

## PT02 - Integrated Marine and Coastal Management

### FUND FOR BILATERAL RELATIONS – measure a)

## CALL FOR PROPOSAL

Reference information:

- EEA PT02 PA objective – Good environmental Status (GES) in European marine and inland waters
- EEA PT02 PA expected outcome - Strengthen of Bilateral Relations
- Measure (a) - Search for partners for donor partnership projects within PT02 Programme
- Description – Search for partners for donor partnership projects within PT02 Programme;

## 1. OBJECTIVES AND EXPECTED OUTCOMES:

It is aimed to search for partners for donor partnership projects prior to, or during, the preparation of a project application, the development of such partnerships, and the preparation of applications for Donor partnership project on the subject of the GES in the Portuguese marine and coastal waters.

The selected activities will contribute to the following outcome and output indicators:

### 1.1. Outcome Indicators

BR#	Outcome	Indicator	Indicator value		Source of verification
BR#1	<b>Measure (a)</b> - Search for partners for donor partnership projects	Number of projects with expected shared results (both partners are involved professionally in planning and implementation and can claim credit for achieved results).	Baseline	Target	Programme reports, on-the-spot verification Partnership Agreements
			0	12	

## 1.2. Output Indicators

Outcome	Outputs	Indicator	Indicator value		Source of verification
BR#1 <b>Measure (a) -</b> Search for partners for donor partnership projects	BR1A Projects partnership agreements between Donor Countries and Portugal	Number of project partnership agreements	Baseline	Target	Programme reports, monitoring reports, on-the-spot checks Partnership agreements
			0	12	

## 2. ELEGIBLE ACTIVITIES:

The activities eligible for submission under this call are the following:

- Taking part in partner seminars – based on descriptions of project ideas;
- Travel and meeting costs for cooperating partners;
- Participation in promotion activities organized by the DPP prior to project applications;
- Other relevant bilateral activities, according to the Articles 3.6 and 7.7. of the Regulation of the EEA Grants 2009-2014.

## 3. AVAILABLE FUND:

The total amount available to the present Call is € 94.657,00.

## 4. MAXIMUM AND MINIMUM GRANT AMOUNTS FOR EACH PROJECT:

The costs of each project must be within the following range:

Min: € 3.500,00

Max: € 7.500,00

## 5. GRANT RATES EEA GRANTS:

The funding rate will be 100% of total eligible activities costs.

## 6. DEADLINE FOR SUBMISSION OF APPLICATIONS:

The call will open on 05.11.2014.06.2014 and remains open until to 23:59:59 TMG 30.04.2015.

## **7. ELIGIBILITY OF APPLICANTS AND PARTNERS:**

Any entity, public or private, commercial or non-commercial and non-governmental organisations, established as a legal person in the respective Beneficiary State as well as inter-governmental organisations operating in the Beneficiary State are considered eligible applicants of projects.

Any public or private entity, commercial or non-commercial, as well as non-governmental organisations, all of whose primary locations are either in the Donor States, Beneficiary States or a country outside the European Economic Area that has a common border with the respective Beneficiary State, or any inter-governmental organisation, actively involved in, and effectively contributing to, the implementation of a project, are considered eligible partners.

## **8. PERIOD OF ELIGIBILITY OF EXPENDITURES:**

From the date the Programme Operator signs the granting decision until April 30, 2017.

## **9. ELIGIBILITY OF EXPENDITURES:**

Expenses that comply with Articles 7.7 of the Regulation of the EEA Grants 2009-2014 Regulation are considered eligible. (<http://eeagrants.org/Results-data/Results-overview/Documents/Legal-documents/Regulations-with-annexes/EEA-Grants-2009-2014>)

## **10. SUBMISSION OF APPLICATIONS:**

Applications must be submitted, in Portuguese or English, to the Programme Operator by the deadline stipulated in paragraph 6., in digital format, by email, to the following address: [eeagrants@dgpm.mam.gov.pt](mailto:eeagrants@dgpm.mam.gov.pt), using the standard application form and having attached all documents that constitute the application folder (i.e. list of documents to be submitted by the beneficiary and demandable on application).

In addition, all original documentation, in paper form, must be conveyed to the address identified in paragraph 15. of this Call, with the application form duly signed and stamped.

In case there is a difference between the digital version and paper copy, the digital version shall prevail.

The application form and the list of all documents to be submitted are available in [www.dgpm.mam.gov.pt](http://www.dgpm.mam.gov.pt) ("EEA Grants" sub-menu)

Applications shall include necessarily:

- (a) Identification of the national entity and the entity/s from both Portugal and donor country /countries;

- (b) Objectives of the application, describing the interest of cooperation and role of each partner;
- (c) Identification of areas where it intends to strengthen bilateral relations between Portugal and donor country;
- (d) Current situation (baseline) and outcomes (expected outcomes);
- (e) Setting of indicators bilateral (pre-defined);
- (f) Timeline for eligible expenditures;
- (g) Estimated budget for the proposed activities;
- (h) Declaration of commitment to implementation of the proposed activity between entity (ies) from both Portugal and donor country /countries (when applicable);
- (i) Description of the application contribute for the selection criteria defined in the call.

It is suggested that before submitting your application to read the information on the EEA Grants Fund 2009-2014, available through the “EEA Grants” sub-menu on the DGPM website, namely, the following documents:

- Regulation of the EEA Grants 2009-2014

<http://eeagrants.org/Results-data/Results-overview/Documents/Legal-documents/Regulations-with-annexes/EEA-Grants-2009-2014>

- Project Promoter´s Procedures Manual

[http://www.dgpm.mam.gov.pt/Pages/eea\\_grants\\_documentos.aspx](http://www.dgpm.mam.gov.pt/Pages/eea_grants_documentos.aspx)

- Guidelines - Description of the Selection Procedures

[http://www.dgpm.mam.gov.pt/Pages/eea\\_grants\\_documentos.aspx](http://www.dgpm.mam.gov.pt/Pages/eea_grants_documentos.aspx)

- Strengthen of Bilateral Relations - Work Plan

[http://www.dgpm.mam.gov.pt/Pages/eea\\_grants\\_documentos.aspx](http://www.dgpm.mam.gov.pt/Pages/eea_grants_documentos.aspx)

## **11. SELECTION AND DECISION PROCEDURES:**

Only the applications meeting the conditions in accordance with national and Community legislation, the Rules of the EEA Grants 2009-2014, the Project Promoter´s Procedures Manual and with this Call are acceptable in this procedure.

The project's selection and approval process is carried out in two sequencing phases, as follows:

### **1st phase – Administrative Checks**

- **Correct preparation of the application process** - verification whether the application, in particular the Application Form, has been correctly completed and whether all required and mandatory annexes have been attached thereto.
- **Administrative and eligibility compliance** – verification of compliance with administrative and eligibility criteria.



**2nd phase - Selection** - The final score will be assigned to the project by applying the selection criteria approved by the Programme Operator and published in the Call for Proposal.

All sequencing phases are qualifiers.

During these phases there will be a communication with applicants and appeal's processes whenever the applications don't comply with the necessary and mandatory framework requirements.

Each application will be scored on a scale from 0 to 5 points by an internal assessment Selection Committee up for the purpose, in accordance with the selection criteria set out in paragraph 12. of this Call for proposal.

The Selection Committee shall recommend the applications to be selected under the Fund for Bilateral Relations. The application of selection criteria and the applications selection will be made by an internal Selection Committee formed up for the purpose. The Selection Committee shall prepare a note with proposals evaluation and submit to Programme Operator (Decision Body).

The Programme Operator shall verify whether the selection process has been conducted in accordance with the EEA Regulation and if the Selection Committee's recommendations comply with the rules and objectives of the programme. Following such verification the Programme Operator (Decision Body), based on the recommendation of the Selection Committee, shall make a decision regarding which projects shall be supported. In case the Decision Body modifies the decision of the Selection Committee, it shall inform the the applicants affected and provide them with a justification.

The application to be submitted under this call may be subject of an approval only if its **final classification is higher or equal than 2,5 points**, resulting from the application of the selection criteria and methodology presented in paragraph 12.

The application which obtains a **final score lower than 2,5 points** will be excluded for the purpose of granting financial support.

Funding of applications also depends on the total available amount previously established in the paragraph 3. of this call.

## **12. SELECTION CRITERIA:**

### **12.1. Selection Criteria**

In the selection of applications relating to the types of activities provided for in paragraph 2 of this call will be applied taking into account the assessment criteria and weightings, as the following table:

Selection Criteria	Weighting (W)	Indicative aspects	Criteria Classification (CC) (points)*	Global Score
<b>1. Contribution to achieving the Programme's objectives</b>	<b>20%</b>	Demonstration of the contribution for the overall objectives of the Programme: a) Achieving and sustaining the Good Environmental Status (GES) in the European marine and coastal waters? (30%) b) Strengthen bilateral relations? (70%)	30%*CC1a 70%*CC1b	
<b>2. Reveals sustainability in terms of bilateral cooperation</b>	<b>30%</b>	Demonstration of the contribution of the project to the sustainability in terms of bilateral cooperation: a) Maintenance of bilateral relations after the project completed? (60%) b) Reveals ability to generate new bilateral relations? (40%)	60%*CC2a 40%*CC2b	
<b>3. Contribution to achieving the Programme's Bilateral Relations Fund expected outcome(s) and outputs</b>	<b>30%</b>	a) Demonstration of the contribution of the project to the Programme's Bilateral Relations Fund expected outcomes and outputs? (100%)	100%*CC3a	
<b>4. Approach and added value</b>	<b>20%</b>	a) Measures proposed to involve stakeholders, ensuring visibility of the project? (50%) b) Complementarity with the projects identified in the National Ocean Strategy? (50%)	50%*CC4a 50%*CC4b	

*Score CC	Meaning
0	no contribution
1	very poor
2	poor
3	adequate
4	good
5	very good

## **12.2. Classification of each selection criteria**

Accepted applications will be classified according to each criteria on a scale of 0 to 5 points.

### 12.3. Final Classification

The Final Classification (FC) of each application is based on the scale of 0 to 100 points for rating criteria aggregation, using the following formula:

$$FR = W_1 * (CC_{1a} + CC_{1b}) + W_2 * (CC_{2a} + CC_{2b}) + W_3 * CC_{3a} + W_4 * (CC_{4a} + CC_{4b})$$

Where:

- W1... W4 = Weighting Criteria

- CC1a... CC4b = Criteria Classification

(The classification will be established to 2 decimal places without rounding).

### 13. NOTICE OF DECISION TO BENEFICIARY:

The communication on the final decision of the applications, generally, will be made to the beneficiary within 20 working days after the date of submission of the applications. In exceptional situations, duly justified the decision making should occur in less than 20 working days to ensure the achievement of the activity.

The Programme Operator shall notify applicants regarding the results of the selection process within 10 working days and publicize the results on websites where the advertisement was released.

### 14. PAYMENT FLOWS:

Following the granting of financial support, and after signing the Term of Acceptance by both parties, the Programme Operator may make payments to beneficiaries in the following ways:

- **Advance payment:** Each promoter of the project, after the signing of the Term of Acceptance, may receive an advance payment to cover the period until the next interim payment, depending on the liquidity needs. The project promoter must provide an indicative estimate of expenditure to be carried out to prove the amount of the Fund requested. An advance payment is disbursed within 20 working days after the Term of Acceptance has been signed.
- **Interim Payment:** Promoters shall present interim payments by submitting expense documents already performed but not yet paid or by reimbursement supported in invoices and receipt, or other document of equivalent probative value.
- **Final Payment:** The sum of the advance and interim payments cannot exceed 95% of the total activity grant at any time during project. The payment of the final balance will be disbursed within 30 calendar days after the approval of the final report.

## **15. CONTACTS:**

E-mail contact for information and submission of application:

[eeagrants@dgpm.mam.gov.pt](mailto:eeagrants@dgpm.mam.gov.pt)

Address:

Direção-Geral de Política do Mar - Ministério da Agricultura e do Mar

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