



CALL FOR PROPOSALS

Recraft the Past, Build up the Future 3

CFP reference number: [ALB/EC/22644/CFP 05-2024]

CFP document issue date: May 24, 2024

TABLE OF CONTENTS

1. PARTICULARS	2
1.1. UNOPS project objective(s)	2
1.2. Background and objectives of the grant/funding	3
1.3. Targeted impact of the grant/funding	4
1.4. Scope of the grant/funding	5
1.5. Target beneficiaries	6
1.6. Activities under grant/funding	6
1.7. Grant/funding available	7
1.8. Grant/funding duration	8
1.9. Visibility	8
1.10. Applicant eligibility	8
1.11. Content of proposal submissions	10
1.12. Sub-granting	11
1.13. Proposal currency	11
1.14. Language of proposals	11
1.15. Proposal submission	11
1.16. Type of legal instrument	11
1.17. Contact information	11
1.18. Important dates and deadlines	12
1.19. Additional instructions for applicants	12
2. REQUIREMENTS	13
2.1. Approach and methodology	13
2.2. Implementation Plan requirements	14
2.3. Monitoring and Data Collection plan requirements	14
2.5. Budget requirements	16
3. EVALUATION METHOD AND CRITERIA	18
3.1. Preliminary screening	19
Table 1 FORMAL AND ELIGIBILITY CRITERIA	19
3.2. Technical evaluation	19
Table 2 TECHNICAL CRITERIA	19
Table 2.1 Parts of the technical proposal evaluation	19
Table 2.1.1 Applicant's capacity, expertise and experience	20
Table 2.1.2 Proposed methodology, approach and implementation plan	20
Table 2.1.3 Key team proposed	21
3.3. Financial evaluation	22
Table 3 FINANCIAL CRITERIA	22

1. PARTICULARS

1.1. UNOPS project objective(s)

The EU4Culture project¹, signed between the EU² and UNOPS in early October 2020 seeks to revitalise the cultural heritage sites damaged by the November 2019 Earthquake in Albania and to contribute to the recognition of cultural heritage as a driver of Albania's sustainable development. A specific focus is on boosting tourism and local economic development in the areas surrounding the project sites³.

The project is implemented in collaboration with the Ministry of Economy, Culture and Innovation and will ensure the close involvement of the wider cultural heritage community through actions that include restoration of infrastructure damaged by the November 2019 earthquake combined with grants being made available to local development actors. This approach will also be of clear benefit to local small and medium scale enterprises in the tourism sector.

The project also seeks to increase awareness amongst the Albanian public on the importance of cultural heritage in the economic progress of Albania. The project is planned to last 69 months while the overall investment is planned to capture a figure of 40 million EUR. The Project observes the principles of good governance and inclusion as cutting across the main objectives and works towards achieving three main results:

- Result 1: Significant cultural heritage monuments and other cultural buildings or sites are physically rehabilitated, improving the cultural and economic well-being of Albanian society.
- Result 2: Economic and local development supported through cultural heritage revitalization and valorisation, and improved capacities for its safeguarding, management, and promotion.
- Result 3: Improved awareness on the role of natural and cultural heritage in building a better future for Albania, through measuring and communicating the impact of culture for sustainable development.

The direct beneficiaries of the EU4Culture are the communities in the targeted area, domestic, regional, and international visitors, the Ministry of Economy, Culture and Innovation of Albania, and the management authorities of regional and deconcentrated cultural heritage institutions, and entities working in the vicinity of the targeted cultural sites including local small and medium scale enterprises, civil society organisations (CSOs) and individual practitioners.

The final beneficiaries are the local inhabitants of the municipalities around the project sites and the citizens of Albania at large, who will witness the revitalization of critical cultural heritage sites and monuments and increased economic activity in the areas of revitalization.

EU4Culture program is being implemented at pace in 8 municipalities⁴ in Albania, with 12 important interventions already finalized and 24 grants opportunities financed up to date.

¹ More specific information can be accessed at <https://eu4culture.al/>

² This action is a part of the European Union Special Measure that is focused on the support for the recovery and reconstruction efforts, particularly for cultural heritage buildings as well as cultural monuments, the education sector, and potentially other public buildings, in support of general social and economic recovery, also considering the aggravating circumstances of the Covid-19 pandemic emergency scenario.

³ A detailed list of sites can be accessed at <https://eu4culture.al/sites/>

⁴ Dures, Kavaja, Kruja, Kurbin, Lezha, Mirdita, Rogozhina and Tirana.



1.2. Background and objectives of the grant/funding

Cultural and creative sectors (CCS) comprise all sectors whose activities are based on cultural values, or other artistic individual or collective creative expressions⁵. These sectors are important for ensuring the continued development of societies and are at the heart of the creative economy. Knowledge-intensive and based on individual creativity and talent, they generate considerable economic wealth. In economic terms, they show above-average growth and create jobs - particularly for young people - while strengthening social cohesion. The cultural and creative industries typically bring together art, media, and design sectors, with a focus on innovation and the challenges and opportunities of globalisation.

Museums and other cultural heritage sites have increasingly been seen as drivers of community regeneration and thus a source of revenue and new jobs. Cultural heritage and a vibrant creative economy can increase territorial attractiveness for talent and investment. At the same time, the role of culture in spurring innovation as well as supporting well-being, health, life-long learning, and the creation of social capital have become prominent⁶. The cultural and creative sectors are largely composed of small and medium size enterprises and individual entrepreneurs whose activities are financed through various and often combined public, private (business and individual donations) and non-profit sectors.

In the area of culture, Albania has an exceptionally rich and varied resource, but many cultural heritage sites need conservation and better protection. Intangible heritage is also threatened by increasingly rapid change. The earthquake of November 2019 added an additional burden to the already fragile situation. The National Strategy for Culture 2019-2025 seeks to place cultural heritage at the heart of Albania's public life and sustainable development. Enhancing local and national stakeholders' and communities' understanding of the role that cultural heritage can play in supporting sustainable development is one of the obstacles that this sector is facing.

Tourism was one of the sectors that suffered the highest negative impact of COVID-19 pandemic and the 2019 November earthquake in Albania, being reflected in the national economic indicators⁷. In the few years after Covid-19 pandemic, the number of inbound tourists in Albania saw a steady increase, reaching 7.5 million in 2022⁸ and more than 10 million international tourists in 2023⁹, demonstrating this way an enhanced awareness about Albania as a tourism destination in the international area¹⁰. Tourism is currently one of the three sectors that led the GDP growth in 2023, along with trade and real estate¹¹. However, despite the high external demand for tourism-related services, its contribution to growth was not as substantial as anticipated¹². In terms of forecasts of the near future, tourism is seen as a contributing factor in both construction and services. Its untapped potential for economic development is highlighted in the last Economic Reform Programme (2023-2025) of the government. Within the tourism sector, cultural tourism has also been steadily growing. In 2022, it reached a peak of visitors in museums, castles and monuments¹³. Visitors of cultural heritage sites are expected to be even higher in numbers in the upcoming years based on the media reports on number of visitors for the first three months of 2024¹⁴.

Tourism is considered one of the most important sectors through which Albania can achieve sustainable long-term growth and competitiveness, while safeguarding the environment. However it faces several challenges, among which is lack of qualified staff and seasonality, since most of the demand reaches its

⁵ Defined in the [legal basis of the Creative Europe Programme](#).

⁶ OECD, Cultural and Creative Sectors and Local Development <https://www.oecd.org/cfe/leed/culture-and-creative-sectors.htm>

⁷ Economic Reform Programme for Albania (2021-2023)

⁸ TURIZMI NË SHIFRA, Shqipëria 2022, INSTAT, 2023

⁹ Tourism Doing Business – Investing in Albania, World Tourism Organization, 2024

¹⁰ Economic Reform Programme for Albania (2018-2020)

¹¹ The World Bank in Albania <https://www.worldbank.org/en/country/albania/overview#3>

¹² The World Bank, Western Balkans Regular Economic Report: Invigorating Growth, Spring 2024 <https://www.worldbank.org/en/region/eca/publication/western-balkans-regular-economic-report>

¹³ TURIZMI NË SHIFRA, Shqipëria 2022, INSTAT, 2023

¹⁴ <https://lajme.rtsh.al/artikull/rama-rekord-vizitoresh-ne-muzete-e-vendit-rreth-55-mije-turiste-nga-janari-ne-mars-2024>



highest point during summer. Expansion and integration of tourism with a variety of attractions, activities, and services, among which those based on the rich cultural heritage and expression, would contribute towards diversification of the offer and enhancement of opportunities for longer tourist stays and increased spending. The environmental damage caused by uncontrolled tourism growth, especially in the coastal areas, is an indicator of the poor understanding of responsible and environmentally friendly tourism and unfairly balanced social and economic opportunities. Therefore, sustainable tourism must be highlighted along with the economic development related to tourism.

One of the aims of the EU4Culture project is to foster opportunities for local communities to engage with cultural heritage sites through profitable activities that generate jobs and economic growth. While in Albania such industry has significant potential to develop, some of the project sites are either still disconnected from functional and touristic areas or not located in proximity of inhabited areas.

Therefore, actions that provide social and economic growth opportunities to cultural and creative sectors, including development of the necessary links to tourism and other productive sectors are indispensable. Such actions constitute interventions which contribute directly to strengthening sustainability of the Cultural and Creative Sector, introduction of new products and services, linkages to other productive sectors and expansion into new markets.

In the light of the above, the overall and specific objectives of this Call for Proposals¹⁵ are:

Overall objective: To develop local socio-economic and cultural opportunities for the communities surrounding the cultural heritage sites affected by the earthquake of November 2019, through projects supporting cultural heritage revitalization and improved capacities for its management, promotion, and environmentally friendly cultural innovative tourism initiatives.

Specific Objective 1: To create and develop socio-economic growth opportunities for local communities by establishing sustainable collaboration between civil society organisations and other Cultural and Creative operators near cultural heritage sites, and through generation of environmentally friendly and innovative forms of cultural tourism.

Specific Objective 2: To raise and enhance public and institutional awareness on the role of cultural heritage as a driver of sustainable socio-economic development by promoting growth; inclusive, environmentally friendly and gender sensitive models.

1.3. Targeted impact of the grant/funding

Projects to be awarded with the outlined objectives are expected to lead to a range of results, outcomes, and benefits for the communities surrounding the earthquake-affected sites of EU4Culture project in the target municipalities.

It is expected that as a result of the projects, new job opportunities related to cultural tourism activities will be created. Local businesses and enterprises linked to cultural tourism and heritage in the designated areas will be strengthened. On the other hand, sustainable collaborations and partnerships will be established between civil society organizations, cultural operators, local communities and public institutions. The different modalities of expression of these partnerships (consultations, networks and platforms for knowledge sharing, multidisciplinary groups, etc.) will allow resource mobilization among stakeholders' cultural tourism.

¹⁵ This is the third Call for proposal of EU4Culture project. To date, 24 projects have been funded through the previous two Calls. The list of the projects awarded from previous calls can be consulted in the [EU4Culture project website](#)



Moreover, the cultural events of the projects to be implemented will promote culture and raise community awareness for its significance, value, and need for preservation from multiple actors, including the local communities. Ultimately, it will increase public and institutional awareness on the potential of cultural tourism based on local identity and resources towards an environmentally friendly tourism development.

Furthermore, traditional crafts and skills in direct connection with tourism will revive and their economic value will be highlighted. Community engagement and participation in the decision making process, economic life and preservation of cultural heritage will be enhanced, making it possible in the long run to influence future sustainable cultural tourist models in Albania.

In the long term it is expected that as a result of the projects to be implemented, the socio-economic conditions in local communities will be improved, with increased income and more opportunities. The local economy will be diversified through cultural tourism, untapping the potential of this sector with a bottom up approach. More attention, efforts and resources will be dedicated to cultural heritage (tangible and intangible) in regards to its preservation, conservation and sustainability for future generations.

The outcomes would contribute to socio-economic development as well as the long-term resilience and well-being in these communities, with a focus on tourism development that respects and preserves local cultural heritage and traditions.

1.4. Scope of the grant/funding

This Call for Proposals is focused on projects implemented by civil society organizations which demonstrate capacity and expertise to operate in the Cultural and Creative Sector. Joint applications from more than one organisation, in operational partnership with other non-profit local and community development organisations¹⁶ are also acceptable. The partnerships are intended to promote collaboration, good governance, and transparency.

All actions under this Call should contribute directly to the attainment of the overall objective through activities that aim to achieve any or both specific objectives: 1) To create and develop socio-economic growth opportunities for local communities by establishing sustainable collaboration between civil society organisations and other Cultural and Creative operators, near cultural heritage sites, and through generation of environmentally friendly and innovative forms of cultural tourism, and 2) To raise and enhance public and institutional awareness on the role of cultural heritage as a driver of sustainable socio-economic development by promoting growth, inclusive, environmental friendly and gender sensitive models.

The territory where the actions will take place is defined as any or a combination of these 8 municipalities: Durrës, Kavaja, Kruja, Kurbin, Lezha, Mirdita, Rrogozhina and Tirana.

The Call for Proposal will support initiatives that contribute to the well-being of communities and may create broader social impact. The initiatives may include activities that generate social cohesion and which address the needs and provide support to vulnerable groups (youth, women, minority groups, people with disabilities, etc.), foster and promote gender equality, and protect the environment. The implementation of Good Governance principles (efficiency, transparency, accountability, citizen participation and anti-discrimination) should be recognised within the project. Elements of sustainability and after-life strategies should be highlighted in the project proposals.

¹⁶ Local and community development organisations comprise any not-for-profit, non-political, civil society organisation focused on supporting local communities, local administration, and reviving the economy. These entities must be registered as non profit organizations as per national applicable law.



The main themes of this Call for Proposals are:

1. Support development of CH-inspired tourism products around EU4Culture intervention sites, that showcase and enhance the quality of local cultural goods/services and expand the capacities and opportunities of artisans and other CCOs.
2. Awareness raising and education through culture. Events/activities/products inspired by EU4Culture intervention sites designed and implemented in cooperation with CCO and local communities and/or public institutions related to cultural heritage.

The Cross-cutting¹⁷ themes of this call for proposal are:

- Focus on engaging communities surrounding EU4Culture sites in identifying, **enabling and expanding employment opportunities** stemming from cultural heritage sustainable development.
- Attention towards **visibility and tailored promotion of the EUCulture sites** in creative forms.
- Focus on **integration of Gender Equality and Social Inclusion (GESI) actions** including access to women, youth inclusion, inclusion of minorities and other disadvantaged persons living in the areas around project locations.
- Ensure **sustainable and environment friendly** approach in all activities.
- Attention towards the **long-term impact of the project** activities and their continuation beyond the grant period.
- Focus on **creating and fostering collaboration and synergies** between multiple national and sub-national actors, such as public institutions responsible for cultural heritage.

1.5. Target beneficiaries

The direct final beneficiaries of this Call for Proposals, in line with the EU4Culture project, comprise local communities (women, youth and children, people with disabilities, minority groups such as ethnic or religious minorities, etc.) in the targeted areas; domestic, regional, and international visitors. The Ministry of Economy, Culture and Innovation of Albania as the public institution directly in charge for cultural heritage, along with its regionally deconcentrated cultural heritage institutions and the local municipal management authorities are direct beneficiaries too. Lastly, entities working in the vicinity of the targeted cultural sites including local small and medium scale enterprises, civil society organisations (CSOs), cultural and creative sector operators and individual practitioners are also beneficiaries of the project.

The final beneficiaries of the projects to be awarded within this granting scheme are the local inhabitants of the municipalities around the project sites in: Durrës, Kavaja, Kruja, Kurbin, Lezha, Mirdita, Rrogozhina and Tirana.

1.6. Activities under grant/funding

Indicative list¹⁸ of eligible activities:

- Development of activities that foster cooperation among artisans, artists, experts and other CCOs, aiming at competence-building regarding promotion of cultural practices for cultural tourism development.
- Interventions supporting artisans and other CCOs in recognizing, developing and promoting products that are sustainably sourced, manufactured that promote economic viability over the long term, at the individual, regional and national level.
- Development of innovative approaches to creation, preservation and promotion of crafts, cultural artifacts, natural and cultural community traditions, customs and practices

¹⁷ Cross-cutting themes are expected to be addressed in all project proposals.

¹⁸ This list is not exhaustive. Grants may be awarded to proposals that may not be designed based on these examples, should they address the objectives and themes of the Call for Proposals



- Promotion and development of site-specific cultural tourism products, such as site-specific souvenirs, trail marking and orientation, cultural trails and itineraries connecting EU4Culture sites with other cultural and/or natural sites and POIs as well as other interventions that enrich the cultural sites and facilitate their integration towards cultural tourism.
- Promotion of site-specific cultural tourism based on Albanian or international good practices and success stories , adapted as per the attributes of the local cultural heritage sites.
- Organisation and implementation of cultural events (local fairs and festivals, etc.) inspired by tangible and intangible cultural heritage (hidden histories, cultural expressions of minorities' practical demonstration of artisans' crafts, etc.)
- Creation of temporary venues and/or new activities, exhibitions and similar within/nearby the EU4C sites in cooperation with cultural heritage institutions and CCOs. Activities could range from promotional activities such as poetry days, days of religious pilgrimage, fairs, music, to popular dance and theater festivals, cultural festivities, etc.
- Maintaining, enhancing or expanding on already produced or new products/facilities for visitors/tourists related to EU4Culture sites.
- Creating informative materials, documentation, or evidence pertaining to cultural heritage sites that offer guidance, orientation or historical information to foreign or local visitors.
- Documentation, demonstration and publication of intangible cultural heritage including local folklore and other local traditions (songs, dances, music, myths and legends, culinary traditions, traditional farming and husbandry techniques, etc.) including customs of minority cultures.
- Support development of educational tool kits, materials and practical training formats which refer to the importance of cultural heritage in sites of interventions.
- Support creation, development or enhancement of printed and electronic materials that facilitate access to cultural heritage information on EU4Culture sites for persons with disabilities.
- Support cultural heritage related initiatives with a focus on environmental sustainability, recycling such as re-use, re-purpose, upcycling, reprocess etc. related to EU4Culture sites.
- Establishment of youth-led volunteer or apprenticeship programs to engage youth with hands-on experience in heritage conservation, tourism, and related fields close to cultural heritage sites.
- Implementation of training programs for young entrepreneurs, particularly women, in order to create or strengthen the existing sustainable businesses that are directly related to EU4Culture sites preservation and tourism.
- Develop specialized training programs for youth, especially women, interested in heritage tourism employment opportunities, providing them with knowledge and skills to serve as tour guides, interpreters, hospitality professionals, and cultural ambassadors.
- Empower youth groups to organize cultural events and activities in the vicinity of heritage sites, including festivals, workshops, exhibitions, and performances, providing opportunities for creative expression and community engagement.
- Establishment of partnerships and/or collaborative actions between communities, public institutions, CCOs etc. for the enhancement and application of integrated models of promotion of cultural/natural assets at the local level.

1.7. Grant/funding available

1.7.1 Total amount of grant/funding available

The following table indicates the total amount of grant/funding available under this Call for Proposals.

Currency	Amount	Amount in words
[USD]	[400,000.00]	[Four hundred thousand]



1.7.2 Grant/funding amount limit per applicant

The following table indicates the limit of grant/funding allowable per applicant under this Call for Proposals.

Currency	Amount	Amount in words
[USD ¹⁹]	up to 50,000.00]	[Fifty thousand]

1.7.3 Co-financing

Co-financing by the grantee is possible, although it is not obligatory under this Call for Proposal.

1.8. Grant/funding duration

The expected duration of the grant/funding must not exceed: **11 Months**.

1.9. Visibility

The applicants must take all steps prescribed in the Communication and Visibility Requirements for EU External Actions²⁰ to promote the European Union (EU) financial contribution to the Action. Visibility activities include but are not limited to clear visual identification of the action at the site, media activities and events including non-project activities designed to raise the awareness of specific or general audiences of the overall EU support to Albania. These refer to but are not limited to on-camera and other media interviews, participation in high level events and relevant on-line and in-person surveys on project related topics. Across their activities, applicants must comply with the objectives and priorities agreed with EU4Culture and guarantee the visibility of the action.

1.10. Applicant eligibility

This Call for Proposal accepts project proposals from **single eligible entities as well as from lead applicants in partnership with one or more eligible entities**. Such partnerships are not obligatory and they may be applied only in cases deemed appropriate by the lead applicant depending on the specifics of each project proposal. Partners in the applications may participate with specific activities and/or related contributions to one or more activities. Partners may have a dedicated budget, which should be clearly specified in the budget proposal as per the specifications in Annex E. However, in case of applications from entities in partnership, only the lead applicant will be the ultimate accountable party for both project implementation and budget executions, bound by the Grant Support Agreement with UNOPS.

This Call for Proposals also allows for the inclusion of **Associated Partners** in the project proposal as described in the following categories. The Associated Partners are expected to contribute and may be included as parties in the implementation of specific activities as described and specified in the project proposal. The rationale behind their inclusion should be justified in the project proposal. However, associated partners cannot and will not, in any case, be held responsible for specific work-packages / activities of the project. Besides, associated partners can neither be allocated a budget portion in the budget proposal, nor can they incur any eligible expenses.

1.10.1 Applicant, partners, associated partners category(ies)

The following categories are eligible to apply under this Call for Proposals:

¹⁹The budget proposal template should be calculated and completed in US dollars. However, the Grant Support Agreement shall include the equivalent amounts in Albanian Lek (ALL) calculated as per the closest United Nations Operational Rates of Exchange (UNORE) to the GSA date. The transfer of funds shall be done exclusively in ALL.

²⁰ https://ec.europa.eu/international-partnerships/comm-visibility-requirements_en



1.10.1.2 Lead applicants and Partners categories

❖ Non-governmental organizations (NGOs)	Registered as non-profit organizations as per the national applicable law.
❖ Foundations	Registered as non-profit organizations as per the national applicable law.
❖ Civil society organizations (CSO)	Registered as non-profit organizations as per the national applicable law.
❖ Grass-roots organizations	Registered as non-profit organizations as per the national applicable law.
❖ Associations (of artisans, touristic operators etc)	Registered as non-profit organizations as per the national applicable law.
❖ Research Institutes, Academic Centres and think tanks	Registered as non-profit organizations as per the national applicable law.
❖ Regional and/or Local (Economic) Development Agencies	Registered as non-profit organizations as per the national applicable law.

1.10.1.3 Associated Partners categories

❖ Local governance units (municipalities)	In the target territories of this Call for Proposals.
❖ For-profit entities	With a field of activity related to the cultural and creative sector.
❖ Individuals	Distinguished professionals with documented contribution in the relevant fields and sectors directly involved in the cultural and creative sector.
❖ National & deconcentrated government agencies	With a focus of work on cultural heritage management, promotion, development etc.
❖ Academic and research institutions	Not registered as non-profit organizations in Albania.
❖ Foreign non-profit organizations	Not necessarily registered as non-profit organizations in Albania.

1.10.2 Country of registration and nationality

Lead Applicants and partnering entities must be registered in **Albania**.

1.10.3 Additional conditions of eligibility²¹

The lead applicant and partner (if applicable) shall not fall under any of the conditions listed in the **Instructions to Applicants**, Article 1, which makes the applicant ineligible for this grant/funding.

Financial eligibility requirements for applicants and partners:

- The entity is required to be financially active at the time of the submission of the application.
- The entity is regularly paying its obligations as per applicable law to the Central Tax Administration Office and has no outstanding debt by the application date.
- The entity is regularly paying local taxes and has no outstanding debt by the application date.

Legal eligibility requirements applicants and partners:

- The entity should be established and registered as per national applicable law²² before **1st January 2023**.
- Legal representatives and assigned project managers in the project proposal have not been criminally convicted or under on-going criminal investigation and proceeding.
- The entity is not producing anything that infringes copyright, trademark, or intellectual property laws.

Other eligibility requirements:

- The applicant (and partner if applicable) is not using funding incentives on the same grounds from other institutions or donors during the period of implementation of activities.
- The lead applicant owns or rents business premises appropriate for implementation of project activities.

²¹ Entities that do not meet any, some or all criteria will be considered ineligible

²² Law No. 80/2021, Registration of non-profit organization



- The lead applicant must provide at least two reference letters from the contracting authorities of similar projects (in terms of value and technical area covered) implemented since its registration, but for periods not earlier than the last five years. The reference letters should clearly indicate the overall contract value, timeframe of implementation, the organisation's role in implementation (i.e., lead or partner organisation) and the donor (funding entity). The letters should be duly signed and/or sealed.
- Entities awarded from previous Calls for Proposals issued under EU4Culture are only allowed to apply to this Call for Proposals (whether as lead applicant or a partner) in case the previously awarded project has closed both operationally and financially by the deadline for submitting proposals under this Call.
- The applicant (and partner, if applicable) must not be subject to an ongoing Internal Audit Investigations Group (IAIG) investigation by the deadline for submitting proposals under this Call.
- One applicant may submit **only one application** to this Call for Proposal, whether as a lead or a partner.
- Associated partners could be engaged in more than one application.

1.11. Content of proposal submissions

1.11.1 Templates

All templates listed below are obligatory for applicants to document their compliance with the evaluation criteria:

- **Annex A** - Proposal
- **Annex B** - Declaration
- **Annex C** - Statement
- **Annex D** - Protection from sexual exploitation and abuse (PSEA) self-assessment
- **Annex E** - Financial proposal
- **Annex F** - Checklist

1.11.2 Supporting documents

The following supporting documents (SD) **are obligatory to be submitted with the application, from the applicants** to document their compliance with the evaluation criteria:

- **SD1.** Registration in Court (Founding Act, Statute, and any other document, if relevant)²³
- **SD2.** Certified balance sheets for the years 2021-2023²⁴
- **SD3.** Two Reference letters as stipulated in section 1.10.3 above, duly signed and sealed²⁵

Applicants must carefully read and understand the [Requirements](#) in this Call for Proposals and the [Instructions to Applicants](#) before completing the Proposal and Annexes.

1.11.3 Partners templates and documents

The templates and supporting **documents listed below are obligatory for partners to be submitted with the application** to document their compliance with the preliminary criteria.

- **Annex B1** - Declaration for Partners
- **Annex C1** - Statement for Partners
- **Registration in Court (Founding Act, Statute, and any other relevant document)**²⁶

²³ Scanned copy of the original document duly signed and sealed, in its original language.

²⁴ Scanned copy of the original document duly signed and sealed, in its original language. For entities that were established after 2021, they need to submit balance sheets from their establishment year until 2023.

²⁵ Reference Letters issued for the purpose of this Call for Proposal from donors funding previous projects that have been managed from the applicant in the last 5 years.

²⁶ Scanned copy of the original document duly signed and sealed, in its original language.



Partners are not obliged to submit other supporting documents besides the ones stated above, unless it is considered necessary from the lead applicant. In case any other supporting documents will be submitted for a partner they must fall within the ones stated in section 1.11.2.

1.12. Sub-granting²⁷

Sub-granting is not permitted under this call.

1.13. Proposal currency

The proposal budget shall be prepared in the following currency: **USD**.

1.14. Language of proposals

All proposals, information, documents and correspondence exchanged between UNOPS and the applicant shall be in: **English language** unless otherwise stated in this Call for Proposals.

1.15. Proposal submission

The deadline for the submission of proposals is **30th June 2024**.

Proposals shall be sent to the email address: grants.albania@unops.org.

- Proposals shall be sent only to the secure email address identified in this document. Do not send proposals to any other email address than the address identified in this Document. Any other forms of submissions will be disregarded.
- The subject of the email should be: **“ALB/EC/22644/CFP 05-2024- [applicant’s name]”**.
- The email with application should contain **attached** all annexes and supporting documents as per section 1.11 Content of proposal submissions, **as separated documents**.
- All attached documents should be labeled as per section 1.11 Content of proposal submissions. Documents provided in PDF format should permit text searches within the document, where possible.
- The total email size of the application should not exceed **15 MB**. If the application is larger than 15 MB, documents should be sent in a series of emails, with each email not exceeding the 15 MB size threshold. Each part of the application should be numbered in the email subject field with a clear suffix in the subject line of the email (e.g., “1 of 3”, “2 of 3” and “3 of 3”).
- All annexes and supporting documents should be delivered **as attachments to the email**. Google links, One Drive links or any other links to cloud services requesting download will not be accepted and **will provide grounds for disqualification of the whole application**.
- Annexes A, D and E are to be submitted in two formats:
 - 1) PDF duly signed and sealed from the legal representative of the entity and
 - 2) in editable format (MS Word, MS Excel as per the templates)
- Annexes B and C (as well as B1 and C1 in case of partnerships) are to be submitted in PDF, scanned after signed and sealed.
- The Supporting documents are to be submitted as scanned copies of the original documents duly signed and sealed in their original language.

1.16. Type of legal instrument

The applicable legal instrument to be used for awarded projects is: **Grant Support Agreement**.

1.17. Contact information

All correspondence, notifications and requests for clarifications in relation to this Call for Proposals shall be sent to: grants.albania@unops.org.

The responses to requests for clarifications in relation to this Call for Proposals will be provided online through a **“Questions and Answers”** section in the EU4Culture website.

²⁷ Sub-grant is when an entity is selected by the implementing partner to implement activities on behalf of the implementing partner and complies with the same principles as outlined in the UNOPS Operational Instruction on [Grant Support](#).



1.18. Important dates and deadlines

The following tables provide the key dates and deadlines pertaining to this Call for Proposals.

	Date	Time	Timezone
Publication of Call for Proposals	May 24, 2024		
Open Info-day I on the Call for Proposals (in Tirana)	June 06, 2024	[10:00]	[GMT+2]
Open Info-day II on the Call for Proposals (in Lezha)	June 11, 2024	[10:00]	[GMT+2]
Deadline for Submission of Requests for Clarifications	June 16, 2024	[23:59]	[GMT+2]
Deadline for Responding to Requests for Clarifications	June 21, 2024	[23:59]	[GMT+2]
Deadline for Submission of the Project Proposal	June 30, 2024	[23:59]	[GMT+2]
Capacity and PSEA Assessment for Entities Recommended for Award	Aug. - Sep. 2024		
Information on the Evaluation Results	Sep. 2024		
Negotiation and Pre-award meetings	Oct. 2024		
Signature of the Grant Support Agreements	Nov. 2024		
Expected agreement start date	Dec 1, 2024		

1.19. Additional instructions for applicants

Applicants must send all the related documents as per the Annex F - Application Checklist.

1.20. Capacity and PSEA assessment

In line with the UNOPS Grants Policy, all prospective grantees that will be proposed for award after the evaluation phase, will undergo **two obligatory assessments** from UNOPS:

1. **Capacity assessment** in order to evaluate the financial and operational capacity of the applicant to absorb and manage funds and to successfully implement the relevant grant support project activities. This process will entail completion of a questionnaire and submission of supporting documents by the prospective grantee, which then will be assessed by UNOPS.
2. **Prevention of sexual exploitation and abuse (PSEA) assessment** in order to evaluate the level of the applicant's organizational capacity to prevent and respond to sexual exploitation and abuse (SEA). The assessment includes evaluation of the policies and mitigation measures that the applicant has in place. The requirements in regards to PSEA have been developed in line with the UN Secretary-General's Bulletin on Special Measures for Protection from Sexual Exploitation and Sexual Abuse²⁸, the UN Protocol on Allegations of Sexual Exploitation and Abuse Involving Implementing Partners (the Protocol) and the (Interim) Harmonized Implementation Tool: United Nations Implementing Partner PSEA Capacity Assessment.

For applicants not familiar with the PSEA requirements, a dedicated information session will be conducted during each of the two information days as per the specifications in section 1.18 of this document. The sessions will provide opportunities for potential applicants to ask questions for clarification before starting the PSEAH self-assessment at the application phase and the assessment to be carried out during the evaluation phase. Moreover, in case there are questions or further requests for clarifications, the potential applicants may write as per the specification of sections 1.17 and 1.18 of this document.

²⁸ United Nations Secretary-General, 'Secretary-General's Bulletin: Special measures for protection from sexual exploitation and sexual abuse', ST/SGB/2003/13, 9 October 2003.



2. REQUIREMENTS

2.1. Approach and methodology

The Applicant shall formulate a comprehensive methodology that outlines the approach and plan of action that the Applicant will undertake to perform the proposed activities in order to achieve the grant's objectives, outputs, outcomes and targeted impact. The related section in **Annex A - Proposal** is section No. 3 Approach and methodology of the project proposal. The approach and methodology shall include as a minimum the following sections:

- **Description of the applicant:** a brief overview of the applicant's mission and vision, field of work, years of experience, highlighting expertise in areas relevant to the scope of this Call for Proposals. In this section it is expected that the applicant also includes information on the operational, management and financial capabilities (including transparent budgeting, accurate accounting, and compliance with financial regulations that ensure accountability and transparency in the use of funds). Elements of agility and organizational learning to be included if applicable.
- **Background, need assessment and scope:** brief background on the need for and rationale supporting the proposal and its focus as part of the overall focus of this Call for Proposals. The needs assessment should comprise a stakeholder analysis and identify specific challenges and gaps that the project is designed to contribute in resolving. The proposal should clearly identify the scope along with the limitations and specific objectives.
- **Relevance:** clear identification of the main areas and themes of this Call for Proposal that the actual project proposal is addressing. Explanation on how proposal scope and objectives are related to the objectives and theme(s) of this call for proposal.
- **Methodology:** list of the methodological aspects that guide the proposal, their appropriateness and the concrete links with the targeted impact, including here the intervention logic, explaining how the activities will lead to the results and then to the outcome(s) and impact (mid-term and long). Elements of complementarity with other actions and/or innovative aspects of the proposal could be included in this section. The project's outcomes, outputs, deliverables, activities and results should be presented and briefly explained. Lastly, any quality control measures to ensure that the project implementation is of high quality should be stated.
- **Target Group:** noting the direct beneficiaries of the project and how the methodology is tailored to meet the needs. This section should highlight if specific vulnerable groups such as women, youth and children, elderly and individuals with different abilities are part of the target group. Information on the expected indirect beneficiaries also has to be included and explained.
- **Stakeholders' engagement:** based on the stakeholder analysis, as indicated in the previous paragraphs, details have to be provided on the level and mechanisms for stakeholders' engagement in the project.
- **Partnership** (applicable only for proposals in partnership): brief information on the partners experience, capability, expertise, highlighting aspects of complementarity and/or the added value of the partnership and associated partners, if applicable. Outline of specific roles and responsibilities in implementation.
- **Risk Management:** Identification of the potential risks and challenges that the project implementation might encounter along with proposed mitigation measures and safeguard policies.
- **Outreach and Communication:** the communication and outreach objectives need to be clear and consider diverse community groups. The target audience needs to be clear as well as the rationale of the proposed channels for reaching them. Main messages of communication should derive objectives of the proposed project while resonating the objectives of the call from the proposal. This section should also anticipate the related expertise of the application or the proposed team for ensuring quality and tailored visibility of the proposed project.



The following **cross-cutting areas** should be covered in the proposal and specifically in the methodology (as specific sections):

- **Health and Safety requirements:** compliance with the health and safety national regulation in Albania must be demonstrated as the application shall be responsible for the health and safety of its personnel, experts as well as direct participants in project activities. Specific health and safety measures need to be clear in case they are arising from the project activities.
- **Gender Equality and Social Inclusion:** mechanism to ensure integrating gender and social inclusion should be demonstrated at the organizational and project level. This mechanism could be extended from the analysis phase (such as identify the roles and needs of women, youth and other groups in the target communities, design of dedicated activities etc.), implementation phase (meaningful participation in the project activities, their planning, decision-making, etc.) as well as from the results perspective.
- **Protection from Sexual Exploitation, Abuse and Harassment:** based on the internal policies and regulations of the applicant (Code of conduct, reporting mechanism, corrective measures), the proposal must demonstrate how issues of Sexual Exploitation, Abuse, and Harassment are addressed within the implementation of the proposed project.
- **Sustainability and Exit Strategy:** Sustainability in its three main areas (environmental, social and economic) should be considered in the overall proposal. The impact of the project activities and their contribution to protection/preservation of the natural environment need to be explained. This section should also include information on an expected exit strategy that explicitly explains how the project activities can continue beyond the grant period.

2.2. Implementation Plan requirements

The Implementation Plan should be constructed using the proposed outputs, deliverables and activities, in view of achieving the outcomes of the grant/funding. The Implementation Plan should accurately show the sequence and timeframe for the delivery of each activity and output.

Section 4 of the Annex A - Proposal, should include **all the deliverables and activities** as described in the previous section. As per the format, name of each activity and related output should be included as well as the responsible position that will ensure its implementation and the organization where this position is embedded.

The plan should be within the overall eligible period of 11 months. Adequate time should be allowed for the activities considering their level of management, coordination, administrative procedures, engagement of beneficiaries, external actors etc. Work should be distributed in a way that allows time for monitoring and evaluation as well as mitigation actions of any potential risks.

While preparing the implementation plan, reporting, handovers and closure procedures should be included in the last period of the project implementation. Time should be distributed in a way that allows for the activities to relate to the engagement of the responsible positions as noted in other sections of the proposal, such as section 6 of Annex A- Proposal.

2.3. Monitoring and Data Collection plan requirements

The Monitoring and Data Collection Plan, Section 5 of Annex A - Proposal, should indicate the outcomes and outputs of the proposal and all indicators to be used for monitoring, progress and final achievement of the results. SMART indicators should have the potential to be measured with the noted Means of verification. Both quantitative and qualitative indicators could be used as per the nature of the related output/outcome.



The chosen indicators are expected to be interconnected with the overall expected results of this Call for Proposal and its potential indicators such as: number of job opportunities created in the related field; new business/start-up established as the result of the project; number of direct beneficiaries for each activity (specifying the nature of activity and the related target group such as community member, artisans, CCOs, public institutions etc.); number of events (specifying its nature, such as open to public, targeted audience, high level etc.) and the respective number of attendees in events; number of products produced in related to activities (specifying their nature as tangible ones, digital, promotional etc.).

Other indicators may include feedback from direct beneficiaries and community members regarding the impact of activities of the project; number of capacity-building programs and perception indicators on the level of skills and knowledge acquisition in related capacity-building programs; perception of the effectiveness of events/activities/products in raising awareness about cultural heritage; feedback and satisfaction levels from tourists or other actors regarding the quality of the tourism products produced or the effectiveness of promotional activities.

In addition, for each indicator, information on the disaggregated data should be provided, using GESI-responsive ones. Disaggregation is expected to be done based on: region (in cases the project area includes more than one municipality targeted by this Call for Proposal); age; gender; vulnerable groups, people with disabilities, ethnic minorities etc. Dedicated GESI indicators should be used if relevant to the proposal, such as: number of community-driven initiatives aimed at identifying and promoting traditional crafts, cultural performances, and other income-generating activities that benefit communities around EU4 Culture sites, specifically marginalized groups, ect.

The baseline and target indicators for the outcomes and outputs of the project should be clearly stated. The monitoring and data collection plan should include information on how the applicant will track the progress, measure the achievement of results and make necessary adjustments if needed.

2.4. Proposed Project Team

A chart of the proposed project team should be presented in the proposal template, section 6. The project team should include permanent part-time staff positions (personnel) providing coordination and administrative and finance support as well as temporary consultant (non-staff) positions providing expertise in cultural heritage and communication and visibility. Temporary consultants with expertise in other areas related to project proposal scope and the objectives and themes of this Call for Proposal may also be included if and when needed.

The information on the team needs to be comprehensive as the related areas such as role, key responsibilities and field of work, ect. as per the template. The related section of the proposal must present a clear picture of how the proposed project team will relate to the overall structure of the applicant. Also, governance mechanisms of the applicant (oversight and decision-making structures and mechanism, policies on management, administration and finance, recruiting, ethics, PSEA etc.) should be presented.

All sections of the project proposal related to the proposed team are obligatory (information on the background, qualifications and experience of the proposed project team as per the format within the template). The information in these sections would allow evaluation of the specific related criteria in the evaluation phase (Related Sections of Annex A - Proposal to this section: 6,7,8 and 9).



2.5. Budget requirements

2.5.1 General Budget requirements

- Budget Ceiling: [as indicated in the [Particulars](#), is 50,000 USD]
- At a minimum, the budgets must include:
 - An estimate of costs, which include all of the expenses that are required for, and can be tracked directly to, the grant/funding accounts. The costs must be broken down by budget heading, sub-heading and budget lines.
 - A description of details, assumptions or justifications underlying the estimates as per the budget justification within Annex E.
- The costs will be eligible only if these are incurred for the purpose of this grant/funding and within the duration mentioned in the future potential legal instrument (GSA).
- Specification on the daily rates for experts in all cases when possible.

2.5.2 Budget Thresholds

- Overall staff costs dedicated to the project team (as described and included under the budget header - Personnel) should not exceed 25% of the total budget.
- Overall costs related to experts (as described and included under the Consultancies budget header) should not exceed 20% of the total budget.
- For projects to be implemented in partnership, costs foreseen to be expensed by the partner organisation should not exceed 20% of the total project budget.
- For projects to be implemented in cooperation with associated partners, no direct costs should be budgeted specific to the associated partners.
- Co-financing, when provided, should not exceed 30% of the overall budget

2.5.3 Ineligible Costs

a. Activities

- Activities that are not contributing directly to the achievement of the objectives of this Call for Proposals.
- On-going activities funded from other sources.
- Interventions concerning solely or mainly training and/or research activities without specific outcome for the target organisations operating in the Cultural and Creative Sectors and/or local communities.
- Interventions concerning only development of strategies and/or plans without specific outcome for the target organisations operating in the Cultural and Creative Sectors and local communities.
- Activities exclusively related to areas of work other than the Cultural and Creative Sectors and tourism.
- Activities taking place in other territories besides the 8 target municipalities²⁹, unless a direct connection with communities in the target municipalities is demonstrated to directly benefit the latter, as stipulated and sustained by rationale in the project document on an exceptional basis. In any and all cases, such exceptions should be agreed upon and approved by UNOPS.

b. Investments/Procurement of equipment

- Interventions that relate solely or mainly to capital investments, such as renovation / construction of facilities (however, furnishing and equipping the workspace is permitted if the necessity for achieving specific outcome for the target organisations operating in the Cultural and Creative Sectors and local communities is sufficiently justified in the approved project document).
- Procurement of equipment that does not directly contribute to the objectives of the Call and without specific outcome.

²⁹ Durrës, Kavaja, Kruja, Kurbin, Lezha, Mirdita, Rogozhina and Tirana.



c. VAT and Operational costs

- Costs related to the payment of Value Added Tax (VAT)³⁰.
- Operational costs (daily costs of fuel and transport, landline/mobile telephone, electricity, water bills, etc.)³¹.
- Auditing costs.
- Fines and penalties issued and imposed by government authorities.
- Expenses incurred because of legal disputes and litigation with third parties
- Unforeseen expenses (incl. unforeseen in-kind contributions unspecified in the project proposal).

d. Activities regarding or related to controlled substances, including:

- Production and trade of tobacco and alcohol.
- Production of weapons and military equipment.
- Production and trade of oil and petroleum products
- Organisation of gambling, lottery, and similar activities.
- Production/dealership of any other substances/materials/products prohibited by the law.
- Online advertising promoting any of the above products/activities during and after the project life.

³⁰ Disclaimer: As per the Law no. 92/2014, dated 24.07.2014 and amendments, and as per the instructions No. 27, dated 13.9.2023 For Some Additions and Changes in Instruction No. 6, dated 30.1.2015, " On the value added tax in the Republic of Albania" amended.

³¹ These costs can be planned only under the grantee's co-financing, if applicable.



3. EVALUATION METHOD AND CRITERIA

Proposals submitted in response to this CFP document shall be evaluated following the cumulative analysis methodology, which consists of the following steps:

- a. **Preliminary screening:** This includes an assessment of whether proposals comply with the formal and eligibility criteria stated in [Table 1: Formal and eligibility criteria](#). All proposals which pass this stage will go through a subsequent evaluation as follows.
- b. **Technical evaluation:** This assesses the technical points achieved by each proposal, as per the maximum obtainable points assigned per criteria group in [Table 2.1: Parts of the technical proposal evaluation](#). Only proposals that meet the minimum threshold indicated in [Table 2: Technical criteria](#) shall be considered substantially compliant at this stage. Evaluation of the technical proposals shall be completed prior to opening the financial proposals.
- c. **Financial evaluation:** Financial proposals will **only be opened for compliant proposals that have achieved the minimum threshold of 70% (equal to 56 points) in the technical evaluation**. Financial proposals shall be checked for any mathematical errors in accordance with Article 13, “Minor Informalities, Errors or Omissions” in the [Instructions to Applicants](#). The total financial proposal points achieved for each proposal are determined in accordance with [Table 3: Financial criteria](#).
- d. **Combined analysis:** This evaluation will be conducted based on a combined analysis, analyzing all of the relevant costs, risks and benefits for each proposal. The combined analysis includes the scores from both the technical evaluation and the financial evaluation.

The maximum number of points that an applicant may obtain for its proposal is 100, distributed as follows:

- Technical proposal: **80 points**
- Financial proposal³²: **20 points**

UNOPS may request additional clarifications and information in writing from applicants at any point during the evaluation process. In this case, any response from an applicant shall not modify the substance of the proposal, including both the technical and financial aspects of the proposal. UNOPS may use such information to interpret and evaluate the relevant proposal.

The evaluation of a proposal by UNOPS shall be carried out against the evaluation criteria described in the following tables.

³² Financial Proposals will be opened and evaluated only for project proposals that reach the minimum threshold of 70% of 80 points = 56 points, after the evaluation of the technical criteria.



3.1. Preliminary screening

Table 1 FORMAL AND ELIGIBILITY CRITERIA	
Criteria evaluated on a pass/fail basis during the preliminary screening	Documents to establish compliance with the criteria
1. The applicant is eligible as defined in Article 1, "Applicant Eligibility" in the Instructions to Applicants .	<ul style="list-style-type: none"> ● Annex B: Declarations
2. The applicant accepts the conditions in the template for agreement, as specified in the Particulars, 'Type of legal instrument' .	<ul style="list-style-type: none"> ● Annex B: Declarations
3. The applicant complies with the financial, legal and other related eligibility requirements as specified in Additional Conditions of eligibility .	<ul style="list-style-type: none"> ● Annex C: Statement ● SD1. Registration in Court
4. The proposal is complete and includes all completed forms and other documentation requested in the Particulars, 'Content of proposal submissions' .	<ul style="list-style-type: none"> ● All documentation requested in the Particulars, 'Content of proposal submissions'
5. In case of applications in partnership, the lead applicant has submitted the relevant annexes and other documentation requested for the partners as per the Additional instructions for applicants .	<ul style="list-style-type: none"> ● All documentation requested for partners in the Particulars, 'Content of proposal submissions'

3.2. Technical evaluation

Table 2 TECHNICAL CRITERIA	
Criteria evaluated based on scoring during the technical evaluation	Documents to establish compliance with the criteria
<p>The maximum number of technical points obtainable is detailed in Table 2.1: Parts of the technical proposal evaluation.</p> <p>To be technically compliant, applicants must obtain a minimum threshold of 70% of the total obtainable points (70% of 80 points=56 points).</p>	<ul style="list-style-type: none"> ● Annex A - Proposal ● SD1. Registration in Court ● SD2. Certified balance sheets for 2021-2023 ● SD3. Reference Letters

Table 2.1 Parts of the technical proposal evaluation	Obtainable points
Applicant's capacity, expertise and experience	25
Proposed methodology, approach and implementation plan	45
Key team proposed	10
Total technical proposal points	80



Table 2.1.1 Applicant's capacity, expertise and experience

No.	Criteria to be evaluated	Documents to establish compliance with the criteria (not exhaustive)	Max obtainable points
1.1	Has the lead applicant been continuously operating for at least the last 3 years? In terms of being established legally, managing projects and being financially active.	<ul style="list-style-type: none"> • SD1 Registration in Court. • Proposal, Section 2 	5
1.2	Has the lead applicant demonstrated prior experience in directly managing projects of comparable size/scope to that outlined in the present Call for Proposals?	<ul style="list-style-type: none"> • Proposal, section 2 • SD2. Balance sheets • SD3. Reference letters 	3
1.3	Does the lead applicant (and/or partner if applicable) have a presence or direct experience in the related territory, either through past or ongoing projects?	<ul style="list-style-type: none"> • Proposal, section 2 & 3 	3
1.4	Has the lead applicant (and/or partner if applicable) any demonstrable relevant specialized knowledge in the field of the actual proposal?	<ul style="list-style-type: none"> • Proposal, Section 2 & 3 	5
1.5	Has the applicant the necessary financial capacity for managing the proposed project? Including transparency and accountability in financial management, preparation & declaration of financial statements as per the applicable law etc.	<ul style="list-style-type: none"> • Proposal, section 6 • Balance sheets • Reference letters 	4
1.6	Has the lead applicant the necessary management mechanisms to ensure effective management and achieve project success? Including: <ul style="list-style-type: none"> • Organizational structures (such as decision making and oversight) • Policies & procedures (such as in recruitment, procurement, management, ethics, health and safety, environment, prevention of sexual exploitation and abuse, and monitoring and evaluation) 	<ul style="list-style-type: none"> • Proposal, section 6 	5
Total points for Part 1			25

Table 2.1.2 Proposed methodology, approach and implementation plan

No.	Criteria to be evaluated	Documents to establish compliance with the criteria (not exhaustive)	Max obtainable points
2.1	How relevant is the proposal in relation to the specific objectives of the Call for Proposals?	<ul style="list-style-type: none"> • Proposal, Section 3 	8
2.2	To what extent does the proposed methodology and approach contribute to the overall achievement of the EU4Culture project's scope and results , including focus on the relevant territory?	<ul style="list-style-type: none"> • Proposal, Section 3 	4
2.3	How relevant is the impact of proposed action's outcomes contributing to the indicated themes of the Call for Proposals? Max points could be taken if the impact is significant even in one of the themes.	<ul style="list-style-type: none"> • Proposal, Section 3 	3
2.4	Does the proposed action clearly identify target groups , including direct and indirect beneficiaries? Is the size of the direct target group considerable?	<ul style="list-style-type: none"> • Proposal, Section 3 	3



2.5	Are vulnerable beneficiaries (women, youth, minorities and other disadvantaged persons) targeted from the proposal? Does the proposal comprise specific actions which are realistically designed to include them?	• Proposal, Section 3	3
2.6	How likely is the action going to have tangible positive effects on the wider community ? Have aspects of good governance, social inclusion, gender equality, accessibility, HSSE, PSEA etc. been considered and addressed within the proposed action?	• Proposal, Sections 3	3
2.7	Does the project proposal aims to leverage the successes from prior relevant interventions , with a focus on up-scaling or replicating their impact?	• Proposal, Section 3	3
2.8	Are the expected results of the proposed action sustainable with an impact on the target group after the project's completion? Do involved parties clearly state a way of sustaining the project's achievements including through additional resource mobilization?	• Proposal, Section 3	3
2.9	Will the project generate sustained positive outcomes beyond its completions ? Is there potential for the proposed intervention to lead to greater results? Are there reasonable grounds for expecting extension or expansion of project interventions in the foreseeable future?	• Proposal, Section 3	3
2.10	How aligned are the activities proposed under the Implementation Plan with the proposed approach and methodology?	• Proposal, Section 4	2
2.11	How feasible is the implementation plan , considering internal and external factors? Does it demonstrate the applicant's capacity to plan and implement the grant support project activities within the identified timeliness?	• Proposal, Section 4	2
2.12	Has the applicant identified tangible outputs that clearly support achievement of the expected outcomes?	• Proposal, section 3 and 4	3
2.13	Is the Monitoring & data Collection Plan logical, clear and achievable ? Do the indicators accurately measure the results, and are the means of verification realistic for capturing the required information?	• Proposal, section 5	5
Total points for Part 2			45

Table 2.1.3 Key team proposed

No.	Criteria to be evaluated	Documents to establish compliance with the criteria (not exhaustive)	Max obtainable points
3.1	To what extent is the composition and structure of the applicant's proposed team suitable for the implementation of the project activities (including management, finance and administration roles as well as experts on cultural heritage, visibility and other relevant fields)?	• Proposal, Section 6	3
3.2	Does the proposed project team possess the adequate qualifications, technical expertise/knowledge and experience in the field of their proposed engagement in the project proposal?	• Proposal, Section 7 and 8	4
3.3	Does the proposed project team have direct proven similar work experiences in the eligible territories ?	• Proposal, Sections 7 and 8	3
Total points for Part 3			10



3.3. Financial evaluation

Table 3 FINANCIAL CRITERIA		
Criteria evaluated based on a cumulative analysis methodology during the financial evaluation	Documents to establish compliance with the criteria	Max Obtainable points
1. The weight of the cost directly related to the outputs of the project proposal, is above 50%.	<ul style="list-style-type: none"> Financial proposal 	6
2. The proposed budget complies with the maximum budget stipulated in the Budget requirements and thresholds.	<ul style="list-style-type: none"> Financial proposal 	5
3. The applicant has provided sufficient justification of budget lines and lump sums.	<ul style="list-style-type: none"> Financial proposal 	5
4. The applicant's cost estimates and the assumptions made for such estimates are reasonable.	<ul style="list-style-type: none"> Financial proposal 	4
Total financial proposal points		20

