



Guidelines

for sub-grant applicants

GREENLAND Project (B_A.3.1_0048)

Reference: call for Sub-grant proposal for internship training in Lebanon (GREENLAND_SUPPORT)

Deadline for submission of application: 10/8/2023 - 1PM Beirut time

These guidelines set out the rules for the submission, selection and implementation of the actions financed under this call, in conformity with the ENI CBC MED Programme rules, which are applicable to the present call (available at <http://www.enicbmed.eu/home>).

1.1. BACKGROUND

The Mediterranean area suffers from extremely high rates of youth and female unemployment. To face this challenge, the project GREENLAND promotes social inclusion and fight against poverty by providing unskilled and underprivileged young people with marketable skills in the Green and Circular Economy, with the potential to generate thousands of jobs.

To reach its objective, GREENLAND will create new curricula based on market needs, skills transfer to NEETs and women, media-based training tools, and cultural exchanges among young people. The creation of new employment opportunities will be reinforced by the sector-skills alliances between TVETs and SMEs.

On the environmental side, the project will increase skills for a resource-efficient and inclusive Green Economy that ultimately contributes to combating climate change, reducing the mismatch between the labour market and skills. On the economic side, GREENLAND will support the engagement of NEETs and women to set up enterprises in the Green and Circular Economy sectors.

GREENLAND ensures that key public and private organizations are actively involved and creates the opportunities and skills for Policy innovation to take place.

The GREENLAND outputs include labour market analysis to identify 2900 NEETs/Women through profiling, curricula development and skills transfer to NEETs/Women (mentoring, training, e-learning tools, soft-skills coaching developed through "sector-skills alliances" between TVETs and SMEs), 210 national/cross-border traineeships in enterprise and 18 job-shadowing for actors established in national, regional or local labour market institutions (e.g. employment agencies): an action with an exceptionally high-impact at policymaking level. Through the creation of an Entrepreneurial Green Network (EGN), 7 agreements and 7 longterm Action plans (APs), key actors from 7 Med nations (public authorities, TVETs, employment agencies, SMEs) will be brought around the same table to foster Policy innovation in Green Growth job creation and training targeting NEETs. 7 MoU and capitalisation of 7 APs will have an impact on the youth labour force participation rates in the MED area.

1.2. OBJECTIVES OF THE CALL FOR SUB-GRANTS

<Enter short description of the project objectives covered by this call for sub-grant proposals. >

The **objective** of this call for sub-grant proposals is: <...>

1.3. FINANCIAL ALLOCATION

The overall indicative amount made available under this call for sub-grant proposals is EUR <7500>. The PDA as project partner 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 [minimum and] maximum amounts:

- minimum amount: EUR <200>
- maximum amount: EUR <300>

The sub-grant shall take the forms of reimbursement of costs.

1.4. 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),
- (2) the activities:
 - Type of activities for which the sub-grant may be awarded (2.1.2);
- (3) the costs:
 - Forms of financing and types of cost that may be taken into account in setting the amount of the subgrant (2.1.3).

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

Lead Applicant

- (1) In order to be eligible for a grant, the Lead Applicant must:

Indicate the relevant criteria with due regard for the objectives of this call for sub-grant proposals, complying with the principles of transparency and non-discrimination.

- **be a natural person (man younger than 30, women all age) and**
- **be established in Lebanon¹ and**
- **be one of the participants in the GREENLAND project training program in Lebanon.**
- **Be one of the higher grades of the second phase of the GREENLAND project training.**
- **pass the interview of the committee of evaluation created by the project with higher grade.**

- (2) Lead applicants, are informed that, should they be in one of the situations of early detection or exclusion according to article 52.2.vi of the ENI CBC Implementing Rules², 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.

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

The lead applicant acts individually under this action.

If awarded the sub-grant contract, the lead applicant will become the sub-grantee, who is the main interlocutor of the project partner (PP1) awarding the sub-grant. It may represent and act on behalf of any other co- sub-grantee (if any) and coordinates the design and implementation of the action.

¹ In case of Israel being eligible please insert: With regard to Israeli entities, please follow Guidelines on the eligibility of Israeli entities and their activities in the territories occupied by Israel since June 1967 for grants, prizes and financial instruments funded by the EU from 2014 onwards (OJ C 205, 19.7.2013, p. 9).

² EC Regulation 897/2014.

1.4.2. 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 lower than one month nor] exceed two months.

Sectors or themes

- Internship in solar energy installation sector.
- Internship in e-commerce management and digital marketing sector.
- Internship in circular agri-food processing sector.

Location

Actions must take place in the following country: **Lebanon**

Types of activity

The Type of activity which may be financed under this call is participation to internship.

Visibility

Subgrant applicants must comply with the objectives and priorities and guarantee the visibility of the EU financing (see the [Communication and Visibility Requirements for EU External Actions](#)).

Number of applications and subgrants per applicant(s)

- **The lead applicant may not submit more than one application under this call for subgrant proposals.**

1.4.3. Eligibility of costs: costs that can be included

The sub-grant shall take the forms of reimbursement of costs.

Only eligible costs can be covered by the sub-grant. The categories of costs that are eligible and non-eligible are indicated below. The budget is both a cost estimate and an overall ceiling for eligible costs.

Eligible direct costs

To be eligible under this call for proposals, costs must comply with the provisions of **Article 3** of the sub-grant contract.

The subgrant applicant(s) agree that the expenditure verification(s) referred to in **Article 12** of the sub-grant contract will be carried out by the auditor contracted by the project Lead Beneficiary **Calabria Region** or by the project partner **PDA-Lebanon**.

Eligible indirect costs

No indirect cost is eligible under this action.

Ineligible costs

The following costs are not eligible:

- debts and debt service charges (interest);
- provisions for losses or potential future liabilities;
- costs declared by the applicants and financed by another action or work programme receiving a European Union grant;
- purchases of land or buildings;
- currency exchange losses;
- duties, taxes and charges, including VAT, except when non-recoverable under the relevant national tax legislation unless otherwise provided in appropriate provisions negotiated with partner countries, as per the provisions of the related Financing Agreement;³
- loans to third parties;
- fines, penalties and expenses of litigation;
- contributions in kind;

1.4.4. Ethic clauses and Code of Conduct

a) Absence of conflict of interest

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

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 project Lead Beneficiary / partner and the Programme bodies reserve the right to

³ For details on VAT and tax provisions set in Financing Agreements (FA), the potential applicants may refer to the specific national provisions.

suspend or cancel the sub-grant if corrupt practices of any kind are discovered at any stage of the award process or during the execution of the contract. 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.

d) Breach of obligations, irregularities or fraud

The project Lead Beneficiary / partner and the Programme bodies reserve 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 project beneficiary may refrain from concluding the contract.

1.5. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

1.5.1. Applications

Subgrant applicants are invited to submit an application using the model of application form annexed to these guidelines (Annex A). Applicants must apply in **English or Arabic**.

Please complete the application form carefully and as clearly as possible so that it can be assessed properly. Any error related to the points listed in the checklist of the subgrant 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 **the project Lead Beneficiary Calabria Region or the project partner PDA-Lebanon** 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, description of activities and / or any other relevant annex*) will be evaluated. It is therefore of utmost importance that these documents contain ALL the relevant information concerning the action.

1.5.2. Where and how to send applications

Modalities for the submission of the subgrant applications are defined by the project partner **PDA-Lebanon** issuing the call.

The application form (AF) must be drawn up according to the model attached (Annex A_Sub-grants application form), dated and signed by the candidate (original, scanned and/or digital signatures are allowed), with the budget form, together with a photocopy of a valid identity document.

The AF must be sent by email to the following addresses:

Ms. Hawraa Mahfouz (Project manager): hawraa.mahfouz@pdalebanon.org

info@pdalebanon.org

The e-mail subject must include **"Application for subgrant– GREENLAND Project"**

Applicants must verify that their application is complete using the checklist included in the sub-grant application form. Incomplete applications may be rejected.

1.5.3. Deadline for submission of applications

the deadline for the submission is **15/8/2023 at 1pm Beirut time.**

1.5.4. Further information about applications

Questions may be sent by e-mail **no later than 5 days** before the deadline for the submission of applications to the following e-mail address **info@pdalebanon.org**, indicating clearly the reference of the call for subgrants.

The project partner **PDA-Lebanon** has no obligation to provide clarifications to questions received after this date. Replies will be given **no later than 2 days** before the deadline for the submission of applications.

To ensure equal treatment of applicants, **the project partner** PDA-Lebanon cannot give a prior opinion on the eligibility of applicants, co-applicants, or an action.

No individual replies will be given to questions. All questions and answers as well as other important notices to applicants during the course of the evaluation procedure, will be published on the website <https://www.enicbcmmed.eu/projects/greenland> as the need arises. It is therefore advisable to consult the abovementioned website regularly in order to be informed of the questions and answers published.

1.6. EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by an evaluation committee composed by representatives of the project partner, the training organizations and the training supervisors.

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.

(1) STEP 1: OPENING & ADMINISTRATIVE CHECKS

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

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

(2) STEP 2: EVALUATION OF THE APPLICATION

The applications that pass the opening and administrative checks 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. There are two types of evaluation criteria: selection and award criteria.

The selection criteria help to evaluate the applicant(s)'s operational capacity and the lead applicant's financial capacity and are used to verify that they:

- have stable and sufficient sources of finance to maintain their activity throughout the proposed action and, where appropriate, to participate in its funding (this only applies to lead applicants);

- are among the top graduates of the second phase onsite training in GREENLAND training.
- Have been selected by the evaluation committee to proceed to the phase three/internship.

The award criteria help to evaluate the quality of the applications in relation to the objectives set forth in the guidelines, and to award sub-grants to sub-projects which maximise the overall effectiveness of the call for proposals. They help to select applications which the project Lead Beneficiary / partner can be confident will comply with its objectives and priorities. They cover the relevance of the action, its consistency with the objectives of the call for proposals, quality, expected impact, sustainability and cost-effectiveness.

Scoring:

The evaluation grid is divided into Sections and subsections. Each subsection will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

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

(3) VERIFICATION OF ELIGIBILITY OF THE APPLICANTS

The eligibility verification will be performed according to the criteria set out in Section 2.1 on the basis of the following supporting documents:

- the Phase Two (GREENLAND Onsite Training) report, which verifies the trainee's successful completion of the training with the highest grades.
- The evaluation report issued by the evaluation committee for the each trainee.

It will by default only be performed for the applications that have been provisionally selected according to their score and within the available budget for this call for proposals.

Any rejected 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.

If the abovementioned supporting documents are not provided before the deadline indicated in the request for supporting documents sent to the applicant, the application may be rejected.

1.7. NOTIFICATION OF THE RESULTS OF THE EVALUATION

1.7.1. Content of the decision

Applicants will be informed in writing of the project Lead Beneficiary / partner'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.

1.7.2. Indicative timetable

	DATE	TIME
1. Deadline for requesting any clarifications from the project Lead Beneficiary / partner	<Date 5 days before the submission deadline>	< 1:00 PM >
2. Last date on which clarifications are issued by the project Lead Beneficiary / partner	< Date 2 days before the submission deadline>	-
3. Deadline for submission of applications	< 15/8/2023 >	< 1:00 PM >
4. Information to applicants on the evaluation	< 30/8/2023 >	-
5. Notification of award	< 1/9/2023 >	-

This indicative timetable refers to provisional dates and may be updated by the project Lead Beneficiary / partner during the procedure. In such cases, the updated timetable will be published on the project web site <url of project websites>.

List of annexes

DOCUMENTS TO BE COMPLETED

Annex A: Sub-grant application form (Word format)

Annex B: Budget