



Contracting Authority: European Commission

THE EUROPE-CHINA CLEAN ENERGY CENTRE (EC²)

Guidelines
for grant applicants

Budget line 19.100101

Reference: EUROPEAID/128591/L/ACT/CN

Deadline for submission of proposals: 23 October 2009

Notice

This is an open Call for Proposals, where all documents are submitted at one stage (Concept Note and full proposal). However, in the first instance, only the Concept Notes will be evaluated. Thereafter, for the applicants whose Concept Notes have been pre-selected, evaluation of the full proposal will be carried out. Further to the evaluation of the full proposals, an eligibility check will be performed on those which are provisionally selected. This check will be undertaken on the basis of the supporting documents requested by the Contracting Authority and the signed "Declaration by the Applicant" sent together with the application.

IMPORTANT

Please note that the date for the information session is indicative and subject to change. You are advised to consult the EUROPEAID website should any corrigendum be published.

Table of contents

1	THE EUROPE-CHINA CLEAN ENERGY CENTRE PROJECT (EC²)	4
1.1	Background	4
1.2	Objectives of the project and priority issues	5
1.3	Financial allocation provided by the contracting authority and income generation	8
2	RULES FOR THIS CALL FOR PROPOSALS	10
2.1	Eligibility criteria	10
2.1.1	Eligibility of applicants: who may apply?	10
2.1.2	Partnerships and eligibility of partners	11
2.1.3	Eligible actions: actions for which an application may be made	13
2.1.4	Eligibility of costs: costs which may be taken into consideration for the grant	19
2.2	HOW TO APPLY AND THE PROCEDURES TO FOLLOW	20
2.2.1	Application form	22
2.2.2	Where and how to send the Applications	22
2.2.3	Deadline for submission of Applications	23
2.2.4	Further information for Applications	23
2.3	Evaluation and selection of applications	24
2.4	Submission of supporting documents for provisionally selected proposals	29
2.5	Notification of the Contracting Authority's decision	31
2.5.1	Content of the decision	31
2.6	Conditions applicable to implementation of the action following the Contracting Authority's decision to award a grant	32
3	LIST OF ANNEXES	33

1 THE EUROPE-CHINA CLEAN ENERGY CENTRE PROJECT (EC²)

1.1 BACKGROUND

An increasing energy demand and several energy challenges

China's remarkable and ongoing accelerated industrialization (driven by heavy, energy consuming industries like steel, cement and petrochemicals) and urbanization (leading to a construction boom) increased the energy demand. The main challenges faced by China's energy sector are: a high reliance on coal and related unsustainable energy mix, low energy efficiency and an unbalanced energy supply and demand. Coal represents around 70% of China's energy supply. China's dependence on coal brings about adverse effect on human health and environment.

China is one of the most energy-intensive economies in the world, but technology deployment and implementation of adequate energy policies are still lagging behind the sharp increase in demand. In addition regional disparities regarding energy demand and supply are also a challenge for the country's energy sector.

Addressing these challenges

Several development plans have been issued by the Chinese government to address these challenges in the energy sector. They include the medium and long term Energy Conservation Plan of 2004 and the Development Plan for Renewable Energy in China of 2007 by the National Development and Reform Commission (NDRC). The China Energy Law which will shape the future Chinese global energy policy is currently being drafted.

Concerned about China's coal dependency, the Chinese Government has put efforts in exploring ways to diversify the energy sources. According to the medium and long term plans, it aims to raise the share of renewable energy sources of the country's energy mix from currently 7% to 15% by 2020.

EU-China Cooperation

China expressed its strong willingness to cooperate with other countries to tackle the above challenges in the energy sector. In December 2007, the State Council of China released the White Paper on China's Energy Situation and Policies which provides a comprehensive explanation on China's energy policy and clearly stipulates that international cooperation shall be conducted in fields such as "energy development and utilization", "research and promotion of advanced technologies", etc.

The EU and China have therefore been cooperating on energy issues at policy and project level. On 30th January 2009, the European Commission (EC) and the Government of the People's Republic of China (PRC) have agreed to support the establishment of a Europe-China Clean Energy Centre (EC²) and have signed a Financing Agreement to this effect.

1.2 OBJECTIVES OF THE PROJECT AND PRIORITY ISSUES

PROJECT S' OVERALL OBJECTIVE AND PURPOSE

The overall objective of the project is "to support China in its efforts to shape a more sustainable, environment-friendly and efficient energy sector".

The project purpose consists in *"an increased use of clean energies through improved access to international, and most particularly European, policy, regulatory framework and technology experiences and best practices"*.

The following focus areas should be covered as "clean energies":

1. Clean coal (including carbon capture and storage and efficiency increases in power production)
2. Sustainable bio fuels
3. Renewable energy sources
4. Energy efficiency in energy consumption (Buildings, products, industry)
5. Sustainable and efficient distribution systems

SPECIFIC OBJECTIVE OF THE CALL FOR PROPOSAL AND PRIORITY ISSUES

To achieve this purpose, a Europe-China Clean Energy Centre (EC²) should be established. The action to be financed under this call for proposals is the creation and the operating of the Europe-China Clean Energy Centre (EC²), focusing on the following four results:

- Result I: Increased introduction of clean energy technologies into the energy sector and other relevant sectors, in particular through facilitation of clean energy projects
- Result II: Enhanced capacity of Chinese officials for the development of policies, regulations and standards in favour of clean energy development
- Result III: Enhanced capacity of Chinese energy authorities and economic operators to implement and enforce the regulatory framework in favour of clean energy development
- Result IV: Increased awareness amongst decision makers and the public at large of clean energy and its benefits to the environment

In order to achieve these results, the Centre should notably address the following priorities:

- Provide proposals to European and Chinese decision-makers in the energy sector on policy-making, energy planning and energy reform
- Become a partner and one of the interlocutors for European and Chinese stakeholders on clean energy issues in general
- Provide a platform for capacity building to Chinese authorities in terms of regulatory conditions for the energy market
- Facilitate the exchange of knowledge on state-of-the art and emerging technologies on clean energy
- Play an advisory role on clean energy issues in general and projects in this field

The wide range of activities led by the Centre will have to put equal focus on policy and technology. Even though it will have to maintain close links with leading European and Chinese research centres or academic institutions, the Europe-China Clean Energy Centre (EC²) will not be a research centre. Instead, the project ought to be driven by demand and focused on the delivery of utilizable results.

A BALANCED PARTNERSHIP TO ESTABLISH AND RUN THE EUROPE-CHINA CLEAN ENERGY CENTRE (EC²)

The Europe-China Clean Energy Centre (EC²) will not be a virtual centre. It will consist of permanent and temporary staff working in specific premises dedicated to the action.

The Centre will be established and operated by a partnership composed of a balanced group of European and Chinese non-profit making organisations, institutions and/or associations, all active and with a broad experience in the field of clean energy. "Balanced" should here be understood as:

1/ The composition of the partnership should ensure on the one hand a comprehensive and adequate representation of Chinese challenges and requirements in clean energy and, on the other hand, facilitate access to the most appropriate European expertise in the different areas concerned

2/ The Members of the partnership should collectively have extensive experience in managing a project of similar size and scope. In particular, they should cover all five focus areas mentioned above and already employ highly experienced and specialised personnel in these fields in order to be able to make them readily available for the Centre.

3/All members of the partnership must be actively involved in the day to day implementation of the actions through their respective contribution and shared co-responsibility. Moreover, the organisation of the partnership must reflect and optimise each member's added value

LOCATION OF THE EUROPE-CHINA CLEAN ENERGY CENTRE (EC²) FACILITIES

The Centre shall be located in China, preferably in Beijing. Project activities will be implemented in the People's Republic of China (PRC) and in the European Union.

After its set-up of and during the implementation period of the action, it can be envisaged that some local offices will be established in other cities in China where the Partnership has identified the greatest need. For that, the Centre will have to seek authorisation of the relevant Chinese authorities.

Concerning facilities, the Europe-China Clean Energy Centre (EC²) has to be centrally located with quick and easy access via public transport. It has to be equally accessible to any Chinese and foreign visitors, including people with disabilities. The premises shall be of top quality. They should be furnished and equipped to high international standards and preferably according to environment-friendly and energy efficient/energy saving criteria.

The applicants must provide details on the infrastructure envisaged for the Centre and an outline of the estimated total space and layout with regard to number of offices, meeting rooms and other facilities needed to implement the action.

The description of the envisaged infrastructures will be considered as part of the management capacity of the partnership.

MANAGEMENT STRUCTURE OF THE EUROPE-CHINA CLEAN ENERGY CENTRE (EC²)

The Europe-China Clean Energy Centre (EC²) will be managed by a Management Board co-chaired by two co-Directors representing the European and the Chinese sides. The Management Board will adequately represent the balanced partnership as described above.

Applicants must present a detailed description of the management structure they propose for the Centre which will contribute to ensuring a satisfactory level of involvement and participation in the action by the partners. In particular the applicants will describe the composition (including the CVs of the two co-Directors), the mandate and the functioning of the Management Board.

The proposed management structure will be considered as an important factor influencing the coherence of the overall design of the action.

PROJECT COMMITTEE OF THE EUROPE-CHINA CLEAN ENERGY CENTRE (EC²)

The European Commission, the Ministry of Commerce (MOFCOM) and the National Energy Administration (NEA) of the People's Republic of China will co-chair a Project Committee (PC) to review annually the overall direction and forecasts of the project, and to recommend changes where appropriate. The PC will also be responsible for identifying and suggesting to the Centre's management potential synergies between its mission and EU-China relevant dialogues.

This PC shall meet once a year and include the following members:

- one representative appointed by the MOFCOM as co-chair
- one representative appointed by the NEA as co-chair
- two representatives appointed by the European Commission as co-chairs
- one Chinese and one European independent advisor in clean energy issues, appointed respectively by the PRC and the European Commission.

Other experts may also be invited as observers, if needed.

All members in the PC will enjoy equal rights of participation and contribution and reach agreement by consensus.

LEGAL STATUS OF THE EUROPE-CHINA CLEAN ENERGY CENTRE (EC²)

The Europe-China Clean Energy Centre (EC²) shall be established as a non-profit, autonomous body during the entire implementation period of the project (five years). The objective however is for the Centre to become a permanent body. It therefore should seek financial sustainability apart from EC and PRC funding. To prepare for this, from the start of its implementation, it will charge for certain services, such as organising exhibitions, workshops, etc.

If deemed necessary and possible as assessed by the Project Committee, the Centre shall apply, through the Beneficiary, for an official legal registration (*as a non-profit organisation*) in the PRC. This should be done within the project implementation period in compliance with the relevant regulations of the PRC and any applicable laws and by-laws of the PRC.

After three years of implementation, the Beneficiary will assess the different options for this registration. Indeed, the specific legal status should be the one that can best serve the needs of the action in terms of daily operations, fundraising, etc. The MOFCOM and the NEA will support and assist the Europe-China Clean Energy Centre (EC²) in its registration.

1.3 FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY AND INCOME GENERATION

The overall indicative (maximum) amount made available under this call for proposals is **EUR 9.75 million**. The Contracting Authority reserves the right not to award all available funds.

The grant can under no circumstances result in a profit for the Beneficiary and must be limited to the amount required to balance income and expenditure for the action.

The estimated direct revenue to be generated during the implementation period of the project has to be included in the proposed 'Budget for the Action' – Annex B under the line "direct revenue from the action" in the worksheet "Sources of funding".

It therefore has to be considered as an additional source of income to cover exactly the estimated total eligible costs of the action, without leading to any profit or distribution to stakeholders (see point 1.3 below).

Any revenue generated during the implementation period of the action which exceeds the estimated direct revenue detailed in the budget of the proposal, can lead to a deduction of the Contracting Authority's and Beneficiary's contribution depending on the total overall costs incurred.

The total amount to be paid by the Contracting Authority to the Beneficiary may not exceed the maximum grant laid down in Article 3.2 of the Special Conditions neither in terms of the absolute amount nor in percentage of the total estimated costs of the action. If the total costs of the Action at the end of the implementation period are less than the estimated total costs the Contracting Authority's contribution shall be limited to the amount obtained by applying the co-financing percentage.

Size of grants

Any grant awarded under this programme must fall between the following minimum and maximum amounts:

- minimum amount: **EUR 8 million**
- maximum amount: **EUR 9,75 million**

A grant may not be for less than 50% of the total eligible costs of the action. In addition, no grant may exceed 75% of the total eligible costs of the action (see also section 2.1.4). The balance must be financed from the applicant's and partners' own resources, or from sources other than the European Community budget (including revenue from income-generating activities of the Europe-China Clean Energy Centre (EC²)).

2 RULES FOR THIS CALL FOR PROPOSALS

These guidelines set out the rules for the submission, selection and implementation of actions financed under this call, in conformity with the provisions of the Practical Guide to contract procedures for EC external actions, which is applicable to the present call (available on the Internet at this address:

http://ec.europa.eu/europeaid/work/procedures/implementation/practical_guide/documents/2008new_prag_final_en.pdf.

2.1 ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

- applicant(s) which may request a grant (2.1.1), and their partners (2.1.2)
- actions for which a grant may be awarded (2.1.3)
- types of cost which may be taken into account in setting the amount of the grant (2.1.4)

2.1.1 *Eligibility of applicants: who may apply?*

For clarity please note that:

“Partnership” refers to the grouping of organisations, i.e. the applicant and its partners

“Applicant” refers to the lead organisation within the partnership that submits the proposal

“Partner” refers to the organizations – other than the applicant – which are members of the partnership

“Beneficiary” refers to the applicant with whom the grant contract has been signed

“Associate” refers to organisations/institutions which play a real role in the action but may not receive funding from the grant

“Subcontractor” refers to organisations which are neither partners nor associates, but are contracted by the applicant and are subject to the procurement rules set out in Annex IV to the standard grant contract

(1) In order to be eligible for a grant, applicants **must**:

- be legal persons **and**
- be non profit making **and**
- be specific types of organisations such as: local authorities (district or city municipality, regional government, local/regional governmental agency), non-governmental organisations, public sector

operators, industry associations, universities, research institutes, other non-profit making organisations, **and**

- be nationals¹ of a Member State of the European Union (EU), countries of the European Economic Area, or an official candidate country as recognised by the European Community, **and**
- be directly responsible for the preparation and management of the action with their partners, not acting as an intermediary **and**
- be able to demonstrate their experience and capacity to manage activities in the clean energy sector corresponding in scale and complexity with those for which the grant is requested. The applicant should therefore show that it has managed at least one international project of similar scope and complexity within the last five years, and employed at least 10 permanent staff specialized in the clean energy field over the last five years.

This information must be included in sections II.4 and III.1 of the application form (additional information may be annexed to the application form)

(2) Potential applicants may not participate in calls for proposals or be awarded grants if they are in any of the situations which are listed in Section 2.3.3 of the Practical Guide to contract procedures for EC external actions (Grounds for exclusion).

In part B section III of the grant application form ("Declaration by the applicant") applicants must declare that they do not fall into any of the situations.

2.1.2 Partnerships and eligibility of partners

Applicants must act with partner organisations as specified hereafter, creating a balanced partnership, as detailed in section 1.2.

The minimum size of the partnership consists of **one** applicant from a Member State of the EU, countries of the European Economic Area, or an official candidate country as recognised by the European Community, **and one** partner from the PRC (excluding Taiwan and the Special Administrative Regions of Hong Kong and Macau).

Between them, the applicant and partners must cover all the technical focus areas of clean energy as described in section 1.2.

Applicants' partners participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the grant Beneficiary.

(1) In order to be eligible for a grant, partners **must**:

¹ Such nationality being determined on the basis of the organisation's statutes, which should demonstrate that it has been established by an instrument governed by the domestic law of the country concerned. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if they are registered locally or accompanied by a "Memorandum of Understanding".

- be legal persons **and**
- be non profit making and
- belong to one of the following categories: local government (district or city municipality, regional government, local/regional governmental agency), non-governmental organisation, public sector operator, industry association, university, research institute, other non-profit making organisation **and**
- be nationals of a Member State of the EU, countries of the European Economic Area, an official candidate country as recognised by the European Community, **or be nationals of the PRC** (excluding Taiwan and Hong Kong and Macau Special Administrative Regions)
- be employing at least five persons having participated to a project in the field of clean energy in the last two years (for the partner itself or in another organisation)

Each member of the partnership must have a precise and clearly defined role in the implementation of the action. The partnership should be composed in such a way as to allow for the achievement of the action's objectives in the most efficient manner.

Although the European Commission concludes a contract only with the Beneficiary, all partners should be shown in the application to actively contribute to the implementation of the action. The applicant and its partners must draw up a written agreement defining the technical responsibilities and the financial rights and obligations of each partnership member.

This shall be defined in part B section III of the grant application form ("Declaration by the applicant") under "Description of partners/Partnership statement" under "Role and involvement in implementing the proposed action".

Applications in which all members of the partnership contribute financially to the action are particularly welcome. Please refer to point 2.1.4.

Each partner must sign and date a Partnership Statement individually in the Application Form (Annex A, part B, III, 2).

The following are not partners and do not have to sign the "partnership statement":

- Associates

Other organisations and/or commercial companies may be involved in the action as associates. Such associates play a real role in the action but may not receive funding from the grant with the exception of per diem or travel costs. Associates do not have to meet the eligibility criteria referred to in section 2.1.1. The associates have to be mentioned in Part B section IV - "Associates of the Applicant participating in the Action" of the Grant Application Form.

- Subcontractors

The grant beneficiaries have the possibility to award contracts to subcontractors. Subcontractors are neither partners nor associates, and are subject to the procurement rules set out in Annex IV to the standard grant contract.

The applicant will act as the lead organisation and, if selected, as the contracting party (the "Beneficiary").

Please be reminded that the bulk of the action must be undertaken by the Beneficiary and his partners.

2.1.3 Eligible actions: actions for which an application may be made

Definition: An action (or project) is composed of a set of activities

Duration

The planned duration of the action shall be 60 months, including a preparatory/inception phase of maximum 6 months.

Sectors or themes

The action must address the following technical areas:

1. Clean coal (including carbon capture and storage and efficiency increases in power production from coal)
2. Sustainable bio fuels
3. Renewable energy sources
4. Energy efficiency in energy consumption (Buildings, products, industry)
5. Sustainable and efficient distribution systems

Location

Actions must take place primarily in the People's Republic of China. Project activities can also take place in the European Union.

Types of action

The only type of action which may be financed under this call for proposals is the creation and operating of a Europe-China Clean Energy Centre (EC²) having as its mission to achieve the results presented in chapter 1.2.

Any application must therefore present detailed activities to achieve these results. Typical activities for each result are provided below. Applications can propose additional ones as long as they contribute to the achievement of the results.

Types of activity

Activities to achieve result I: Increased introduction of clean energy technologies into the energy sector and other relevant sectors, in particular through facilitation of clean energy projects

The Europe-China Clean Energy Centre (EC²) shall undertake activities to a) promote the introduction, dissemination and adoption in China of technologies not yet frequently used linked to energy production, transportation, storage and consumption, and b) support the development of clean energy projects. The support of such technologies and projects will be contingent on a sufficient proof of their ability to reduce environmentally degrading effects.

In particular, the Centre should act as a focal point for potential stakeholders, for example through:

- *The role of "clearing house" for clean energy technologies and projects:* the Centre will aim to become a focal point for the collection and distribution of information on clean energy to potential stakeholders in Europe and in China. Therefore, the Centre shall offer such activities as technology needs assessment, elaboration of technology databases (including elements which allow to assess the environmental effects of the technologies), promotion of technologies, identification of potential stakeholders interested in financing clean energy projects in China, collection and dissemination of information on potential clean energy projects in China, feasibility and pre-feasibility studies for clean energy projects
- *Adaptive research for technology introduction:* the Centre shall elaborate plans for promoting research activities needed for the adaptation of European technologies to the specificities of China's energy system including how to introduce and promote clean energy technologies in a more effective manner
- *Advising:* the Centre may act as advisor in support of all these activities, in particular regarding relevant legal and regulatory frameworks in areas such as Intellectual Property Rights (IPR) or Chinese energy regulations

Applications should contain an action plan for the envisaged activities and indicate topics and areas to be investigated.

Activities to achieve result II: Enhanced capacity of Chinese officials for the development of policies, regulations and standards in favour of clean energy development; and result III: Enhanced capacity of Chinese energy authorities and economic operators to implement and enforce the regulatory framework in favour of clean energy development

The Europe-China Clean Energy Centre (EC²) will undertake actions to support the Chinese stakeholders, and in particular the relevant public authorities, in their efforts to develop, implement and enforce appropriate regulatory frameworks, policies (including fiscal policies) and standards (including environment and energy efficiency standards for energy-related technologies) that fit the Chinese context. To carry out these actions the Centre will draw on the extensive expertise developed in the European Union (EU) and elsewhere. Such actions shall include:

- *Needs assessment* to identify the main obstacles and bottlenecks which hamper the development of the clean energy sector as well as the implementation and enforcement of the regulations; to propose solutions based on EU and international experience adapted to China's energy sector in different regions
- *Policy advice*, particularly through dissemination of the results of the afore-mentioned activities in the form of articles, studies, and presentations in conferences and seminars
- *Capacity building*, including in areas such as monitoring mechanisms and management methods, especially to implement and enforce regulations, policies and standards. Actions may include training courses, seminars and others

Applications should contain an action plan for those advisory and capacity building activities indicating target groups.

Activities to achieve result IV: Increased awareness amongst decision makers and the public at large of clean energy and its benefits to the environment

The Europe-China Clean Energy Centre (EC²) will undertake activities to ensure that all the actions it undertakes and their results are widely known. Its activities furthermore aim to involve as many stakeholders as possible with the objective to advertise clean energy in general and to promote the Centre as a key reference point in this area. To this end, an interactive website should be set up, which will be regularly updated and serve as a working tool for the Centre and its stakeholders. Finally, communication activities may also be targeted via other channels and at key decision-makers as well as at the public at large.

Applicants shall convincingly demonstrate that activities under each component can start at the latest six months after the start of the implementation. They must submit a detailed description of the preparation/inception phase of these first six months.

Sub-granting

In order to support the achievement of the objectives of the Action, and in particular where the implementation of the Action proposed by the Applicants requires financial support to be given to third

parties, the Applicant may propose awarding sub-grants. However, sub-granting may not be the main purpose of the Action and it must be duly justified.

In case where the Applicant foresees to award sub-grants, it has to specify in its application the total amount of the grant which may be used for awarding sub-grants as well as the minimum and maximum amount per sub-grant. A list with the types of activity which may be eligible for sub-grants must be included in the application, together with the criteria for the selection of the beneficiaries of these sub-grants. The maximum amount of a sub-grant is limited to EUR 10,000 per third party while the total amount which can be awarded as sub-grants to third parties is limited to EUR 100,000.

Other aspects to include

Collaboration with EU Member States and other donors

The Europe-China Clean Energy Centre (EC²) will foster better information exchange between the various activities and financing schemes going on in the field of clean energies, and will endeavour to incorporate the lessons learnt by the other actors. The Centre will contribute to a systematic and durable approach to energy cooperation. Furthermore, it will ensure that its activities aimed at the promotion of best practices are well recognized within the donor community.

Applicants shall elaborate in their proposal the intended strategy of communication and collaboration with other major projects and institutions in the clean energy sector in China.

It is of crucial importance that EU Member States establish synergies in their cooperation programmes on energy (instead of having overlapping financing) and that they become able to speak with one voice. A strategy on how the Europe-China Clean Energy Centre (EC²) is to become a supporter of such a policy should be developed in the application.

The Europe-China Clean Energy Centre (EC²) shall therefore provide an added value to the various EU Member States' bi-lateral initiatives with China in the sector and thereby provide more coherence and coordination to the EU's engagement in China. The Centre should also consider cooperating with relevant financing institutions, particularly with the European Investment Bank, which has approved a China Climate Change Framework Loan in 2007.

Target group

The main stakeholders of the Europe-China Clean Energy Centre (EC²) include governmental, academic and corporate institutions such as the National Energy Administration, the Ministry of Commerce, the National Development and Reform Commission, the Ministry of Science and Technology, provincial and municipal governments, professional and business intermediaries and associations, individual Chinese and European private and public enterprises, and universities providing education and research in clean energies.

Participants in the capacity building activities are expected to be future key players in China's economic reform process, its energy policy and international economic integration and they should thus be carefully selected.

Cross-cutting issues

The applicants' attention is drawn to the need to consider the following points when writing their proposal

✓ ***Environment***

When formulating advice on clean energy policy, delivering studies and promoting new technologies and projects, the Centre will consider their environmental impact in order to minimize the risk of environment degrading effects (for example assessing the impact of the development of bio fuels on biodiversity)

✓ ***Rural energy and poverty alleviation***

Policies and development of new clean energy projects shall also take into consideration the protection or support of vulnerable people in the intended project areas. The Centre shall direct its advisory role towards this aspect. The Centre shall devote capacities for the transfer of experience in the development of rural energy to less developed regions of China and in the wider context of poverty alleviation.

✓ ***Equal opportunities policies***

Proposals will incorporate gender mainstreaming aspects and envisage an ambitious gender ratio. The principle of equal opportunities staffing policy has to be applied during the selection of staff for the Centre as well as for professionals delivering the Centre's activities.

Outreach strategy, branding and financial autonomy

In order for the Europe-China Clean Energy Centre (EC²) to become financially sustainable, it will be necessary to supplement the initial EU grant in the short-term (i.e. via the co-financing) and to replace it in the medium-term. For this reason, applicants should elaborate on how they intend to pursue vigorous outreach strategies, establish a clear corporate identity/brand for the Europe-China Clean Energy Centre (EC²), effectively market the Centre's products and services to various constituencies, and develop robust strategies aimed at obtaining revenues to establish financial autonomy in the shortest feasible timeframe.

The application should contain a detailed, coherent and comprehensive **business plan (to be annexed)** in accordance with international standards and covering a period of 10 years from the envisaged date of establishment of the Centre.

Sponsorships may be sought for the Centre in general or for programmes and activities in particular. Physical resources, such as buildings, libraries, rooms, furniture and equipment may all be the object of sponsorships. *Any in-kind contribution, however, will not be regarded as actual expenditure and is not an eligible cost of the Action. It may not be treated as co-financing by the Beneficiary.*

Any application should include proposals on the development of membership-based programmes offering relevant services to professionals such as conferences, research, information, referral services, provision of data-bases, etc.

As mentioned in point 1.3 above, the grant must be limited to the amount required to balance income and expenditure for the action. It can under no circumstances result in a profit (that is, to a surplus of the receipts over the costs of the action when the request is made for payment of the balance).

Staff

The Europe-China Clean Energy Centre (EC²) should be managed by two co-Directors and be staffed with highly qualified experts with thorough Chinese and European energy know-how, having the professional qualifications, skills and experience appropriate for a centre of excellence of international reputation. In order to demonstrate that this is the case, CVs of the two co-Directors should be attached to the application and a description of the intended profiles of prospective staff for key functions, with a clear indication of their academic qualifications and professional experience. These should be described in the grant application form under chapter 1.8 Methodology.

Logical Framework and indicators

The application needs to include a logical framework for the action, which will be a summary table of the action, but include sufficient detail on the activities and the expected results with realistic and objectively verifiable indicators so as to enable the Centre's management and internal staff as well as external experts to easily understand the project and to monitor and evaluate it accordingly. This logical framework may be updated or adapted during the implementation of the action, without this necessarily requiring an amendment to the grant contract. Details on how to build a logical framework can be found in the Project Cycle Management Guidelines, available on the EuropeAid website:

http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101_en.htm

Number of proposals and grants per applicant:

An applicant may not submit more than one (1) application under this call for proposals.

An applicant may not be awarded more than one (1) grant under this call for proposals.

An applicant may not be partner in another application.

Partners may take part in more than one application

Only one grant will be awarded under this call for proposals.

The following types of action are ineligible

- actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses
- actions concerned only or mainly with individual scholarships for studies or training courses
- any other action not concerned with the creation and operating of a Europe-China Clean Energy Centre

2.1.4 Eligibility of costs: costs which may be taken into consideration for the grant

Only "eligible costs" can be taken into account for a grant. The categories of costs considered as eligible and non-eligible are indicated below. The budget is both a cost estimate and a ceiling for "eligible costs". Note that the eligible costs must be based on real costs based on supporting documents (except for subsistence costs and indirect costs where flat-rate funding applies).

Recommendations to award a grant are always subject to the condition that the checking process which precedes the signing of the contract does not reveal problems requiring changes to the budget (for instance arithmetical errors, inaccuracies or unrealistic costs and other 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. The amount of the grant and the percentage of co-financing as a result of these corrections may not be increased in any case.

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

Eligible direct costs

To be eligible under the call for proposals, costs must respect the provisions of article 14 of the General Conditions to the Standard Grant Contract (see Annex F of the Guidelines).

Contingency reserve

A contingency reserve not exceeding 5% of the direct eligible costs may be included in the Budget of the Action. It can only be used with the **prior written authorisation** of the Contracting Authority.

Eligible indirect costs (overheads)

The indirect costs incurred in carrying out the action may be eligible for flat-rate funding fixed at not more than 7% of the total eligible direct costs.

If the applicant is in receipt of an operating grant financed from the Community budget, no indirect costs may be claimed within the proposed budget for the action.

Contributions in kind

Contributions in kind are not considered actual expenditures and are not eligible costs. The contribution in kind may not be treated as co-financing by the Beneficiary.

The cost of staff assigned to the action is not a contribution in kind and may be considered as co-financing in the Budget of the Action when paid by the Beneficiary or his partners.

Notwithstanding to the above, if the description of the action as proposed by the Beneficiary foresees the contributions in kind, such contributions have to be provided.

Ineligible costs

The following costs are not eligible:

- debts and provisions for losses or debts;
- interest owed;
- items already financed in another framework;
- purchases of land or buildings, except where necessary for the direct implementation of the action, in which case ownership must be transferred to the final beneficiaries and/or local partners, at the latest by the end of the action;
- currency exchange losses;
- taxes, including VAT, unless the Beneficiary (or the Beneficiary's partners) cannot reclaim them and the applicable regulations do not forbid coverage of taxes;

2.2 HOW TO APPLY AND THE PROCEDURES TO FOLLOW

Please note that the prior registration in PADOR² for applicants for this Call for proposal is obligatory.

PADOR is an on-line database in which organisations register themselves and update regularly their data. Data provided by organisations in PADOR is used by the European Commission for checking the eligibility of the organisations that participate in calls for proposals.

² For further information on PADOR, please consult the following website: http://ec.europa.eu/europeaid/work/onlineservices/pador/index_en.htm. Helpdesk for questions related to the functioning of PADOR: Europeaid-ON-LINE-REGISTRATION-HD@ec.europa.eu

In PADOR, organisations introduce the same data that is requested in the chapters II (for the main applicants) and III (for the partners of the main applicant) of the paper application form. This data concerns the organisation itself, it is not linked to the project proposal.

Organisations obtain their EuropeAid ID after having completed the registration process. The registration process consists in encoding, saving and submitting consistent information on all the PADOR screens (such as Sectoral and Geographical experience, Financial data, etc.)

Before starting the registration of your organisation in PADOR, please check:

- the Frequently Asked Questions
- the PADOR user's guide
- the e-training

These three documents are available on the website:

http://ec.europa.eu/europeaid/work/onlineservices/pador/index_en.htm

Before starting the registration of your organisation in PADOR, please check whether there already is a person, within your organisation, who has registered it before you. In case a colleague of yours has already registered the organisation, please get in touch with him/her for obtaining the EuropeAid ID of your organisation.

Notwithstanding the above, the applicant can submit a request for derogation concerning its registration in PADOR. A reasoned request for derogation should be sent to the Contracting Authority at the address as indicated in these Guidelines 21 days before the deadline for submission at the latest. The Contracting Authority needs to reply at the latest 11 days before the deadline for the submission. The justification for derogation must be based on the objective impossibility of the applicant to have access to the technology required registration in PADOR. This objective impossibility should go beyond the control of the applicant and, in principle, be of a general nature (i.e. not attributable to the specific circumstances of the applicant itself). The applicant should provide, where possible, supporting documents substantiating its request. The Contracting Authority shall reason its reply. The derogation applies to the applicant requesting the derogation and only in the context of a specific call for proposals, unless the Contracting Authority see grounds for a general derogation for that call for proposals. In this case, data will be introduced in PADOR by the European Commission. If, at a later stage, the organisation wishes to update itself its data, an access request is needed.

Before the deadline for presenting the full proposal, organisation must fill in, save and submit information introduced in all the fields of PADOR (including the files written with black characters). Only data registered and submitted before the deadline for the submission of the full proposal will be taken into account by the EC. It is by "submitting" their data that organisation engage their responsibility on the accuracy and veracity of the data provided in PADOR.

The supporting documents requested (statuses, financial reports, audit reports) may be uploaded in PADOR after the evaluation of the Full Proposals, but before the deadline fixed in the notification letter from the European Commission. By letter from the European Commission, the applicant will be reminded that these documents will have to be loaded in PADOR for the final eligibility check.

Nevertheless, we strongly advise you to upload these documents while registering in PADOR, without waiting until the final selection of proposals is carried out.

OPEN CALL FOR PROPOSALS

2.2.1 Application form

Applications must be submitted in accordance with the instructions on the Concept Note included in the Grant Application Form annexed to these Guidelines (Annex A).

Applicants must apply in English.

Please complete the application form carefully and as clearly as possible so that it can be assessed properly.

Any error or major discrepancy related to the points listed in the instructions on the Concept Note or any major inconsistency in the application form (e.g. the amounts mentioned in the budget are inconsistent with those mentioned in the application form) may lead to the rejection of the application.

Clarifications will only be requested when information provided is unclear, thus preventing the Contracting Authority 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, logical framework) will be evaluated. It is therefore of utmost importance that these documents contain ALL relevant information concerning the action. **No supplementary annexes should be sent.**

2.2.2 Where and how to send the Applications

Applications 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) at the address below:

Postal address and Address for hand delivery or by private courier service

Attn.: Ms. Cristina QUEROL-CARCELLER
Delegation of the European Commission to China
Finance, Contracts and Audit Section
15 Dongzhimenwai Street
Sanlitun

Beijing 100600

China

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

Applications must be submitted in one original and four (4) copies in A4 size, each bound. The complete application form (part A: concept note and part B: full application form), budget and logical framework must also be supplied in electronic format (CD-Rom) in a separate and unique file (e.g. the application form must not be split into several different files). The electronic format must contain **exactly the same** proposal as the paper version enclosed.

The Checklist (Section V of part B the grant application form) and the Declaration by the applicant (Section VI of part B of the grant application form) must be stapled separately and enclosed in the envelope.

The outer envelope must bear the **reference number and the title of the call for proposals**, together with the title (if any), the full name and address of the applicant, and the words "Not to be opened before the opening session" and "<开标会前不得开启>".

Applicants must verify that their application is complete using the checklist (section V of part B of the grant application form). Incomplete applications may be rejected.

2.2.3 Deadline for submission of Applications

The deadline for the submission of applications is 23rd October 2009 as evidenced by the date of dispatch, the postmark or the date of the deposit slip. In case of hand-deliveries, the deadline for receipt is at 4 PM local time as evidenced by the signed and dated receipt. Any application submitted after the deadline will automatically be rejected.

However, for reasons of administrative efficiency, the Contracting Authority may reject any application received after the effective date of approval of the first evaluation step (i.e. Concept Note) (see indicative calendar under selection 2.5.2)

2.2.4 Further information for Applications

An information session on this call for proposals will be held on 15th July at 10 AM in the offices of the European Commission Delegation to China.

Questions may in addition be sent by e-mail or by fax only no later than 21 days before the deadline for the submission of proposals to the address listed below, indicating clearly the reference of the call for proposals:

E-mail address: DELEGATION-CHINA-CALL-TENDER@ec.europa.eu

Fax: +86- 10 – 8454 8011

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

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

In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.

Questions that may be relevant to other applicants, together with the answers, will be published on the internet at the EuropeAid website: <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome>. It is therefore highly recommended to regularly consult the above mentioned website in order to be informed of the questions and answers published.

All questions related to PADOR registration should be addressed to the PADOR helpdesk (see above).

2.3 EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by an Evaluation Committee composed of two voting members from the Contracting Authority and one voting member from the Chinese government. The Evaluation committee may be assisted by external assessors.

All actions submitted by applicants will be assessed according to the following steps and criteria:

If the examination of application reveals that the proposed action does not meet the eligibility criteria stated in paragraph 2.1.3., the application shall be rejected on that sole basis.

(1) STEP 1: OPENING SESSION AND ADMINISTRATIVE CHECK

The following will be assessed:

- The submission deadline has been respected. If the deadline has not been respected the application will automatically be rejected.
- The Application Form satisfies all the criteria specified in points 1-5 of the Checklist (section V of part B of the grant application form). If any of the requested information is missing or is incorrect, the proposal may be rejected on that **sole** basis and the proposal will not be evaluated further.

Following the opening session and the administrative check, the Contracting Authority will send a letter to all applicants, indicating whether their application was submitted prior to the deadline, informing them of the reference number they have been allocated, whether they have satisfied all the

criteria mentioned in the checklist and whether their Application Form has been recommended for further evaluation.

(2) STEP 2: EVALUATION OF THE CONCEPT NOTE

The evaluation of the Concept Notes that have passed the first administrative check will cover the relevance of the action, its merits and effectiveness, its viability and sustainability. The Contracting Authority reserves the right not to undertake the evaluation of the Concept Notes whenever considered justified (for example when a less than expected number of applications are received) and to go straight to the evaluation of the corresponding full applications. Please note that the scores awarded to the Concept Note are completely separate from those given to the Full Application.

The Concept Note will be given an overall score out of 50 points in accordance with the breakdown provided in the Evaluation Grid below. The evaluation shall also verify the compliance with instructions provided in the guidance for the Concept Note, part A of the grant application form.

The evaluation criteria are divided into headings and subheadings. Each subheading will be given a score between 1 and 5 in accordance with the following assessment categories: 1 = very poor; 2 = poor; 3= adequate; 4= good; 5= very good.

	Scores	
1. Relevance of the action	Sub-score	15
1.1 Relevance of the action needs and constraints of the country/region to be addressed in general, and to those of the target groups and final beneficiaries in particular.	5	
	5(x2)*	
1.2 Relevance to the priorities and objectives mentioned in the Guidelines.		
2. Effectiveness and Feasibility of the action	Sub-score	25
2.1 Assessment of the problem identification and analysis.	5	
2.2 Assessment of the proposed activities (practicality and consistency in relation to the objectives, purpose and expected results).	5(x2)*	
2.3 Assessment of the role and involvement of all stakeholders and, if applicable, proposed partners.	5(x2)*	
3. Sustainability of the action	Sub-score	10
3.1 Assessment of the identification of the main assumptions and risks, before the start up and throughout the implementation period.	5	
3.2 Assessment of the identification of long-term sustainable impact on the target groups and final beneficiaries.	5	
TOTAL SCORE		50

*the scores are multiplied by 2 because of their importance

Once all Concept Notes have been assessed, a list will be established with the proposed actions ranked according to their total score.

Firstly, only the Concept Notes which have been given a score of a minimum of 12 points in the category "Relevance" as well as a minimum total score of 30 points will be considered for pre-selection.

Secondly, the list of Concept Notes will be reduced in accordance to the ranking to those whose sum of requested contributions amounts to at least twice the available budget for this Call for proposals. The Evaluation Committee will subsequently proceed with the applicants whose proposals have been pre-selected.

(3) STEP 3: EVALUATION OF THE FULL APPLICATION

An evaluation of the quality of the applications, including the proposed budget, and of the capacity of the applicant and its partners, will be carried out in accordance with the evaluation criteria set out in the Evaluation Grid included below. There are two types of evaluation criteria: selection and award criteria.

The selection criteria are intended to help evaluate the applicants' financial and operational capacity to ensure that they:

- have stable and sufficient sources of finance to maintain their activity throughout the period during which the action is being carried out and, where appropriate, to participate in its funding;
- have the management capacity, professional competencies and qualifications required to successfully complete the proposed action. This also applies to any partners of the applicant.

The award criteria allow the quality of the applications submitted to be evaluated in relation to the set objectives and priorities, and grants to be awarded to actions which maximise the overall effectiveness of the call for proposals. They enable the selection of applications which the Contracting Authority can be confident will comply with its objectives and priorities and guarantee the visibility of the Community financing (see http://ec.europa.eu/europeaid/work/visibility/index_en.htm). They cover such aspects as 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 criteria are divided into sections and subsections. Each subsection will be given a score between 1 and 5 in accordance with the following guidelines: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Section	Maximum Score
1. Financial and operational capacity	20

1.1 Do the applicant and partners have sufficient experience of project management ?	5
1.2 Do the applicant and partners have sufficient technical expertise ? (notably knowledge of the issues to be addressed.)	5
1.3 Do the applicant and partners have sufficient management capacity ? (including staff, equipment and ability to handle the budget for the action)?	5
1.4 Does the applicant have stable and sufficient sources of finance ?	5
2. Relevance	25
2.1 How relevant is the proposal to the objectives and one or more of the priorities of the call for proposals? Note: A score of 5 (very good) will only be allocated if the proposal specifically addresses at least one priority . Note: A score of 5 (very good) will only be allocated if the proposal contains specific added-value elements, such as promotion of gender equality and equal opportunities...	5 x 2
2.2 How relevant to the particular needs and constraints of the target country/countries or region(s) is the proposal? (including avoidance of duplication and synergy with other EC initiatives.)	5
2.3 How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs been clearly defined and does the proposal address them appropriately?	5 x 2
3. Methodology	25
3.1 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?	5
3.2 How coherent is the overall design of the action? (in particular, does it reflect the analysis of the problems involved, take into account external factors and anticipate an evaluation ?)	5
3.3 Is the partners' level of involvement and participation in the action satisfactory?	5
3.4 Is the action plan clear and feasible?	5
3.5 Does the proposal contain objectively verifiable indicators for the outcome of the action?	5

4. Sustainability	15
4.1 Is the action likely to have a tangible impact on its target groups?	5
4.2 Is the proposal likely to have multiplier effects ? (including scope for replication and extension of the outcome of the action and dissemination of information.)	5
4.3 Are the expected results of the proposed action sustainable : <ul style="list-style-type: none"> - financially (<i>how will the activities be financed after the funding ends?</i>) - institutionally (<i>will structures allowing the activities to continue be in place at the end of the action? Will there be local "ownership" of the results of the action?</i>) - at policy level (where applicable) (<i>what will be the structural impact of the action – e.g. will it lead to improved legislation, codes of conduct, methods, etc?</i>)? - environmentally (<i>will the action have a negative/positive environmental impact?</i>) 	5
5. Budget and cost-effectiveness	15
5.1 is the ratio between the estimated costs and the expected results satisfactory?	5
5.2 Is the proposed expenditure necessary for the implementation of the action?	5 x 2
Maximum total score	100

Note on Section 1. Financial and operational capacity

If the total average score is less than 12 points for section 1, the application will be rejected.

Note on Section 2. Relevance

If the total average score is less than 20 points for section 2, the application will be rejected.

Provisional selection

Following the evaluation, a table listing the proposals ranked according to their score and within the available financial envelope will be established as well as a reserve list following the same criteria.

Note: The scores awarded in this phase are completely separate from those given to the concept note of the same application.

(4) STEP 4: VERIFICATION OF ELIGIBILITY OF THE APPLICANT AND PARTNERS

The eligibility verification, based on the supporting documents requested by the Contracting Authority (see section 2.4) will only be performed for the applications that have been provisionally selected according to their score and within the available financial envelope.

- The Declaration by the applicant (Section VI of part B the grant application form) will be cross-checked with the supporting documents provided by the applicant. Any missing supporting document or any incoherence between the Declaration by the applicant and the supporting documents may lead to the rejection of the proposal on that sole basis.
- The eligibility of the applicant, the partners, and the action will be verified according to the criteria set out in sections 2.1.1, 2.1.2 and 2.1.3.

Following the above analysis and if necessary, any rejected proposal will be replaced by the next best placed application in the reserve list that falls within the available financial envelope, which will then be examined for the eligibility of its applicant and the partners.

2.4 SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED PROPOSALS

Applicants who have been provisionally selected or listed under the reserve list will be informed in writing by the Contracting Authority. They will be requested to supply the following documents in order to allow the Contracting Authority to verify the eligibility of the applicants and their partners:³

Supporting documents must be provided in PADOR (see section 2.2)

1. The statutes or articles of association of the applicant organisation⁴ and of each partner organisation. Where the Contracting Authority has recognized the applicant's eligibility for another call for proposals under the same budget line within 2 years before the deadline for receipt of applications, the applicant may submit, instead of its statutes, copy of the document proving the eligibility of the applicant in a former Call (e.g.: copy of the special conditions of a grant contract received during the reference period), unless a change in its legal status has occurred in the meantime.⁵
2. An external audit report produced by an approved auditor, certifying the applicant's accounts for the last financial year available. This obligation does not apply to public bodies.

³ No supporting document will be requested for applications for a grant not exceeding EUR 25 000.

⁴ Where the applicant and/or (a) partner(s) is a public body created by a law, a copy of the said law must be provided

⁵ To be inserted only where the eligibility conditions have not changed from one call for proposals to the other.

3. Copy of the applicant's latest accounts (the profit and loss account and the balance sheet for the previous financial year for which the accounts have been closed)⁶.
4. Legal entity sheet (see annex D of these Guidelines) duly completed and signed by the applicant, accompanied by the justifying documents which are requested therein. If the applicant has already signed a contract with the Contracting Authority, instead of the legal entity sheet and its supporting documents the legal entity number may be provided, unless a change in its legal status occurred in the meantime.
5. A financial identification form conforming to the model attached at Annex E, certified by the bank to which the payments will be made. This bank must be located in the country where the applicant is registered. If the applicant has already signed a contract with the European Commission or where the European Commission has been in charge of the payments of a contract, a copy of the previous financial identification form may be provided instead, unless a change in its bank account occurred in the meantime.

Where the requested supporting documents are not uploaded in PADOR they must be supplied in the form of originals, photocopies or scanned versions (i.e. showing legible stamps, signatures and dates) of the said originals. However, the Legal entity sheet and the financial identification form must always be submitted in original.

Where such documents are not in one of the official languages of the European Union or in Chinese language, a translation into English of the relevant parts of the documents, proving the applicant's eligibility, must be attached and will prevail for the purpose of analysing the proposal.

Where these documents are in an official language of the European Union other than English, it is **strongly** recommended, in order to facilitate the evaluation, to provide a translation of the relevant parts of the documents, proving the applicants' eligibility, into English.

If the above-mentioned supporting documents are not provided before the deadline in the request for supporting documents sent to the applicant by the Contracting Authority, the application may be rejected.

Based on the verification of the supporting documents by the Evaluation Committee it will make a final recommendation to the Contracting Authority which will decide on the award of grants.

⁶ This obligation does not apply to natural persons, who have received a scholarship, nor to public bodies nor to international organisations. It does not apply either when the accounts are in practice the same documents as the external audit report already provided pursuant to section 2.4.2.

2.5 NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

2.5.1 Content of the decision

Applicants will be informed in writing of the Contracting Authority's decision concerning their application and, in case of rejections, the reasons for the negative decision.

Applicants believing that they have been harmed by an error or irregularity during the award process may file a complaint. See further section 2.4.15 of the Practical Guide.

2.5.2 Indicative time table

	DATE	TIME*
Information meeting	15 th July 2009	10 AM
Deadline for request for any clarifications from the Contracting Authority	2 nd October 2009	
Last date on which clarifications are issued by the Contracting Authority	12 th October 2009	-
Deadline for submission of Application Form	23 rd October 2009	4 PM **
Information to applicants on the opening & administrative check (step 1)	9 th November 2009	-
Information to applicants on the evaluation of the Concept Notes (step 2)	16 th November 2009	-
Information to applicants on the evaluation of the Full Application Form (step 3)	30 th November 2009	-
Notification of award (after the eligibility check) (step 4)	11 th December 2009	-
Contract signature	January 2010	-

* **Provisional date.** All times refer to Beijing local time.

** The time deadline applies for hand deliveries.

2.6 CONDITIONS APPLICABLE TO IMPLEMENTATION OF THE ACTION FOLLOWING THE CONTRACTING AUTHORITY'S DECISION TO AWARD A GRANT

Following the decision to award a grant, the Beneficiary will be offered a contract based on the Contracting Authority's standard contract (see Annex F of these Guidelines). By signing the Application form (Annex A of these Guidelines), the applicant declares accepting, in case where it is awarded a grant, the Contractual conditions as laid down in the Standard Contract.

2.6.1.1 Implementation contracts

Where implementation of the action requires the Beneficiary to award procurement contracts, it must award the contract to the tender offering the best value for money, that is to say, the best price-quality ratio, in compliance with the principles of transparency and equal treatment for potential contractors, care being taken to avoid any conflict of interests. To this end, the Beneficiary must follow the procedures set out in Annex IV to the contract.

3 LIST OF ANNEXES

DOCUMENTS TO FILL IN

ANNEX A: GRANT APPLICATION FORM (WORD FORMAT)

ANNEX B: BUDGET (EXCEL FORMAT)

ANNEX C: LOGICAL FRAMEWORK (EXCEL FORMAT)

ANNEX D: LEGAL ENTITY SHEET (EXCEL FORMAT)

http://ec.europa.eu/europeaid/work/procedures/index_en.htm

ANNEX E: FINANCIAL IDENTIFICATION FORM

ANNEX F: BUSINESS PLAN (FREE FORMAT)

ANNEX G: CVs OF PROPOSED CO-DIRECTORS (EU FORMAT)

DOCUMENTS FOR INFORMATION

ANNEX F: STANDARD CONTRACT (WORD FORMAT), available at the following address:

http://ec.europa.eu/europeaid/work/procedures/implementation/grants/annexes_standard_documents/index_en.htm

ANNEX G: DAILY ALLOWANCE RATES (PER DIEM), available at the following address:

HTTP://EC.EUROPA.EU/EUROPEAID/WORK/PROCEDURES/IMPLEMENTATION/PER_DIEMS/INDEX_EN.HTM

PROJECT CYCLE MANAGEMENT GUIDELINES

http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101_en.htm