensive tool to consolidate a new approach with a focus on:

- promoting a culture of partnership among CSOs, including Community Based
Organisations (CBOs) and other not-for-profit organisations, as well as a culture of partnership between Public Authorities and CSOs, to develop new models of service delivery and inclusion of vulnerable people

- building on examples of good practice
- developing innovative and cooperative practice
- improving monitoring and evaluation and increasing the sustainability of services and activities.

With this grant scheme, CSOs will support the economic empowerment of vulnerable groups, women and youth, through mentorship, the establishment of business leadership networks, partnerships including for example social enterprises. The grant scheme will aim at addressing multifaceted issues related to social cohesion (such as accessibility to services and support in the context of a crisis such as COVID-19, participation, volunteering, prevention, intergenerational solidarity). The grant scheme will also target the transformation of the current systems of institutional care for PwD into systems based on family and community support by facilitating the key role to be played by CSOs in this process.

As a result, by enhancing the role of CSOs, especially CBOs, in partnership with MoSD, social protection services are to be delivered in a more inclusive and innovative manner.

Interested CSOs can be located anywhere in the Kingdom. However, for this second Call, submitted proposals and granted projects must be implemented in Karak Governorate or in Jerash Governorate, reaching the rural and urban (especially deprived) areas or in the above mentioned six administrative divisions in Amman. Projects which are implemented in more than one of these Governorates and / or divisions are welcome.

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1 “A social enterprise is an operator (…) whose main objective is to have social impact rather than make a profit for their owners or shareholders (…) There is no single legal form for social enterprises”, https://ec.europa.eu/growth/sectors/social-economy/enterprises_en
2 For the precise definition of eligible entities, please refer to section 2.1 of these Guidelines
1. CALL FOR PROPOSALS: SUPPORT TO SOCIAL PROTECTION THROUGH THE CONTRIBUTION OF CSOs - KARAK, JERASH AND AMMAN

1.1 BACKGROUND FOR SECOND CALL FOR PROPOSALS

The second call for proposals focuses on three pilot areas respectively in the southern, northern and central parts of Jordan: the Governorates of Karak and Jerash, and six of the nine administrative divisions in Amman Governorate (Amman Qasabah, Marka, Al-Quwaismeh, Al-Jeezeh, Muwaqqar, Sahab). These areas have been selected to cover a range of characteristics and social contexts, so that the combined learning from the pilots should be relevant to the whole Kingdom. They encompass the most rural, the most urban and the median groups in terms of urban/rural balance.

Pilot areas – comparative statistics (where DoS data, uses latest at July 2020)
<table>
<thead>
<tr>
<th>Characteristic</th>
<th>Karak Governorate</th>
<th>Jerash Governorate</th>
<th>Amman pilot area (Qasabah, Marka, Al-Quwaismeh, Al-Jeezeh, Muwaqqar, Sahab)</th>
<th>Amman Governorate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area, km²</td>
<td>3,495</td>
<td>409.8</td>
<td>7,140</td>
<td>7,579.2</td>
</tr>
<tr>
<td>Households</td>
<td>70,182</td>
<td>51,741</td>
<td>637,745</td>
<td>956,714</td>
</tr>
<tr>
<td>Population</td>
<td>350,000</td>
<td>262,100</td>
<td>3,058,660</td>
<td>4,430,700</td>
</tr>
<tr>
<td>- female</td>
<td>167,100</td>
<td>125,800</td>
<td>1,411,230</td>
<td>2,051,900</td>
</tr>
<tr>
<td>- male</td>
<td>182,900</td>
<td>136,300</td>
<td>1,647,430</td>
<td>2,378,800</td>
</tr>
<tr>
<td>Proportion female</td>
<td>47.7%</td>
<td>48.0%</td>
<td>44.6%</td>
<td>36.3%</td>
</tr>
<tr>
<td>Proportion male</td>
<td>52.3%</td>
<td>52.0%</td>
<td>55.4%</td>
<td>53.7%</td>
</tr>
<tr>
<td>Average household size</td>
<td>4.99</td>
<td>5.07</td>
<td>4.80</td>
<td>4.63</td>
</tr>
<tr>
<td>Population density km⁻²</td>
<td>100.2</td>
<td>639.6</td>
<td>429</td>
<td>584.6</td>
</tr>
<tr>
<td>Proportion urban/rural</td>
<td>59.1% /40.9%</td>
<td>76.9% /23.1%</td>
<td>91.9% /8.1%</td>
<td>97.2% /2.8%</td>
</tr>
<tr>
<td>Economically active* M</td>
<td>63.5%</td>
<td>63.9%</td>
<td></td>
<td>50.6%</td>
</tr>
<tr>
<td>Economically active* F</td>
<td>18.6%</td>
<td>18.2%</td>
<td></td>
<td>12.9%</td>
</tr>
<tr>
<td>Unemployment**</td>
<td>12.0%</td>
<td>18.0%</td>
<td></td>
<td>18.5%</td>
</tr>
<tr>
<td>- unemployment M</td>
<td>10.7%</td>
<td>15.3%</td>
<td></td>
<td>17.1%</td>
</tr>
<tr>
<td>- unemployment F</td>
<td>16.4%</td>
<td>28.1%</td>
<td></td>
<td>24.2%</td>
</tr>
<tr>
<td>Proportion under 25</td>
<td>52.5%</td>
<td>57.4%</td>
<td></td>
<td>48.3%</td>
</tr>
<tr>
<td>Registered societies under the umbrella of MoSD – source MoSD</td>
<td>238</td>
<td>40</td>
<td>474</td>
<td>1327</td>
</tr>
<tr>
<td>- per population</td>
<td>9.60</td>
<td>6.86</td>
<td>1.62</td>
<td></td>
</tr>
</tbody>
</table>

*working or seeking or desiring work
**percentage of economically active who are unemployed
*** national average 14.4%
**** national average 0.25%
Karak Governorate

Karak, Jordan’s 6th largest governorate by area and population, covers 3,494.7 sq km, with 350,000 inhabitants representing 3.3% of the country’s total population and a density of 100.2 per sq km². The population is 59.1% urban, 40.9% rural.⁴ The city of Al-Karak, which makes up a third of the population of the Governorate is remarkable in its religious diversity and community mix alongside the urban/rural contrasts.

The main industries of the Governorate are agriculture, mineral extraction and light industry. Tourism is on an upward trend and has substantial unrealised potential, subject to the current impact of Covid-19.

The Governorate has three of the most deprived areas in Jordan – ‘poverty pockets’ with levels of poverty of 33% to 44% – around the southern shore of the Dead Sea and also in the east of the Governorate on the Desert Highway. The level of youth unemployment means that there is a danger of disaffection and of the drift of young people (who represent 52.5 % of the population of the Governorate) towards the major cities.

Karak is also the location of one of the two main rehabilitation centres for persons with disabilities in the south of Jordan, the first pilot for the implementation of the National Strategy for the Deinstitutionalisation of Persons with Disabilities.

In this context and also in response to the Covid19 related crisis, the key needs are considered to be employment opportunities, greater economic security, and the inclusion and integration of underprivileged and marginalised people, including in partnership with the agricultural sector which has much to offer and to gain from recent well deserved heightened attention.

There is a track record of Government and civil society initiatives that already seek to address such needs. 336 Societies are registered in Karak, 5 % of the national total, of which around 50 are particularly active, along with some other not-for-profit organisations, with huge scope for further action.

Jerash Governorate

Jerash is the smallest governorate in Jordan, covering 409.8 km² in the north-western area of the country. The governorate has a total of 262,100 inhabitants (around 2.5 per cent of the total Jordanian population).⁵ The majority (76.9 per cent) is concentrated in urban places (approximately

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³ Source: Department of Statistics unless otherwise stated
a fifth of the population in Jerash City), and just 23.1 per cent live in rural areas. It has the second-highest density in the country, with 639.6 people per km².

The local economy focuses mainly on commerce, agriculture, arts and culture (for example, the Jerash Festival) and tourism, due to the numerous historic sites and forests.

There is a high level of poverty among Jordanians and refugees and a lack of employment opportunities, especially for women.

The high female unemployment is understood to be associated with the workforce participation rate and with inadequacies and risks for women of public transportation.

Jerash is also the location of one of the main rehabilitation centres for persons with disabilities in Jordan, preparing for the implementation of the National Strategy for the Deinstitutionalisation of Persons with Disabilities.

Jerash Governorate has a vibrant civil society committed to culture and social issues. Half of the CSOs in the governorate are located in Jerash City and Souf. Many of them focus on cultural activities, women empowerment or improvement of services for persons with disabilities (PwD).

Amman pilot area

The pilot area is part of the Governorate of Amman, which has a total of 4,430,700 inhabitants (representing almost 42 per cent of the total population in Jordan) and covers an area of 7,579.2 km², where almost half of the population (48.3 per cent) is below 25 years (the nationwide average is 51.2 per cent).

The pilot area comprises the following six of the nine administrative divisions in Amman Governorate, with 69% of the Governorate population in 94% of its land area:

- Amman Qasabah
- Marka
- Al-Quwaismeh
- Al-Jeezeh
- Muwaqqar
- Sahab

The divisions not included in the pilot area are the University, Wadi Al Seer and Naour Divisions.

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The key statistics available for the six divisions in the pilot area are as follows:

**Pilot area East Amman – by Administrative Divisions**

**Comparative statistics where these are available**

<table>
<thead>
<tr>
<th>Characteristic</th>
<th>Amman Qasabah</th>
<th>Al-Jeezeh</th>
<th>Marka</th>
<th>Muwaqqar</th>
<th>Al-Quwaismeh</th>
<th>Sahab</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area, km²</td>
<td>45</td>
<td>5,479</td>
<td>262</td>
<td>751</td>
<td>120</td>
<td>483</td>
<td>7,140</td>
</tr>
<tr>
<td>Household s</td>
<td>208,066</td>
<td>22,837</td>
<td>223,793</td>
<td>17,409</td>
<td>130,015</td>
<td>35,625</td>
<td>637,745</td>
</tr>
<tr>
<td>Population</td>
<td>946,340</td>
<td>130,460</td>
<td>1,057,070</td>
<td>93,280</td>
<td>644,180</td>
<td>187,330</td>
<td>3,058,660</td>
</tr>
<tr>
<td>- female</td>
<td>438,150</td>
<td>52,820</td>
<td>502,340</td>
<td>42,990</td>
<td>297,580</td>
<td>77,350</td>
<td>1,411,230</td>
</tr>
<tr>
<td>- male</td>
<td>508,190</td>
<td>77,640</td>
<td>554,730</td>
<td>50,290</td>
<td>346,600</td>
<td>109,980</td>
<td>1,647,430</td>
</tr>
<tr>
<td>Proportion Female</td>
<td>46.3%</td>
<td>40.5%</td>
<td>47.5%</td>
<td>46.1%</td>
<td>46.2%</td>
<td>43.1%</td>
<td>44.6%</td>
</tr>
<tr>
<td>Proportion Male</td>
<td>53.7%</td>
<td>59.5%</td>
<td>52.5%</td>
<td>53.9%</td>
<td>53.8%</td>
<td>56.7%</td>
<td>55.4%</td>
</tr>
<tr>
<td>Average household</td>
<td>4.55</td>
<td>5.71</td>
<td>4.72</td>
<td>5.36</td>
<td>4.95</td>
<td>5.26</td>
<td>4.80</td>
</tr>
<tr>
<td>Population density km²</td>
<td>21,030</td>
<td>24</td>
<td>4,035</td>
<td>124</td>
<td>5,368</td>
<td>388</td>
<td>428</td>
</tr>
<tr>
<td>Proportion urban</td>
<td>100%</td>
<td>81%</td>
<td>100%</td>
<td>71%</td>
<td>100%</td>
<td>100%</td>
<td>92%</td>
</tr>
<tr>
<td>Registered societies under umbrella of MoSD – Source MoSD</td>
<td>197 (with Al-Quwaismeh)</td>
<td>39</td>
<td>136</td>
<td>49</td>
<td>-</td>
<td>53</td>
<td>474</td>
</tr>
<tr>
<td>- per 10,000 population* **</td>
<td>1.35</td>
<td>1.76</td>
<td>1.67</td>
<td>0.75</td>
<td>1.78</td>
<td>2.56</td>
<td>1.62</td>
</tr>
</tbody>
</table>


*** Calculation: Registered Societies*10,000/Population
The six pilot divisions vary from the small but very densely populated urban division of Al Qasabah, whose population of 946,340 lives at a density of 21,030 people per km², to the 24 people per km² of the division of Al-Jeezeh. For comparison, the Al-Jeezeh division is one and a half times the size of Karak Governorate, with about a third of its population, while it is 13 times the size of Jerash Governorate, with half its population.

Average household sizes in the three least densely populated of the six divisions are all greater than 5 (Al-Jeezeh 5.71, Muwaqqar 5.36, and Sahab 5.26) whereas the most densely populated have smaller households on average (Al-Quwaismeh 4.95, Marka 4.72, and Amman Qasabah 4.55).

These six administrative divisions comprising what is generally referred to as “East Amman”, are characterised by a lower standard of living\(^\text{10}\) and weaker infrastructure which complicates the already limited access to the labour market.\(^\text{11}\) Nonetheless, economically vulnerable groups and refugees have been attracted to the area due to lower living costs and rental expenses\(^\text{12}\) and there is a clear and present contrast with economic and social conditions in West Amman in particular..

SMEs play a very important role in the local economy of the pilot area, but they are often underfinanced despite a good funding network in East Amman.

Employment opportunities are often constrained and there is much informal work with unstable wages, lack of protections and vulnerability to shocks such as the current crisis. Many workers are put off by pay and conditions in the industrial sector; construction sector jobs are mostly for men only and the same applies to vehicle maintenance and repair. Tourism employment is mainly without restrictions but in the commercial sector, many employ only Jordanian nationals.

A third of the unemployment of Jordan is registered in Amman Governorate (37 per cent), equal to 121,502 unemployed people out of a total of 324,282 across the Kingdom.\(^\text{13}\) In the fourth quarter of 2019, the overall unemployment rate in Amman was 18.5 per cent, higher for women (24.2 per cent) than for men (17.1 per cent).\(^\text{14}\) Although there are no available statistics regarding the distribution between west and, broadly speaking, east Amman, it can

be assumed that unemployment in the eastern area is higher based on the factors mentioned above.

Civil society is active, with registered societies mainly in the categories of Charity, Culture and People with Disabilities. It is suggested that the challenges faced in the Amman pilot area need large coalitions as well as effective partnerships.

1.2 Objectives of the Programme and Priority Issues

The Grant Scheme will support MoSD in fulfilling its mandate and the implementation of the National Social Protection Strategy. In line with the Project objectives, the Grant Scheme will reinforce the relationship that the Ministry and other Public Authorities and Institutions have with CSOs by providing a comprehensive tool to consolidate a new approach with a focus on:

- promoting a culture of partnership among CSOs including CBOs and other not-for-profit organisations, as well as a culture of partnership between Public Authorities and CSOs, to develop new models of service delivery
- building on examples of good practice
- developing innovative and cooperative practices
- improving monitoring and evaluation and increasing sustainability of services and activities.

The priority issues under this call for proposals are divided into the five following themes (reflected in Section 2.1.2 – Themes):

1) Support to De-I
2) Youth recognition & economic empowerment
3) Promotion of the economic & social participation of women
4) Economic empowerment of vulnerable groups
5) Multifaceted issues related to social cohesion (such as accessibility to services and support, participation, prevention, intergenerational solidarity, response to a crisis – such as COVID-19…)

The following elements will be considered as added-value for the actions when assessing the proposals (this is not an exhaustive list and innovative suggestions are welcome):

- Building on previous experiences, including extension of activities and/or additional dissemination;
- Creating new forms of local partnership in order to better respond to needs in the field of social cohesion and social inclusion;
- Improving interaction and dialogue between project developers and local/national authorities in order to contribute to future policy and the design of actions;
- Setting up organisational models involving beneficiaries and other stakeholders;
• Gradually adapting the quality of services and infrastructure to requirements in terms of equity, access, satisfaction and well-being of beneficiaries;
• Supporting home care-givers / family carers who provide care to their relatives with support needs, by enabling them to access quality services, sport, culture, and leisure;
• Increasing the autonomy and self-confidence of people with disabilities;
• Involving young people in cross-cutting and collaborative activities leading to new jobs, sport and cultural opportunities, including in social enterprises;
• Improving the quality of goods produced by women by introducing design techniques and cooperative forms of access to marketing, for instance using digital techniques;
• Recognising and integrating the knowledge of vulnerable people in designing solutions and elaborating suggestions for improving actions and policies;
• Supporting advocacy in social protection;
• Improving existing public infrastructure for children, including children with disabilities; enlarging access to and multi-functional use of of existing infrastructure for social, sport or cultural activities, thus building social cohesion;
• Improving the quality of public spaces, involving citizens, especially youth, to improve the overall image of the area;
• Enhancing and using traditional or neglected skills, know-how and cultural resources;
• Supporting small businesses, social enterprise (involving youth, women and vulnerable groups);
• Improving the links between rural and urban areas, reducing the negative impact of distance;
• Providing innovative childcare solutions;
• Contributing to data collection and improvement in social policy design.
1.3 Financial allocation provided by the contracting authority (Expertise France)

The overall funding for this specific component of the Project is around EUR 4,000,000. Within this second pilot call for proposals, approx. 85 Actions could be awarded which will be funded with a maximum total amount of EUR 3,500,000. The aim is to distribute available funds equally between the 3 pilot areas. However, depending on the quality of the evaluated proposals, the Grant Technical Committee may recommend partially re-allocating the funds between the 3 pilot areas to the Grant Steering Committee.

The Contracting Authority reserves the right not to award all available funds.

<table>
<thead>
<tr>
<th>Themes, including the needs of rural and urban areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Support to De-I</td>
</tr>
<tr>
<td>2. Youth recognition &amp; economic empowerment</td>
</tr>
<tr>
<td>3. Promotion of the economic and social participation of women</td>
</tr>
<tr>
<td>4. Economic empowerment of vulnerable groups</td>
</tr>
<tr>
<td>5. Multifaceted issues related to social cohesion (such as accessibility to services and support, participation, prevention, intergenerational solidarity, response to a crisis – such as COVID-19…)</td>
</tr>
</tbody>
</table>

- **Size of grants**

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

- minimum amount: EUR 25,000
- maximum amount: EUR 40,000

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: 60% of the total eligible costs of the action.
- Maximum percentage: 95% of the total eligible costs of the action (see also Section 2.1.5).

The balance (i.e. the difference between the total cost of the action and the amount requested from the contracting authority) must be financed from sources other than the general budget of the European Union or the European Development Fund.
2. RULES FOR THIS CALL OF PROPOSALS

These guidelines set out the rules for the submission, selection and implementation of the actions financed under this call.

2.1 ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

(1) the actors:
   - the ‘lead applicant’, i.e. the entity submitting the application form (2.1.1);
   - its co-applicant(s).

(2) the actions:
   - actions for which a grant may be awarded (2.1.2);

(3) the costs:
   - types of cost that may be taken into account in setting the amount of the grant (2.1.3).

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

The EU considers “Civil Society Organisations (CSOs) to include all non-State, not-for-profit structures, non-partisan and non-violent, through which people organise to pursue shared objectives and ideals, whether political, cultural, social or economic. Operating from the local to the national, regional and international levels, they comprise urban and rural, formal and informal organisations.” (as stated in https://ec.europa.eu/europeaid/sectors/human-rights-and-governance/civil-society_en).

- Lead applicant

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

- be a Jordanian legal entity; and

- be a Society registered in compliance with the Jordanian law on Societies or be a not-for-profit company registered in compliance with the Jordanian Companies law; and

- have been established to pursue general / public interest and benefit objectives; and

- be legally registered for a minimum of 2 years at the concept note submission date; and
• be directly responsible for the preparation and management of the action with the co-applicant(s) and not be acting as an intermediary; and

• the area of operations for one of the applicants – lead or co-applicant – should be in Karak Governorate, Jerash Governorate or Amman Governorate (specified in the statute) – (at least one applicant or co-applicant should be registered in the designated pilot Governorates of project implementation);

As a result, this call will not target the following: universities, schools, municipalities, semi-governmental institutions, political parties, religious and/or tribal societies.

Potential applicants may not participate in calls for proposals or be awarded grants if they are in any of the situations listed in Section 2.6.10.1 of the Practical Guide (PRAG)\textsuperscript{15}:

Lead applicants, co-applicants, and, in case of legal entities, persons who have powers of representation, decision-making or control over a lead applicant or co-applicant are informed that, should they be in one of the situations of early detection or exclusion according to Section 2.6.10.1 of the PRAG, personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the early detection and exclusion system by the Contracting Authority, and communicated to the persons and entities concerned in relation to the award or the execution of a grant contract.

In Section 4 of the grant application form ("declaration(s) by the lead applicant"), the lead applicant must declare that neither the lead applicant nor the co-applicant(s) are in any of these situations.

The lead applicant must act with the co-applicant(s) as specified hereafter.

If awarded the grant contract, the lead applicant will become the beneficiary identified as the coordinator in the Special Conditions. The coordinator is the main interlocutor of the Contracting Authority. It represents and acts on behalf of any other co-beneficiary and coordinates the design and implementation of the action.

\textsuperscript{15} http://ec.europa.eu/europeaid/prag/
Co-applicant(s)

There should at least one co-applicant.

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. The role of a co-applicant should not be limited to the provision of local logistics\(^\text{16}\).

- Co-applicants must satisfy the eligibility criteria as applicable to the lead applicant itself except for the criterion “be legally registered for a minimum of 2 years at the concept note submission date”. **Co-applicants must be legally registered for a minimum of 1 year at the concept note submission date**;

- Co-applicants must sign the mandate in Section 4 of the grant application form.

If awarded the grant contract, the co-applicant(s) will become beneficiary(ies) in the action (together with the coordinator).

- Applicants included in the lists of EU restrictive measures (see Section 2.4. of the practical guide (PRAG)) at the moment of the award decision cannot be awarded the contract\(^\text{17}\).

**2.1.2 Eligible actions: actions for which an application may be made**

Definition

An action is composed of a set of activities.

Duration

The initial planned duration of an action may not be less than **8 months** nor exceed **12 months**; longer duration may be accepted where the case is justified but in any case, implementation must end by at the latest 28\(^{\text{th}}\) February 2022.

Themes

These guidelines identify 5 priority themes for proposals from CSOs. Some of the known issues relating to these priorities appear to be common (in varying degrees) to the 3 pilot areas and are highlighted below.

1: Support to De-I

\(^{16}\) For the precise definition of eligible entities, please refer to section 2.1 of these Guidelines

\(^{17}\) The updated lists of sanctions are available at [www.sanctionsmap.eu](http://www.sanctionsmap.eu).

Please note that the sanctions map is an IT tool for identifying the sanctions regimes. The source of the sanctions stems from legal acts published in the Official Journal (OJ). In case of discrepancy between the published legal acts and the updates on the website it is the OJ version that prevails.
One of the specific objectives of the Project is to contribute to the Deinstitutionalisation for People with Disabilities which is at the heart of the Law on the Rights of Persons with Disabilities issued in 2017. Since the Law’s issuance, the Ministry of Social Development and the Higher Council for the Rights of Persons with Disabilities and relevant entities, have worked diligently to complete the National Strategy on Deinstitutionalisation for People with Disabilities, including a roadmap for reforming systems of care from institutions into inclusive services for people with disabilities supported by their families and local communities.

While recognising that the provision of community-based services to those who need them is the responsibility of the State, CSOs are encouraged to provide high quality support services. Such services should enable users and families to participate in the community on an equal basis with others. CSOs could contribute to a wide range of support services which will remove barriers to participation, build self-confidence and ensure access to mainstream services, thus contributing to social inclusion, for instance, enabling children to attend mainstream kindergartens and schools, to take part in sports and leisure activities etc. For adults, examples include having access to continuing education and meaningful employment opportunities (CSOs could involve and provide support to enterprises willing to make their workplace more inclusive of persons with disabilities).

Overall, there is a lack of funded initiatives working locally for People with Disabilities (PwD): disability-friendly infrastructure allowing access to public spaces, events, tourist attractions etc. is widely missing. There is also great need of information on PwD employment.

2: Youth recognition and economic empowerment

In the 3 pilot areas, creating more opportunities for young people is often considered to be the highest priority, given the high school drop-out rate (with special attention to Not in Education, Employment, or Training people -NEETs), low employment prospects, the stretched capacities or inadequacy of Youth facilities and already mentioned associated dangers of disaffection or of drift towards the major cities, undermining future local prosperity, despite the existence of several programmes targeting youth unemployment. This hampers young people’s scope to enter the labour market, threatening the development of sustainable livelihoods. The socio-economic consequences of Covid19 exacerbate this.

Therefore, in line with the relevant national strategies (National Social Protection Strategy, National Strategy for Youth) and locally identified needs, this Call for Proposals includes a specific theme dedicated to the support of Youth and their initiatives, including volunteering. Actions should preferably be sustainable, both in giving youth the tools and motivation to make a permanent change in their lives and prospects and in establishing a framework which will remain and benefit today’s children as they grow beyond school age.
3: Promotion of economic & social participation of women

Women remain under-represented in the labour market and in management. This raises questions not only of fairness but also of economic growth and social welfare due to under-use of potential and insufficient financial resources. It also links to the issues and priorities identified in the 2020-2025 National Strategy for Women. When establishing and running a business, women face challenges such as the gender digital gap, access to finance, information, training and networks, reconciling business and family life. The lack of childcare options often means working from home, inadequate workspace and insufficient access to support services that would help them develop their businesses. In rural areas, despite their crucial contribution to help maintain vibrant communities and viable farm businesses, women may face increased challenges, related in particular to lack a weak presence in decision-making forums.

Women with disabilities often experience even greater problems regarding access to education, the labour market, goods and services; they are much more likely to experience poverty, social exclusion or violence. Their voice may not be heard and the situation of their families is often acutely difficult.

Overall, there are some efforts to increase production skills and home-based business, but greater skills and capacity in financial literacy remain necessary and inadequacies of public transport still constrain access to the labour market.

4: Economic empowerment of vulnerable groups

It appears that high poverty rates are associated with lack of job opportunities and very low levels of social security, leading to low income and high vulnerability to financial shocks; according to the figures quoted in the National Social Protection Strategy, the poverty rate in Jordan registered an overall increase from 14.4 per cent (2010) to 15.7 per cent (2018).

Economic empowerment of vulnerable groups is a key priority. Their exclusion from the labour market is the result of often complex circumstances, including work related capability issues (education skills, work experience, health problems, care responsibilities, stigmatisation…), lack of opportunities with limited hiring. CSOs can play an essential role in supporting the most vulnerable to find cooperative solutions as well as contributing to building self-confidence and raising awareness of social, economic and cultural possibilities. They can also contribute to the creation of new job opportunities.

Projects to provide decent work, including in agriculture and forestry need to be developed. Financial literacy needs to be enhanced to aid empowerment and the creation of SMEs. Again, innovative transport solutions could help access to labour markets.
5: Multifaceted issues related to social cohesion (such as accessibility to services and support, participation, prevention, intergenerational solidarity, response to a crisis – such as response to COVID-19…)

Low access to social services creates huge barriers and a risk of social conflict that threatens social cohesion. Growing socio-economic gaps stoke these tensions.

Enhancing social inclusion / social cohesion (in the sense of improving the quality of life and the wellbeing of all citizens) supposes a capacity to respond to multiple needs and to mobilise available local resources. Social, cultural and economic empowerment requires a series of enabling conditions including accessibility of services, social mentorship opportunities to participate in the design of adapted solutions, advocacy activities etc... The positive aspect of taking a broad approach is that some measures or initiatives may benefit more than one target group (for example children and young people, along with the elderly in the case of intergenerational solidarity projects), as well as, in certain cases, reduce the risks of future hardship for individuals and their families necessitating costly social interventions.

➢ **Location**

Actions must take place within the Governorates of Karak and Jerash, and six of the nine administrative divisions in Amman Governorate (Amman Qasabah, Marka, Al-Quwaismeh, Al-Jeezeh, Muwaqqar, Sahab).

➢ **Types of action**

Types of action which may be financed under this call:

- Only activities that fall under the priority themes described in these guidelines, contributing to the reinforcement of social cohesion are eligible for funding under this Call for Proposal;

- Projects should be self-contained operations indicating a coherent set of activities with clearly defined operational objectives, target groups and planned, tangible outcomes, within a limited timeframe;

- Activities should be designed to meet the specific needs of the target groups under this Call for Proposals;

- Actions promoting complementarity, developing synergies and avoiding duplication with other interventions already in place in the same area will be encouraged (governmental or donor funded);

- Actions that build on previous successful initiatives will be encouraged;
• Actions should include provision as regards sustainability and should respond to the community’s needs and, whenever possible, include innovation;

• Applicants should be willing to promote common values, encouraging community volunteering within their proposals;

• Actions should be defined according to the rights-based approach as well as gender equality and disability mainstreaming;

• Actions could include strengthening of CSOs’ capacity, including evidence-based advocacy, policy dialogue and engagement, negotiation and communication skills, coordination and networking.

During the information sessions, additional ideas related to project actions will be provided. Such examples will be made available on the platform, as a non-exhaustive list of ideas.

➢ The following types of action are ineligible:

• Actions concerned only with individual sponsorships for participation in workshops, seminars, conferences and congresses;

• Actions concerned only or mainly with individual scholarships for studies or training courses;

• Actions providing financial assistance to the eligible third party (including sub-granting);

• Actions that comprise the purchase and use of equipment or materials that is not subsidiary to a service provision or activity that is the primary purpose of an eligible project.

• Actions consisting fully and exclusively of the organisation of conferences and/or seminars. These can only be funded if they form part of a wider range of activities to be implemented in the life-time of the action;

• Actions supporting political parties, groups, and movements;

• General operations of organisations.

➢ Financial support to third parties

Applicants may not propose financial support to third parties. Thus, no sub-granting is allowed under this Call for Proposals; (with the exception of special needs support to participants in activities as indicated below in the eligible costs section).
Visibility

Applicants must take all necessary steps to publicise the fact that the European Union has financed the action. As far as possible, actions 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 action and the EU support for the action in the country or region concerned, as well as the results and the impact of this support.

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


Applicants must use the logos of the EU Support to Social Protection Programme with the MoSD and EU logos, as well as the Expertise France logo; specific information will be provided to the lead applicant during contract finalisation and during implementation.

Number of applications and grants per applicants:

- The lead applicant may not submit more than one application under this call for proposals;
- The lead applicant may not be awarded more than one grant under this project (ENPI/2018/402-607);
- The lead applicant may not be a co-applicant in another application under this call for proposals at the same time;
- A co-applicant may not be the co-applicant in more than one application under this call for proposals;
- A co-applicant may not be awarded more than one grant under this project (ENPI/2018/402-607);
- Up to 20% of the selected projects may be led by a not-for-profit company registered in compliance with the Jordanian Companies law (depending on the amount and quality of the submitted proposals, the Grant Technical Committee may recommend to increase this percentage up to 25% (to the Grant Steering Committee).
Only ‘eligible costs’ related to operational costs can be covered by a grant. The budget for the approved proposal is on a “real cost” basis, both a forecast unit cost and pre-defined standard scales, all to be justified by supporting documents during the implementation period of the project.

All expenditure when included in the budget as operational costs, must be justified with receipts, invoices and/or quotes in the name of the beneficiary(ies) and stating the subject, confirmation of payment and specific links to the related project implementation.

At Full Application stage, applicants will be provided by the Contracting Authority with a list of supporting documents that will be requested from all project implementers to justify expenditure.

At the contracting stage, the Contracting Authority will decide whether to accept the proposed amounts or rates on the basis of the provisional budget submitted by the applicants, by analysing factual data from other grant-funded actions carried out previously by the applicants (submitted by the applicants to the Contracting Authority) or from similar actions.

Recommendations to award a grant are always subject to the condition that the checks preceding the signing of the grant contract do not reveal problems requiring changes to the budget (such as arithmetical errors, inaccuracies, unrealistic costs and ineligible costs). The checks may give rise to requests for clarification and may lead the Contracting Authority to impose modifications or reductions to address such mistakes or inaccuracies. It is not possible to increase the grant size.

It is therefore in the applicants’ interest to provide a **realistic and cost-effective budget**. The budget is designed on the basis of direct and indirect costs as explained below.

The categories of costs that are eligible and non-eligible are indicated below.

- **Eligible direct costs**

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

  All direct costs presented in the budget are on a “real cost” basis, meaning that all expenses are to be justified by supporting documents.

  Under the direct costs there are:

  - pre-defined standard scales and
• forecasted costs,

covering the following budget categories: human resources/management/staff; direct costs related to other reimbursables and activities (such as: travel, per diem, special needs support); costs for supplies and services; and a mandatory budget heading on capacity building activities.

In all cases, the unit price must not exceed the overall ceiling or the pre-defined standard scales of the unit cost.

Within the forecast cost option, expenses may be presented on the basis of unit cost(s) and/or lump sums:

• **unit costs**: covering all or certain specific categories of eligible costs which are clearly identified in advance by reference to an amount per unit.

• **lump sums**: covering in global terms all or certain specific categories of eligible costs which are clearly identified in advance.

The costing option used will depend on the specific budget line but in certain cases more than one of the suggested options could be relevant and can be applied if duly justified.

1. **Human Resources/Staff/Management and Coordination costs:**

In this category, the applicant would be able to choose between unit cost and/or lump sum.

The maximum all-inclusive amount payable to the Lead Applicant towards their human resources/staff/management and coordination costs for the implementation of the Action is a maximum of €1,000 per month. The amount funded will be that shown in the invoices.

Where additional human resource support is related to Co-Applicant(s) activities, a maximum all-inclusive monthly lump sum of €600 can be applied if justified with the necessary clarifications per Co-Applicant. Justification should also include the duration of these human resource needs.

Where additional human resource support is related to volunteers, a maximum all-inclusive monthly lump sum of €300 can be applied if justified with the necessary clarifications. Justification should also include the duration of volunteers’ activities.

Justifications for additional human resource support related to co-applicant(s) or volunteers should show the % of time allocated to the Project (full time, 30%, 50%, etc), related time sheets, payrolls etc.
2. **Direct Costs related to other reimbursables and activities:**

   In this category, the Contracting Authority sets pre-defined standard scales.

   With the envisaged nature of activities within Actions, the maximum costs per item below can be applied:

   - **Per diem** in case of overnight stay for project activity away from the place of residence, and where justified: €100 for Karak and Jerash Governorates; €120 for Amman; meaning a person from Karak or Jerash Governorates attending an activity in Amman that entails an overnight stay receives €120 per night; and a person from Amman attending an activity in Karak or Jerash Governorates that entails an overnight stay receives €100.

   - For facilitation of **travel** of participants, the following lump sum rates for round trip travel can be applied:

     - €5 for travel within the relevant Governorate (provided distance is between 1 and 10km);
     - €10 for travel within the relevant Governorate (provided distance is between 10 and 20km);
     - €20 for travel within the relevant Governorate (provided distance is above 20km); and
     - €75 for travel outside the relevant Governorate of Karak, Jerash or Amman.

   - **Training Materials** including stationery, papers, etc are eligible at a fixed rate of €15 per participant per day of activity;

   - Where **special needs support** is required for a person attending an activity a €20 lump sum per participant needing such support per day of activity is applicable;

3. **External Support Expertise:**

   In this budget category, the applicant should use the unit cost basis.

   Where an Action requires the provision of **External Support Expertise** (e.g Trainer), the maximum all-inclusive rate of €200 per each day of Service delivery of that expertise must be respected in all cases.

4. **Supplies and Services**

   In the following budget lines, where relevant for the implementation of Action activities, the applicant can choose between unit cost option or lump sum basis. In certain cases, pre-defined scales apply (as clarified below):
- **Venue rental for activity(ies)**
- **Specific additional costs for event organisation** if suitably justified for the implementation of the Action;
- **Office IT Equipment** up to maximum of €1500 and if suitably justified for the implementation of the Action;
- **Any other equipment considered necessary for training, specific activities**, etc, and only if suitably justified for the implementation of the Action; with necessary procurement procedures being applied;
- **Catering**: where coffee and lunch are provided, a fixed rate of €15 per participant per day of activity; where only coffee break is provided, a rate of €5 per participant per day of activity.

5. **Special mandatory category: Costs for participation in Contracting Authority’s Capacity Building Programmes and meetings**

Please note that a mandatory budget line for at least €2100 is required to cover** Participation in the Contracting Authority’s Capacity Building Programme; Cluster & Networking Meetings; in Regional Meetings; Local Meetings** which will cover the following items:

- Participation in meeting for Applicant and Co-Applicant staff at €100 per participant per day of activity
- Same rates as indicated above for travel within and outside Governorate and per diems will apply.

6. **Information and Communication**

Items indicated under this budget heading should conform with the indicated Communication Plan - 10% of direct costs amount is mandatory.

- **Eligible indirect costs**

The indirect costs incurred in carrying out the action may be eligible for flat-rate funding, but the total must not exceed 7% of the estimated total eligible direct costs. Indirect costs are eligible provided that they do not include costs assigned to another budget heading in the standard grant contract. The 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.
**Ineligible costs**

The following costs are not eligible:

- Debts, loans and interest charges;
- Provisions for losses or potential future liabilities;
- Costs declared by the beneficiary(ies) and financed by another action or work programme receiving a European Union or other donor grant for same action;
- Purchases of land or buildings or offices or cars.
- Currency-exchange losses;
- Credits to third-parties;
- Salary costs of the personnel of national administrations.

**Ethics clauses and Code of Conduct**

**a) Absence of conflict of interest**

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

**b) Respect for human rights as well as environmental legislation and core labour standards**

The applicant and its staff must comply with human rights. In particular, and in accordance with the applicable act, applicants who have been awarded contracts must comply with the environmental legislation including multilateral environmental agreements, and with the core labour standards as applicable and as defined in the relevant International Labour Organisation conventions (such as the conventions on
freedom of association and collective bargaining; elimination of forced and compulsory labour; abolition of child labour).

**Zero tolerance for sexual exploitation and sexual abuse:**

The European Commission applies a policy of ‘zero tolerance’ in relation to all wrongful conduct which has an impact on the professional credibility of the applicant.

Physical abuse or punishment, or threats of physical abuse, sexual abuse or exploitation, harassment and verbal abuse, as well as other forms of intimidation shall be prohibited.

c) Anti-corruption and anti-bribery

The applicant shall comply with all applicable laws and regulations and codes relating to anti-bribery and anti-corruption. The European Commission reserves the right to suspend or cancel project financing if corrupt practices of any kind are discovered at any stage of the award process or during the execution of a contract and if the contracting authority fails to take all appropriate measures to remedy the situation. For the purposes of this provision, ‘corrupt practices’ are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or execution of a contract already concluded with the contracting authority.

d) Unusual commercial expenses

Applications will be rejected or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a payee who is not clearly identified or commissions paid to a company which has every appearance of being a front company.

Grant beneficiaries found to have paid unusual commercial expenses on projects funded by the European Union are liable, depending on the seriousness of the facts observed, to have their contracts terminated or to be permanently excluded from receiving EU/EDF funds.

e) Breach of obligations, irregularities or fraud

The contracting authority reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to breach of obligations, irregularities
or fraud. If breach of obligations, irregularities or fraud are discovered after the award of the contract, the contracting authority may refrain from concluding the contract.

2.2 HOW TO APPLY AND THE PROCEDURES TO FOLLOW

This is a restricted call for proposals. In the first instance, only concept notes must be submitted for evaluation together with all necessary information to allow for administrative and eligibility checks. During the eligibility check, supporting documents may be requested by Expertise France and the original signed ‘declaration by the lead applicant and from the co-applicant(s)’ submitted together with the application in electronic version will have to be provided in hard copy to the Contracting Authority.

The Concept Note applications will be evaluated and thereafter, lead applicants who have been short-listed will be invited to submit a full application.

2.2.1 Concept note content

Applications must be submitted in accordance with the concept note instructions in the grant application form available via the Grant Scheme platform:

https://www.egregsystem.info/socialprotection-jo

The official language of this programme is English, nevertheless, under this Call, Applicants may apply in English and/or Arabic. The Contracting Authority will be supporting awarded Beneficiaries in having minimal part of the documentation provided with a translation in English. The official version of all contractual documents will be provided by the Contracting Authority in English, accompanied by an Arabic courtesy translation of the key extracts.

Please note that:

1. In the concept note, lead applicants must only provide an estimate of the requested EU contribution. 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 amount of the EU contribution requested in the full application may not vary by more than 20% from the initial estimate indicated in the concept note, except in the case of the approved inclusion of additional co-applicant(s).

3. Only the concept note form will be evaluated. It is therefore of utmost importance that this document contains ALL relevant information concerning the action. No additional annexes should be sent.

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.
2.2.2 Where and how to submit the Concept note & Deadline for submission

The Concept note must be submitted electronically (ONLY) via the dedicated Grant Scheme platform (https://www.egregsystem.info/socialprotection-JO) set up by the Contracting Authority (Expertise France) to assist you in participating in this Call.

The deadline for the submission of concept notes is Thursday, 08 October 2020 at 12:00 noon (Jordan date and time). No modification to the concept note is allowed once the deadline for submission has elapsed.

Following the deadline for submission, no changes can be introduced to the concept note. Access to the platform will be restricted to viewing of the submitted concept note.

To prepare and submit a Concept Note, interested Applicants are required to register on the Grant Scheme platform (named EGREG). The lead Applicant and co-applicant(s) must all be registered. Registration provides instant access to a dedicated account and is achieved by following the instructions given in the Grant Scheme Platform. Each registrant will automatically receive an identification number for the Grant Scheme Platform.

Lead Applicants only will receive an automatic confirmation of receipt upon the online submission of the Concept Note. Please be informed that during the preparation and selection phase all notification(s) sent by email from Expertise France to the Applicant’s indicated person of contact are considered to have legal status.

No other means of submission are applicable. Incomplete concept notes may be rejected.

NOTICE

The lead applicant is strongly advised not to wait until the last day to submit its concept note, since heavy Internet traffic or a fault with the Internet connection (including electricity failure, etc.) could lead to difficulties in submission. The Contracting Authority cannot be held responsible for any delay due to such difficulties.

It is required that all partners, regardless of their role assumed in the project (lead, co-applicant), are registered in the Grant Scheme system prior to submission of the Concept Note. Each entity can be registered only once and with one contact person.

The registration will remain available up to 12.00 noon on Tuesday 06 October 2020; following this time, the registration section will be deactivated.
2.2.3 Further information about concept notes

Questions requesting clarifications are to be submitted directly via the Questions and Answers section on the Grant Scheme platform, no later than 21 days before the deadline for the submission of concept notes.

The Contracting Authority has no obligation to provide clarifications in response to questions received after this date (Thursday, 17 September, 2020).

Replies will be published on the Grant Scheme platform no later than 11 days before the deadline for submission of concept notes (Sunday, 27 September, 2020).

The Contracting Authority cannot guarantee replies to Questions/requests for clarifications submitted later than the indicated deadline.

To ensure equal treatment of applicants, no individual replies will be given to questions, and the Contracting Authority cannot give a prior opinion on project description, and/or specific activities.

IT Support issues related to the use of the Grant Scheme platform will be addressed by the help desk section of the platform, which will remain available to registered applicants up to 5.00 pm on Tuesday, 07 October 2020.

Please note that the standard response time for the Grant Scheme helpdesk is maximum 2 working days.

Information sessions will be made available at the following tentative times and dates:

(Technical arrangements to be communicated at the appropriate time on the EGREG platform)

**Online information sessions:**

- 2 September 2020, 10:00 am to 2:00 pm (Jordan local time)
- 3 September 2020, 10:00 am to 2:00 pm (Jordan local time)
- 6 September 2020, 10:00 am to 2:00 pm (Jordan local time)
- 7 September 2020, 10:00 am to 2:00 pm (Jordan local time)

Should you/your organisation be interested in taking part in one of these sessions, please send an email at least one day ahead of the information session you wish to join to
socialprotectiongrant@expertisefrance.fr indicating: name, surname, email address of the person(s) who wish to participate as well as their organisation and date preference. No costs incurred by the applicants for taking part in these sessions are reimbursable.

Interested entities may seek additional information and ask questions by visiting the EGREG Grant Scheme Online Platform at: https://www.egregsystem.info/socialprotection-jo/, where FAQs, answers and other important notices to applicants will be published. It is therefore advisable to consult this website regularly in order to be informed of the material published.

These questions and answers are provided for clarification purposes and are not intended to constitute a corrigendum to the call for proposals or the concept note template.

Please note that in the interest of equal treatment of applicants, no individual replies will be given to questions; the Contracting Authority cannot give a prior opinion on eligibility of lead applicants, co-applicants, partnership composition, an action, project description, and/or specific activities.

Please be informed that during the preparation and selection phase all notification(s) sent by email from Expertise France to the Applicant’s indicated person of contact are considered to have legal status.

2.2.4 Full applications

Lead applicants invited to submit a full application following short-listing of their concept note must do so using the project Grant Scheme Platform:

https://www.egregsystem.info/socialprotection-jo. Lead applicants should then keep strictly to the format of the grant application form and fill in the required sections.

Information sessions on submission of full applications on the Grant Scheme Platform will be available to shortlisted applicants and announced in the invitation letter.

Lead applicants must submit their full applications in the same language as their concept notes.

The full application form must be completed as carefully and as clearly as possible so that it can be assessed properly.

Any error related to any major inconsistency in the full application (e.g. if the amounts in the budget worksheets are inconsistent) may lead to the rejection of the application.

Clarifications will only be requested from the applicant when information provided is unclear and thus prevents the Contracting Authority from conducting an objective assessment.
Please note that only the full application form which has to be filled in will be transmitted to the evaluators (and assessors). It is therefore of utmost importance that these documents contain ALL the relevant information concerning the action.

No additional annexes should be sent.

### 2.2.5 Where and how to send full applications

The Full Application must be submitted electronically (ONLY) via the dedicated Grant Scheme platform ([https://www.egregsystem.info/socialprotection-jo](https://www.egregsystem.info/socialprotection-jo)) following the instructions given in the online platform.

Lead Applicants only will receive an automatic confirmation of receipt upon the online submission of the Full Application.

No other means of submission are applicable.

**Incomplete applications may be rejected.**

### 2.2.6 Deadline for submission of full applications

The deadline for the submission of full applications will be indicated in the electronic communication sent to the short-listed lead applicants and the deadline of submission will be a minimum of 30 days from the date of that notification. The exact date will be indicated in the invitation letter.

### 2.2.7 Further information about full applications

Requests for clarifications are to be submitted directly via the Questions and Answers section on the Grant Scheme platform, no later than 21 days before the deadline for the submission of the Full Proposal.

The Contracting Authority has no obligation to provide clarifications to questions received after this date.

Replies will be given no later than 11 days before the deadline for submission.

The Contracting Authority cannot guarantee replies to questions/requests for clarifications submitted later than the indicated deadline.
To ensure equal treatment of applicants, no individual replies will be given to questions; the Contracting Authority cannot give a prior opinion on project description, and/or specific activities.

FAQs as well as other important notices to applicants will also be published. It is therefore advisable to consult the Grant Scheme platform

https://www.egregsystem.info/socialprotection-jo regularly in order to be informed of the questions and answers and other notices published. Questions and answers are provided for clarification purposes and are not intended to constitute a corrigendum to the call for proposals or the full application template.

IT Support issues related to the use of the Grant Scheme platform can be addressed via the help desk section.
3. **EVALUATION AND SELECTION OF APPLICATIONS**

Applications will be examined and evaluated by the Contracting Authority with the possible assistance of external assessors. All applications will be assessed according to the following steps and criteria.

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

A Grant Technical Committee followed by a Grant Steering Committee, will be supporting the Contracting Authority in the decision establishing the short-list of invited Applicants for the second step and finally for the awarding of Grant Contracts. In the whole evaluation and selection process, a European Union Delegation representative will act as an observer.

The lead applicant as well as all co-applicants shall fill in and sign the declaration on honour certifying that they are not in one of the exclusion situations (see Section 2.6.10.1 of the practical guide (PRAG)); The original must be provided once invited for the Full Application submission.

(1) **STEP 1: OPENING, ADMINISTRATIVE CHECKS, VERIFICATION OF ELIGIBILITY**

During this step, the following will be assessed:

- The administrative check covers:
  - the duration of the action is within the required limits
  - the requested contribution is between the minimum and maximum allowed.
  - the grant rate is within the indicated limits
  - the declaration by the lead applicant has been filled in, signed and uploaded; the mandate by the co-applicant(s) has been filled in, signed and uploaded.
  - The eligibility of the applicant and co-applicant(s) will be verified according to the criteria set out in Sections 2.1.1, 2.1.2 and 2.1.3.

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 applications that pass this check will be evaluated on the relevance, quality of content and activities, and quality of the partnership of the proposed action.

(2) **STEP 2: CONCEPT NOTE EVALUATION**

The evaluation will be done based on the following evaluation grid:
### Evaluation grid

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Max points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Relevance (scoring will not be changed during Full Application (FA) assessment)</strong></td>
<td>30</td>
</tr>
</tbody>
</table>
| This criterion evaluates how the project proposes to implement the selected priority theme(s) specified in section 2.1.2 of these Guidelines and contributes to the objectives referred to in section 1.2 of these Guidelines. The evaluation will take account of the ‘added value’ elements of the project including those listed in section 1.2 of these Guidelines, together with other innovative elements proposed. Assessment against this criterion will consider in particular, but not exclusively, the expected contribution to:  
- the reinforcement or the creation of local partnerships to improve social cohesion (in the sense of improving the well-being and quality of life of everyone), also possibly setting-up organisational models involving end beneficiaries and other stakeholders;  
- how to adapt and improve social services, with a particular emphasis on poverty pockets, with the active participation of vulnerable people and family carers;  
- supporting disadvantaged people in overcoming barriers;  
- improving the links between rural and urban areas, reducing the negative impact of distance;  
- enhancing and using forgotten skills, know-how and cultural resources while also using and facilitating access to digital, design and other technical resources;  
- the effort to raise the value of small businesses and social enterprise, (involving young people, women and vulnerable groups);  
- collecting data, contributing to research and reaching a better understanding of the impact of social intervention and policies on beneficiaries                                                                 |            |
| **2. Quality of the content, methods and activities (scoring could be increased up to 35 points during Full Application assessment)** | 15         |
| This criterion evaluates the practical implementation of the proposal, considering how to improve on previous experiences. Assessment against this criterion will consider in particular, but not exclusively, the expected contribution to:  
- improving dialogue and cooperation in the relationship with local/national authorities in order to help gradually enhance the quality of services in terms of equity, access, satisfaction and well-being of beneficiaries, especially in poverty pocket areas; |            |
- improving the quality, accessibility and multi-functionality of public spaces, also encouraging community volunteers), and the overall image and environmental standard of the area;
- improving the involvement of young people in cross-cutting activities, leading to innovation, to the creation of small businesses, social enterprise;
- increasing the autonomy of people with disabilities and of vulnerable people in general, fostering their integration and addressing stigmatization, also supporting family carers;
- providing responses to a crisis, such as COVID-19
- improving the quality of goods and services produced by the target groups by introducing them to design and other techniques, fostering cooperative solutions and access to the market.

3. Quality of the partnership (scoring could be increased up to 15 points during Full Application assessment)

This criterion evaluates the relevance of the partnership between/among lead applicant and co-applicant(s) related to the project taking into consideration:

- the complementarity and mutual support in relation to each partner’s experience;
- the prospect of engaging in training and upskilling.
- in addition and if relevant, this criterion evaluates partnerships with other stakeholders.

In order to be considered for second step selection, concept notes must score a minimum quality threshold of 30 out of 50 points and a minimum score of 50% is required for each criterion.

Based on the results of the above evaluation, the number of concept notes will be reduced, taking account of the ranking, in order to select approximately double the number of Actions intended to be approved for programme implementation, as indicated in section 1.3 of these Guidelines.

The pre-selected lead applicants will subsequently be invited to submit full applications. (Unsuccessful applicants will also be informed and provided with indications about the weaknesses of their concept note or the reasons for rejection linked to eligibility criteria).
(3) STEP 3: EVALUATION OF THE FULL APPLICATION

Firstly, a relevant administrative analysis assuring that all requested information is included and correct will be carried out. If any of the requested information is missing or incorrect, the application may be rejected on that sole basis and the application will not be evaluated further.

The full applications that pass this administrative check will be further evaluated on their quality, including the proposed budget and capacity of the applicants. They will be evaluated using the evaluation criteria in the evaluation grid below.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Relevance</td>
<td></td>
</tr>
<tr>
<td>This criterion will not be re-evaluated during the Full Application assessment. The same scoring as for the Concept Note (CN) will be reported.</td>
<td>From CN</td>
</tr>
<tr>
<td>2. Quality of the content and activities</td>
<td>35</td>
</tr>
<tr>
<td>Based on the additional detailed information provided in the Full Application this criterion will be further evaluated, using the same parameters mentioned in the second point of the concept note evaluation (Quality of the content, methods and activities).</td>
<td></td>
</tr>
<tr>
<td>At this point, the sustainability of the action and its objectives and previous experience of the applicants will be taken into consideration. The project could potentially introduce:</td>
<td></td>
</tr>
<tr>
<td>- a better dialogue between CSOs, their beneficiaries and public authorities;</td>
<td></td>
</tr>
<tr>
<td>- a better cooperation between CSOs;</td>
<td></td>
</tr>
<tr>
<td>- a better cooperation between CSOs and other local stakeholders including small businesses and social enterprise;</td>
<td></td>
</tr>
<tr>
<td>- coping with COVID-19 possible challenges;</td>
<td></td>
</tr>
<tr>
<td>- a “no waste culture” and better care of the environment;</td>
<td></td>
</tr>
<tr>
<td>Such elements will be taken into account, along with other added value elements, cross-cutting activities, the promotion of gender equality and equal opportunities</td>
<td></td>
</tr>
<tr>
<td>3. Quality of the partnership</td>
<td>15</td>
</tr>
<tr>
<td>Based on the additional information related to the technical and financial capacities and expertise provided by the co-applicant(s) this criterion evaluates the relevance of the partnership to the project as well as the extent to which the</td>
<td></td>
</tr>
</tbody>
</table>
structure and the proposed management structure will ensure effective implementation.

Added value would be given to partnerships providing directly the necessary knowledge and capacity to implement the activity with less involvement of external expertise. However, the project may include specific requirements in terms of expertise (for instance in order to facilitate the involvement of beneficiaries, contributions to the improvement of public policies, capacity building of staff and volunteers etc…)

Innovative ideas and/or references to good practices are encouraged, so are indications on how the partnership could continue in some form after the end of the contract implementation period.

This criterion also assesses the quality of partnerships between the applicants and other possible stakeholders.

<table>
<thead>
<tr>
<th>4. Communication and dissemination</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>This criterion evaluates the project’s approach in terms of communication and potential dissemination of methods, processes and results. The aim is to maximise the impact and ownership of the project results at local, regional, national levels, so this impact goes beyond the project’s lifetime.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5. Appropriateness of the budget</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>This criterion evaluates the financial feasibility and consistency of the project in relation to the objectives and expected results, analysing the coherence of its overall planned activities and related estimated costs, ensuring that expected results are appropriately estimated and reflected in a cost-effective budget.</td>
<td></td>
</tr>
</tbody>
</table>

In order to be considered for funding, proposals must score a **minimum quality threshold of 75/100 points** and a minimum score of 50% is required for each criterion.

**Provisional selection**

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

Any rejected or withdrawn application will be replaced by the next best placed application on the reserve list that falls within the available budget for this call for proposals.
STEP 4: Submission of supporting documents for provisionally selected applications

A lead applicant whose application has been provisionally selected or placed on the reserve list will be informed in writing by the Contracting Authority.

The eligibility verification will be performed on the basis of the supporting documents requested by the Contracting Authority.

The following documents will be requested in order to allow the Contracting Authority to verify the eligibility of the lead applicant and of the co-applicant(s), depending on the Contracting Authority's risk assessment and after verification that the applicant and/or co-applicant(s) are not included in the early detection and exclusion system of the European Commission:

1. The applicable registration based on the type of entity of the lead applicant and co-applicant(s) in Arabic.

2. The statutes or articles of association of the lead applicant, of each co-applicant with partial translation in English (if available) and full set of document(s) in Arabic.

3. Legal entity sheet (provided in the annexes part of the EGREG Grant platform) duly completed and signed by each of the applicants (i.e. by the lead applicant and by each co-applicant), accompanied by the justifying documents requested there.

4. A financial identification form of the lead applicant (not from co-applicant(s)) conforming to the template provided in the annexes part of the EGREG Grant platform), certified by the bank to which the payments will be made. This bank should be located in Jordan and a separate sub-bank account for the grant should be created.

Documents must be supplied in the form of originals, photocopies or scanned versions (i.e. showing legible stamps, signatures and dates) of the said originals.

Any missing supporting document or any incoherence between the declaration by the lead applicant and the supporting documents may lead to the rejection of the application on that sole basis.

If the abovementioned supporting documents are not provided before the deadline indicated in the request for supporting documents sent to the lead applicant by the Contracting Authority, the application may be rejected.
4. **NOTIFICATION OF THE CONTRACTING AUTHORITY’S DECISION**

**4.1 CONTENT OF THE DECISION**

The lead applicant will be informed in writing of the Contracting Authority’s 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 to the following email: daj@expertisefrance.fr

See further Section 2.12.1 of the practical guide (PRAG).

Applicants and, if they are legal entities, persons who have powers of representation, decision-making or control over them, are informed that, should they be in one of the situations of early detection or exclusion, their personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the early detection and exclusion system, and communicated to the persons and entities concerned in relation to the award or the execution of a grant contract.

For more information, you may consult the privacy statement available on http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm

**4.2 INDICATIVE TIMETABLE**

<table>
<thead>
<tr>
<th>1. Information sessions (concept notes)</th>
<th>DATE</th>
<th>JORDANIAN TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 September 2020, 3 September 2020, 6 September 2020, 7 September 2020</td>
<td>September 2020, September 2020, September 2020, September 2020</td>
<td>10:00 – 2:00</td>
</tr>
</tbody>
</table>

| 2. Deadline for requesting any clarifications from the contracting authority | 17/09/2020 | 12:00 |
3. Last date on which clarifications are issued by the contracting authority | 27/09/2020

4. Deadline for submission of concept notes | 08/10/2020 | 12:00 noon

5. Information to lead applicants on opening, administrative checks and verification of eligibility (Step 1)

6. Invitations to submit full applications

7. Information sessions (full applications)

8. Deadline for submission of full applications

9. Information to lead applicants on the evaluation of the full applications (Step 3)

10. Notification of award (after the eligibility check) | February 2021

11. Contract signature | February 2021

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 Grant Scheme platform.

4.3 **Conditions for implementation after the Contracting Authority’s decision to award a grant**

Following the decision to award a grant, the beneficiary(ies) will be offered a contract based on the standard grant contract. By signing the application form, the applicants agree, if awarded a grant, to accept the contractual conditions of the standard grant contract available on the platform.

4.4 **Data Protection**

Processing an application to this Call for Proposals involves the recording and processing of personal data (such as names, contact details, etc.). These data will be processed solely for the purposes of the management and monitoring of the Grant Scheme and of the contract by the data controller without prejudice to possible transmission to the bodies in charge of monitoring or inspection tasks in application of EU law.
In addition, as the contract relates to an external action in Partner Countries outside the EU and Expertise France is acting as Contracting Authority, transmission of personal data may occur to the MoSD, solely for the purpose of complying with its obligations under the applicable legislative framework and under the financing agreement concluded between the EU and Jordan with regard to this Grant Scheme Programme.