

Guidelines


for sub-grant applicants

GREENLAND Project (B_A.3.1_0048)

**Reference: Call for sub-grant proposals Number 1- GREENLAND Project
(B_A.3.1_0048) – Lebanon (PP1)**

Deadline for submission of application: 23/05/2022 at 1PM CET

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.enicbcmed.eu/home>).



1.1. BACKGROUND

<Enter description of the background of the project. Maximum length: ½ page.>

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 policy-making level. Through the creation of an Entrepreneurial Green Network (EGN), 7 agreements and 7 long-term 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 are:

- **Ob.1 Enhancing** the capacity of Lebanese Actors established in national, regional or local labour market institutions (e.g. employment agencies) to meet labour market needs in Lebanon, reducing regional disparities and the labour mismatch in the different sectors of Green and Circular Economy (GaCE).
- **Ob.2 Enhancing** the capacity of Lebanese **Actors established in national, regional or local TVETs** to tackle current employment challenges in Lebanon, by delivering information on the level of demand for specific skills in the Green and Circular Economy (GaCE) sectors, with the final aim of developing new curricula.

- **Ob.3 Learning** from the Italian system in coping with NEETs and drop-outs (including youth at risk of social exclusion in general and unemployed women without age limit) to adopt best practices in tackling the NEET phenomena.
- **Ob.4 Elaborating** and implementing **action plans** targeting key staff of policy-making institutions to ensure more coordination on the employment services from the national employment office and more supervision on the coherence of the job-matching function at the national, regional and local level.
- **Ob. 5 Signing Memorandum of Understanding (MoU)** with Italian Actors established in national, regional, local labour market institutions (e.g. employment agencies) or Educational institutions (e.g. TVETs) to improve the Lebanese system.

1.3. FINANCIAL ALLOCATION

The overall indicative amount made available under this call for sub-grant proposals is **EUR 4000,00**. The **ARCES Association, Italy**, being **project Lead Beneficiary (PP5) (Italy)** and responsible for the implementation of **Work package n.5 of the project Greenland**, 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 1500,00**
- maximum amount: **EUR 2000, 00**

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 and**
- **be established in Lebanon¹ and**
- **be one of the Actors established in national, regional or local labour market institutions** (e.g. employment agencies) operating in the field of youth employment and labour market active policies²
or
- **be one of the Actors established in national, regional or local Educational institutions** (e.g. TVETs)
and
- **be directly responsible** for the preparation and management of the action, **and**
- **not acting** as an intermediary **and**
- **having**
 1. Good English knowledge is a prerequisite
 2. High expertise and experience in the field of social inclusion and recruitment
 3. High expertise and experience in the field of Education and Training
 4. Motivation to participate (Letter of interest in English language will be evaluated)
 5. An authorisation letter signed by the legal representative of his/her institution³

Priority will be given to the people more active at national level:

- ✓ e.g. **Lead applicants** that are working for relevant National Institutions, in both Employment and Training environments

(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 Rules⁴, personal details (name, given, address,) 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 is not in any of these situations.

The lead applicant acts individually under this action.

¹ Please specify the eligible regions as stipulated in the project. 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 Please note that this requirement is clearly mentioned in the Application form, Section 2.5 Total budget per sub-grants, p.56.

³ This authorisation was mentioned in the Application form approved by the MA.

⁴ EC Regulation 897/2014.

If awarded the sub-grant contract, the lead applicant **will become the sub-grantee**, who is the main interlocutor of the **project Lead Beneficiary (PP5) (Italy) ARCES Association** 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.

1.4.2. 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 3 days nor exceed 5 days including Travel days.**

Sectors or themes

<Specific sectors or themes to which the actions must relate>

- i. **Labour market active policies**
- ii. **Education planning**
- iii. **Funding for unemployed youth, NEETs and unemployed Women**
- iv. **Green and Circular economy (GaCE) sectors**

Location

Actions must take place in **Italy** and in particular in **the Region of Sicily (Palermo)**.

Types of action

The following **types of action** are ineligible:

- **Trips;**
- **Projects supporting political parties;**
- **Operations, which discriminate against individuals or groups of people on the grounds of their gender, religious beliefs or lack of them, or their ethnic origin;**
- **Purchase of equipment or furniture for the partner PDA Lebanon (PP1).**

Types of activity

Types of activity which may be financed under this call

- **Project meetings,**
- **Brainstorming sessions,**
- **Study and Field visits,**
- **Thematic Workshops,**
- **Ad hoc Trainings,**
- **Other events specifically designed to improve co-operation and dialogue between the parties (including twinning actions) involved in the GREENLAND project.**

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.

- **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 agrees that the expenditure verification referred to in **Article 12** of the sub-grant contract will be carried out by the auditor contracted by the **project Lead Beneficiary ARCES association (PP5) (Italy).**

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 sub-grant contract. The lead applicant may be asked to justify the percentage requested before the sub-grant contract is signed. However, once the flat rate has been fixed, no supporting documents need to be provided.

NB: If any of the applicants is in receipt of an operating grant financed by the EU, it may not claim indirect costs on its incurred costs within the proposed budget for the action.

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;⁵
- loans to third parties;
- fines, penalties and expenses of litigation;
- contributions in kind;
- <any other category>.

⁵ For details on VAT and tax provisions set in Financing Agreements (FA), the potential applicants may refer to the specific national provisions.

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 ARCES PP5**, the partners (**PDA Lebanon and the Region of Calabria**) and the **Programme bodies (MA/JTS)** reserve the right to 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 (PP5) (Italy) ARCES association (PP5)**, the partners (**PDA Lebanon and the Region of Calabria**) 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 language**.

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 ARCES association (PP5)**, the partners (**PDA Lebanon and the Region of Calabria**) 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 Lead Beneficiary ARCES association (PP5)** issuing the call.

Applications (i.e. the application form, the budget and the declaration by the subgrant applicant) must be submitted in a sealed envelope by registered mail, private courier service or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) to the address below:

Postal address:

Planning and Development Agency

Silo Building

Lebanon, Ras Baalbeck, Baalbeck_Qaa Highway

To the kind attention of Ms. Hawraa Mahfouz (Greenland project Manager)

Or

Postal address:

Associazione ARCES

Vicolo Niscemi N. 5

90133 – Palermo

To the kind attention of Mr. Alessandro Pernice (Greenland project Manager)

Address for hand delivery: <Address of the project beneficiary>

Associazione ARCES

Vicolo Niscemi N. 5

90133 – Palermo



To the kind attention of Mr. Alessandro Pernice (Greenland project Manager)

Or

Planning and Development Agency

Silo Building

Lebanon, Ras Baalbeck, Baalbeck_Qaa Highway

To the kind attention of Ms. Hawraa Mahfouz (Greenland project Manager)

Applications sent by any other means⁶ (e.g. by fax or only by e-mail) or delivered to other addresses will be rejected.

Applications must be submitted in one original and 2 copies in A4 size, each bound.

The application form, budget and logical framework must also be supplied in electronic format to the following e-mail address

1. Mr. Alessandro Pernice (GREENLAND Project Manager, ARCES, PP5):

a.pernice@arces.it

2. Mr. Giancarlo Amato (GREENLAND Financial Manager, ARCES, PP5):

g.amato@arces.it

3. Mr. Giuseppe Rallo (GREENLAND Administrative Manager, ARCES, PP5):

g.rallo@arces.it

4. Mr. Jalal Mafouhz (GREENLAND Project Manager, PDA Lebanon, PP1):

Jalal.mahfouz@pdalebanon.org

5. Mr. Nicola Mayerà (GREENLAND Project Coordinator, Region of Calabria, BEN)

greenlandproject.enicbcmed@regione.calabria.it

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

*The envelope must bear the **reference of the call for subgrants**, together, the full name and address of the lead applicant, and the words 'Not to be opened' and <'local language equivalent'>.*

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

⁶ Applications might also be submitted through a secure e-submission system, provided that it ensures no access to any member of the staff of the project beneficiary before the opening session of the proposals.

1.5.3. Deadline for submission of applications

Indicate the deadline for the submission: **23/05/2022 at 1pm CET.**

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

- a.pernice@arces.it
- g.amato@arces.it

indicating clearly the reference of the call for subgrants.

The project **Lead Beneficiary ARCES association (Italy) (PP5)** has no obligation to provide clarifications to questions received after this date. Replies will be given **no later than 3 days** before the deadline for the submission of applications.

To ensure equal treatment of applicants, the project **Lead Beneficiary ARCES association (Italy) (PP5)** cannot give a prior opinion on the eligibility of 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 of the project Greenland** <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

The contents of this section are indicative and merely a suggestion. The project Lead Beneficiary and / or the project partner issuing the call for subgrants shall define its own evaluation and selection criteria depending on the target, aim, activities financed by the subgrants.

Please insert information about the composition of the evaluation committee.

Applications will be examined and evaluated by an Evaluation committee named **Sub-grant Managing Committee (SGMC)** which is composed by representatives of the following **three Project partners**:

- 1) **Project Lead Beneficiary ARCES (PP5), Italy**
- 2) **Region of Calabria (BEN), Italy (BEN)**
- 3) **PDA, Lebanon (PP1)**

Sub-grant Managing structure:

The Sub-grant Managing Committee (SGMC) was set up in May 2022 to bring **together strategic project partners** from both EUMPCs and MPCs, such as PP5 (ARCES), BEN (Region of Calabria) and PP1 (PDA



Lebanon). It includes **at least one representative for each Partner** who plays the role of project manager or project coordinator (depending on the case).

Moreover, other project team members from each PPs are part of this Committee, namely **Mr. Giuseppe Rallo** (GREENLAND Administrative Manager, ARCES PP5), **Ms. Hawraa Mahfouz** (GREENLAND Project Manager Assistant, PDA Lebanon, PP1) and **Mr. Andrea Polimeni**, (Greenland Project Financial Manager, Region of Calabria, BEN). They form **the Local Technical Assistance (LTA) Team**, which is part of the SGMC.

PP5 has appointed a **Senior Grant Management Coordinator (Mr. Alessandro Pernice, ARCES)** responsible for the overall design and implementation of the sub-granting scheme. He will be supported by a **Grant Management Assistant (Mr. Giuseppe Rallo, ARCES)** and a Financial Manager (**Mr. Giancarlo Amato, ARCES**), responsible for payments and monitoring expenditure.

LTA team representatives will be the main contact persons assigned to sub-grantee activities (job-shadowing) in order to follow-up and closely monitor progress of the sub-grantee activities awarded in their countries.

Selection Procedure

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);

- have the management capacity, professional competencies and qualifications required to successfully complete the proposed action. This applies to all applicants.

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 and partners 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 requested by the **project Lead Beneficiary ARCES PP5** and **Project partners (Region of Calabria BEN and PDA Lebanon PP1)**:

<List the documents required to comply with the eligibility conditions>

- 1) Curriculum vitae in English in line with the Europass model + <https://europa.eu/europass/eportfolio/screen/profile-wizard?lang=en>
- 2) Motivation letter written in English language
- 3) An authorisation letter written in English language and signed by the legal representative of his/her institution
- 4) A working knowledge of English language-
- 5) Any certificates proving qualifications, skills and expertise as outlined above.

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 / partners' 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 / partners	<Date 5 days before the submission deadline>	< Time: 18/05/2022 at 1PM CET >
2. Last date on which clarifications are issued by the project Lead Beneficiary / partners	< Date 3 days before the submission deadline >	20/05/2022 at 1PM CET
3. Deadline for submission of applications	< Date: 23/05/2022 >	< Time : 1PM CET >
4. Information to applicants on the evaluation	< Date: 26/05/2022 >	-Time: 1 PM CET
5. Notification of award	< Date: 31/05/2022 >	Time: 1PM CET

This indicative timetable refers to provisional dates and may be updated by the project Lead Beneficiary / partners during the procedure. In such cases, the updated timetable will be published on the project web site < <https://www.enicbcmmed.eu/projects/greenland> >.

List of annexes

NOTE THAT ALL ANNEXES MUST BE ADAPTED AS FORESEEN TO THE CALL AND PUBLISHED TOGETHER WITH THE GUIDELINES

DOCUMENTS TO BE COMPLETED

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

Annex B: Budget