

1st OPEN CALL FOR APPLICATIONS:
*Support the development of tools and methods to promote gender equality
for companies*

PROGRAMME AREA:

PT07: Mainstreaming Gender Equality and Promoting Work Life Balance.

PROGRAMME OPERATOR:

Commission for Citizenship and Gender Equality.

ELIGIBLES ACTIVITIES:

Development of tools and methods to promote gender equality for companies: improving gender balance on company boards and reducing gender pay gap, as well as promoting cooperation and enhance bilateral relations between institutions of donor states (Norway, Liechtenstein, Iceland) and Portugal.

For instance, the following activities will be supported, in order to produce and disseminate a method or tool to improve gender balance in companies:

- Research studies;
- Awareness raising and training;
- Mentoring and coaching;
- Exchange activities with project partners;
- Seminars and conferences.

OPEN CALL:

(In line with Article 6.3, n^o 2, b. of the EEA Grants Regulation)

- **Opening:** 12.02.2014
- **Closing:** 12.04.2014

TOTAL AMOUNT AVAILABLE: €390.233, 00€

Minimum and maximum grant amount per project:

- **Minimum amount:** € 170.000
- **Maximum amount:** € 300.000

DURATION OF PROJECTS:

Maximum: 18 months

Minimum: 12 months

TERRITORIAL APPLICATION:

The Programme aims to support projects in mainland Portugal and the Autonomous Regions of the Azores and Madeira, without prejudice to actions that are developed in the Donor or Beneficiary States, in the partnerships envisaged in the selected projects.

PROJECT GRANT RATE: Grants from the Programme will be up to 100% of total eligible project costs, except in the case of those projects where the Project Promoter falls under the definition of **non- governmental organisations** contained in 1.5.1(m) of the Regulation, where the grant from the Programme will not exceed 90% of total eligible

project costs. The remaining costs of the project shall be provided or obtained by the Project Promoter.

In this case of co-financing, the Promoter's financial contribution may be made in cash or kind. Contribution in kind may be made through volunteer work up to a maximum of 50% of the necessary contribution value.

To calculate the value per hour of volunteer work for the purpose of contribution in kind the following formula is used:

*Charge time = [(national minimum wage + social charges required of the employer) * 14 months + (daily food allowance * 22 days) * 11 months] / (48 weeks * 40 hours)*

ELIGIBILITY OF APPLICANTS:

(According with the Article 6.2 of the Regulation)

Any entity, public or private, commercial or non-commercial and non-governmental organizations, established as a legal person in Portugal, as well as inter-governmental organizations operating in Portugal.

Entities established as legal persons in the donor countries (Iceland, Liechtenstein and Norway) **are not eligible applicants**. These entities can only act as **donor project partners**.

PROJECT PARTNERS:

A 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. It shares with the Project Promoter a common economic or social goal which is to be realised through the implementation of that project.

DONOR PROJECT PARTNERS:

The Programme Operator strongly encourages project level partnership with Donor state entities. Any entity, public or private, commercial or non-commercial and non-governmental organizations, established as a legal person in the donor countries (Iceland, Liechtenstein and Norway), as well as inter-governmental organizations operating in these countries are eligible donor project partners.

The Programme Operator will set aside minimum 1.5% of the total programme budget for a fund for bilateral relations. Approximately 50% of the fund for bilateral relations will be used for seminars for potential and existing Project Promoters and project partners from the Donor States. The purpose is to search for project partners and develop partnership ideas and projects. The remaining funds will be used for networking events, as well as the exchange of knowledge and experience between Project Promoters and entities in the Donor State. The maximum grant rate under the fund for bilateral relations is 100%.

For the details of use of the bilateral fund, the detailed procedures and criteria for awarding support from the fund, and any other relevant details, please see the section **FUND FOR BILATERAL RELATIONS** of this document.

DATE AND ELIGIBILITY OF THE EXPENDITURES:

(in accordance with the chapter 7 of the EEA Grants Regulation)

1. The nature and limits of eligible costs are as follows:

- a) Programmed costs incurred and paid by the Promoters or their partners for the implementation of components/activities that integrate the approved project;
- b) Costs which comply with the principles of economic reasonability, efficiency, effectiveness and the cost/benefit ratio;
- c) Costs incurred and paid during the eligibility period, as defined in the present document.

2. The following direct costs are eligible:

- a) Expenditure with human resources assigned to the project, including the salaries and costs with social security tax and other contractual subsidies that correspond to normal remuneration of the Promoter or partner organisations;
- b) Expenditure with transportation and travel allowances for personnel assigned to a project, as long as it is in line with normal conditions applied by Promoters and partner organisations and does not exceed the referential applied to the Portuguese Public Administration;
- c) Cost with the depreciation of new or used equipment during the execution of the project in accordance with the accounting regulations applicable for this purpose;
- d) Cost with consumable goods and supplies, provided they are in fact used for the project;
- e) Cost with services from third parties, provided it complies with the rules of procurement;
- f) Cost with advisory services/legal consultancy specializing in the area of public procurement;
- g) Cost with certification of expenditure abroad within the scope of partnership projects.

3. Indirect costs associated to the project are also considered eligible and are calculated in one of the following manners:

- a) General cost incurred and directly attributed to the project proved through an analytical accounting system which identifies and quantifies them (real cost method);
- b) Flat-rate option up to the limit of 20% of eligible direct cost of the project calculated according to the methodology published on the Programme's website (estimated cost method).

4. Costs with the purchase of equipment referred to in paragraph 2.c) are eligible if they are in fact necessary for the implementation of the project and up to a maximum of 20% of eligible project costs.

5. Costs with adaptation of facilities are eligible if they are actually necessary for the implementation of the project and up to a maximum of 25% of eligible project costs.

6. Cost with payment of VAT is eligible, but if it is in fact incurred and is not refundable.

7. The following costs are not considered eligible:

- a) Payment of interest, fines and fees;
- b) Costs related to bank fees, except those related to the requirement of maintaining separate accounts;
- c) Acquisition of property;
- d) Exchange rate risks and differences;

- e) Expenses that are reimbursed by any other source;
- f) Expenses with penalties, fines, judicial costs and other costs associated with litigation.

8. The eligibility of expenditure period is between the date of the grant decision or such later date as defined in the project contract for the start of the project.

9. The final date of eligibility of cost of projects funded by the Programme is April 30th, 2016. **Expenditures incurred after this date shall not be eligible.**

The deadlines for submitting and assessing interim financial reports (expense claims) will be set in the project contract. Project Promoters will report to the Programme Operator on incurred expenditures, actual progress and pre-payment forecast through the interim reports as per the terms of the project contract.

The rules of the Public Contracts Code are applied to the acquisition of goods and services of the projects financed by the Programme. Notwithstanding the preceding paragraph, for any purchase of goods or services above 5 000 Euro but inferior to the limits established by the European Directives at least three suppliers must be consulted.

PROOF OF EXPENDITURE:

Costs incurred by Project Promoters and project partners shall be supported by receipted invoices, or alternatively by accounting documents of equivalent probative value.

A report by an independent and certified auditor, certifying that the claimed costs are incurred in accordance with this Regulation, the national law and accounting practices of the project partner's country, shall be seen as sufficient proof of costs incurred by a project partner whose primary location is in a Donor State.

SUBMISSION OF THE APPLICATION:

Application form will be available in the PT07 website (in www.cig.gov.pt).

The application form must be completed in Portuguese and printed in two copies, one marked "Original" and the other "Copy". It is advisable to save all necessary documentation and the application on CD-ROM/USB.

METHOD OF DELIVERY AND DEADLINE FOR SUBMISSION: By post (stamped until 12.04.2014), or delivered until 18:00 (Lisbon hour) in the Programme Operator's office. The application, accompanied by a letter, in a closed, sealed envelope, with the entity's stamp or seal signed by one of its official representatives. The outside of the envelope must bear the entity's complete name and references to the title indicated in the announcement of the Open Call.

Address:

1st Open- Call: Support the development of tools and methods to promote gender equality for companies
PT07 EEAGRANTS
Commission for Citizenship and Gender Equality
Av. da República, 32-1º
1050-193 Lisboa, Portugal

SELECTION PROCESS AND DECISION

(The selection procedures for projects will be in accordance with the chapter 6 of the Regulation)

Administrative and eligibility criteria:

The application must be accompanied by the following documents:

- a) Declaration indicating the entity's name, tax number, registered office and names of the people with legal powers to represent it, plus a copy of its articles of association;
- b) Declaration that it has no debts to the tax authority or Social Security;
- c) Certificate attesting to the applicant's VAT rate;
- d) Documents attesting to the professional competence of the entity and the key members of its project management team;
- e) Documents proving its intention to form a partnership (if applicable);
- f) Small diagnostic assessment of the project;
- g) Copy of taxpayer's card;
- h) Previous year's annual report.

The applications should cover the following elements:

- a. Project title, description of the project, including its framework and pertinence to national plans or other strategic regional or local instruments;
- b. Publicity Plan;
- c. Activities;
- d. Target population;
- e. Geographical coverage;
- f. Expected outcomes;
- g. Timeline of project and activities;
- h. Budget (attach detailed annualised version);
- i. Summary (attach English version).

The Programme Operator will review the applications for compliance with administrative and eligibility criteria. Applicants whose applications are rejected at this stage will have a period of 10 working days to appeal.

SELECTION CRITERIA:

- a) The **selection criteria** and the respective **score** shall be as follows:

Selection criteria	Score
Compliance with the identified objective, outcome(s) and outputs of the PT07 and of the Open-Call	20
Expertise and previous experience of the applicant organisation and of partners	20
Integration of the cross-cutting issues (principles of good governance, economic sustainability, environment, social sustainability and the principles of equal rights and opportunities for men and women)	15
Specific criteria according to the specificities of the project*	15
Inclusion of partner entities of the Donor States(s) ¹	10
Expertise and previous experience of the project's team	10
Budget of the project is relevant to the proposed activities	10
TOTAL	100

¹ For the projects that will be developed in partnership will be necessary to provide a letter of intent signed by both parties, describing the content of the partnership and the intent to formalize the partnership contracts.

*The specific criteria will be:

Specific criteria	Score
General impact of the outcomes	3
Originality of proposed solutions	3
Evidence of the gender dimension as a strategic factor of the project in all its components	3
Evidence of the sustainability of the project's outcome after funding end	3
The project's pertinence to the objectives of national plans or other strategic regional or local instruments	3
TOTAL	15

Evaluation

1. The evaluation of the merits of applications, that meet the administrative and eligibility criteria, is made by two independent and impartial experts, appointed by the Programme Operator.
2. The experts shall separately score the project according to the selection criteria published in this open-call. Applications are assessed according to the selection criteria above and ranked on a scale of 0 to 100 points. The final score of applications is the simple average of both evaluations.
3. When the ratings of the two experts differ by 30% or more, the application is assessed by a third expert, and the final score results from the average of the two closer ratings.

Project Selection

1. After the evaluation and scoring of all candidate projects, the Programme Operator submits the sorted listings to the Selection Committee, which draws up a proposal of the final decision.
2. In suitably justified cases, the Selection Committee may decide to amend the rating of projects and the distribution of applications.
3. The Selection Committee will consist of three gender equality specialists, one of whom will be independent from the Programme Operator.
4. The Programme Operator will verify that the selection process has been conducted in accordance with the Regulation and that the recommendations from the Selection Committee comply with the rules and objectives of the programme. Following such verification the Programme Operator will, based on the decision of the Selection Committee, make a decision on which projects shall be supported.
5. The Programme Operator will notify the applicants about the results of the selection process within a reasonable time and publicise the results.

In accordance with 6.5.2 of the Regulation, each Selection Committee member will sign a statement of independence from the projects that it analyses to ensure that there are no conflicts of interest.

Applicants may be asked to provide additional information during appraisal of formal and technical eligibility in the analysis process.

Pursuant to Article 6.5 of the Regulation, promoters that do not have sufficient merit, less than least 50 points, will be notified of the noncompliance and must send a response in a maximum of 10 business days, in accordance with Articles 100 and 101 of the Code of Administrative Procedure.

The Programme Operator's analysis will be up to 60 working days.

If a project is implemented in a partnership, the project promoter should sign a partnership agreement with the project partners (according with the article 6.8 of the Regulation). Project promoters must start the project no more than 30 working days after signing the agreement.

Communication of the call's results

1. Decisions on the applications are communicated individually to the respective Promoters.
2. In the case of approval of funding, a proposal for contract is sent to the Promoter together with the communication of the decision, where all terms and conditions of the approved funding are specified.
3. If the conditions of the approved funding are accepted, the Promoter must return the proposed contract to the Programme Operator within 20 working days from the date of receipt, duly signed and initialled by those responsible, under the law, for the entity, at the risk of having the decision revoked.
4. Upon receipt of all contracts signed, the Programme Operator prepares the final list of selected projects and Promoters and advertises it on the Programme's website.

PAYMENT MODEL

Payment flows towards the final beneficiaries will take the form of advance payments, interim payments and payments of the final balance. After approval of projects, the CIG will disburse the first tranche of advances to promoters as approved in the application, to a maximum of 20% of the total approved funding. The last 10% of funding will be paid after approval of the final report. Three times a year, the promoter must submit the expenditure incurred by the project and the next reimbursement will be made on the basis of the degree of proven financial execution and the needs justified for the following period.

Before applying we suggest you consult:

- In the website of Commission for Citizenship and Gender Equality (www.cig.gov.pt), **the PT07 information**, particularly the following documents:
- Application Form;
- Programme Agreement;
- Programme Implementation Agreement;
- Memorandum of Understanding;
- Regulation of the EEA Financial Mechanism 2009-2014;
- Management and Control System;
- <http://eeagrants.org/>
- <http://eeagrants.org/Results-data/Results-overview/Documents/Toolbox-for-programmes>
- <http://www.eeagrants.gov.pt/>
- <http://www.noruega.org.pt/Embassy/>

Contacts:

E-mail for information: pt07_eeagrants@cig.gov.pt. An answer will be given by email within 10 working days.

Address:

PT07 EEAGRANTS -Commission for Citizenship and Gender Equality
Av. da República, 32-1º
1050-193 Lisboa, Portugal

Telephone: + 351 217983000

Fax: + 351 217983098

Informations: Tuesdays and Thursdays, from 10:00 to 12:30.

The Programme Operator will publish the *Frequently Asked Questions* (FAQ) on the Programme's website.

FUND FOR BILATERAL RELATIONS:

1. Objectives:

The bilateral cooperation initiatives are intended to support activities aimed at enhancing relations between Project Promoters and Project Partners of the Donor States (Iceland, Liechtenstein and Norway) with a view to exchanging international experiences, sharing and transferring knowledge and good practices to strengthen the capacity and effectiveness of the project promoters.

2. Eligible Applicants:

Project Promoters selected under the 1st Open-Call.

3. Conditions:

Each Promoter may only submit one proposal for a bilateral cooperation initiative under this call.

4. Eligible Activities:

Eligible activities can include:

- a) Short-term actions for exchanging international experiences with a view to match-making and search for potential project partners, to prepare donor partnership projects, or the participation of entities from the Donor States in events organized by the project promoters;
- b) Short-term actions such as the organization or participation in conferences, seminars, workshops and training courses aimed at networking, exchanging and transfer of knowledge, technology, experience and best practices between project promoters and project partners.

5. Maximum grant support:

Bilateral cooperation initiatives are limited to a maximum grant of 2 000 euros per proposal, which can be supported at maximum rate of up to 100% of the eligible costs, within the availability of the total of Fund.

6. Territorial Scope:

The activities foreseen in the bilateral cooperation initiatives may take place in Portugal and in the Donor States (Iceland, Liechtenstein and Norway).

7. Submission of Proposals:

Proposals for bilateral cooperation initiatives shall be submitted after the signature of the projects contract.

After this date the proposals may be submitted at any time, and shall be evaluated in a sequential manner and decided on a monthly basis.

Proposals must be submitted, as a rule, with a minimum of 60 days prior to the date of the planned initiatives.

8. Eligible Expenditures and Payment Method:

The following categories of expenditure are eligible:

- a) Registration fees and travel and accommodation expenses for participation in conferences, seminars, courses, meetings and workshops, as well as the acquisition of support materials needed for this purpose;

- b) Travel costs for study missions abroad;
- c) Travel and salary costs, for visiting experts;
- d) Costs related to feasibility studies and preparation of financial and economic analysis of feasibility studies;
- e) Costs of organizing conferences, seminars, courses, meetings and workshops;
- f) Promotional and information activities;
- g) Costs of acquiring data (statistical or otherwise) essential for the preparation of projects;
- h) External consultancy fees.

Only the expenditures incurred after the decision approving the grant shall be eligible. The final date of eligibility of cost of projects funded by the Programme is April 30th, 2016. Expenditures incurred after this date shall not be eligible.

Payments will be processed through a system of reimbursement of expenses actually incurred, upon submission of receipts or documents of equally probatory value.

9. Methodology of evaluation, scoring and selection of proposals:

The Programme Operator will review the submitted proposals. Promoters whose proposals were rejected at this stage shall be informed and given 10 working days to appeal that decision. The Programme Operator shall evaluate and score the proposals for bilateral cooperation.

The evaluation and scoring of the proposed initiatives shall be based upon the following criteria and weights:

- a) Merit of the initiative- **30%**;
- b) Expected results for the promoter's qualification and/or relevance to their future projects- **25%**;
- c) Innovative features of the initiative- **15%**;
- d) Value for money- **30%**.

Any adjustments to the terms and conditions set forth in this notice shall be posted on the above mentioned website of the Programme, with a minimum of 3 working days prior to the date of its entry into force.

For project partners of the Donor States (Iceland, Liechtenstein and Norway) please consult the website of the Programme Operator: www.ciq.gov.pt

ALSO VISIT THE SITES:

<http://eeagrants.org/Partnerships>

<http://www.ngonorway.org/Partnership-projects/Finding-partners/Finding-partners.html>