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## Presentation on the Concept Note Info Session

CALL FOR PROPOSALS: Europeaid/172781/ID/ACT/AL

IPA II European Union Integration Facility 2020

***“CAPACITY BUILDING FOR CIVIL SERVANTS OF THE PUBLIC ADMINISTRATION,  
INCLUDING TRAININGS/INTERNSHIPS IN EU MEMBERS STATE  
ADMINISTRATIONS AND SCHOLARSHIP SCHEME ("YOUNG CELLS")”***

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## INSTITUTIONAL FRAMEWORK OF THE 2020 CALL FOR PROPOSALS (CFPS)

- The **Department of Public Administration**, is the main institution coordinating this CfPs and ensures close cooperation and coordination with the CFCU and the grantee during all stages of CfPs implementation.
- The **General Directorate for Financing and Contracting of EU, World Bank and Other Donor Funds (CFCU), Ministry of Finance and Economy**, is the Contracting Authority for this CfPs and is responsible for all procedural and administrative aspects of the tendering process, contracting matters and financial management including payment of project activities.

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## GLOBAL OBJECTIVE OF THE IPA II 2020 CALL

The **global objective** of this *call for proposals* is to contribute to the development of an effective, efficient and transparent public administration in Albania, able to support the progress in the priority areas linked to the EU accession.

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## **SPECIFIC OBJECTIVES OF THE IPA II 2020 CALL**

- To improve the professional capacity and expertise of civil servants of category III and category IV of the state administration, independent institutions and local government units in key sectors of the Albanian public administration by providing the confirmed civil servants with the opportunity to undertake practical training and internships in EU Member States schools and public administration. This will further enable them to support the Albanian Government in meeting the obligations and challenges arising from the EU Integration Process and other strategic commitments at national and international level.
- To develop sustainable mechanisms aimed at supporting the career development of the skilled young civil servants, enabling them to significantly contribute to the efficiency and innovativeness of the Albanian public administration and to the main reforms. This project calls for a special focus on new civil servants (civil servants of Category III and Category IV of the state administration, independent institutions and local government units that have from 3 to 8 years' experience in the civil service) from posting upon completion of the program, as well as in their subsequent career, so as to make the best use of the enhanced capability that they represent. Also identified is the encouragement of networking and esprit de corps among alumni.

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**FINANCIAL ALLOCATION UNDER THIS CALL FOR  
PROPOSALS IS  
EUR 700,000**

**Size of grants**

- The grant covers the entire eligible cost of the action.  
The contracting authority reserves the right not to award all available funds.

## *Main features of the grants:*

- **Duration of the Action:**

- minimum duration: **12** months;
- maximum duration: **15** months.

- **Location**

- Actions must take place in Albania and in the EU member states countries

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## ELIGIBILITY CRITERIA (THREE SETS)

1) the actors:

- The **'lead applicant'**, i.e. the entity submitting the application form (2.1.1),
- if any, its **co-applicant(s)** (where it is not specified otherwise the lead applicant and its co-applicant(s) are hereinafter jointly referred as 'applicant(s)') (2.1.1),
- and, if any, **affiliated entity(ies)** to the lead applicant and/or to a co-applicant(s). (2.1.2);

2) the actions:

- Actions for which a grant may be awarded (2.1.4);

3) the costs:

- types of cost that may be taken into account in setting the amount of the grant (2.1.5)

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### THE LEAD APPLICANT MUST:

- be a legal person, **and**
- be a specific type of organisation such as: public or private Universities / advanced Education training institutes, public sector operator (such as Ministries, Public Agencies, Official Councils and Committees involved in the field of Public Administration), Schools of Public Administration of Member States, **and**
- be established in a Member State of the European Union **and**
- be directly responsible for the preparation and management of the action with the co-applicant(s) and affiliated entity(ies), not acting as an intermediary **and**
- be experienced in training delivery and internships for different civil servants' target groups at international level.

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## CO-APPLICANTS, AFFILIATED ENTITIES AND CONTRACTORS

- ❑ **Co-applicants:** Participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the lead applicant. Co-applicants must satisfy the eligibility criteria as applicable to the lead applicant:

Co-applicants must sign the mandate in Part B Section 4 of the grant application form.

If awarded the grant contract, the co-applicant(s) (if any) will become beneficiary(ies) in the action (together with the coordinator).

- ❑ **Affiliated entity(ies):** The lead applicant and its co-applicant(s) may act with affiliated entity(ies). They must satisfy the same eligibility criteria as the lead applicant and the co-applicant(s).
- ❑ **Associates:** Other organisations or individuals may be involved in the action. Such associates play a real role in the action but may not receive funding from the grant, with the exception of per diem or travel costs. Associates do not have to meet the eligibility criteria referred to in Section 2.1.1. Associates must be mentioned in Part B Section 6 — ‘Associates participating in the action’ — of the grant application form.
- ❑ **Contractors:** The beneficiaries and their affiliated entities are permitted to award contracts. Associates or affiliated entity(ies) cannot be also contractors in the project. Contractors are subject to the procurement rules set out in Annex IV to the standard grant contract.

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## **TYPES OF ACTION WHICH MAY BE FINANCED UNDER THIS CALL:**

- Prioritization at the national level of key areas, drawing upon a range of existing expertise in Government sectors;
- Actions to implement successfully the training programme and internship;
- Actions that promote mechanisms for follow-up, monitoring and assessment of the job performance and promotion of civil servants' part of this scheme and also part of the entire civil service;
- Actions that promote and support the Albanian government in coordinating, retaining and motivating the graduates;
- Actions aiming to increase the capacities of young civil servants and prepare them for the EU integration process;
- Actions such as sharing information on public administration reform or EU integration in various events, round tables, public information and visibility and communication actions.
- Actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences and congresses;
- Actions concerned only or mainly with individual scholarships for studies or training courses.

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## TYPES OF ACTIVITY:

- Design of training programmes according to the strategic priorities of the government;
- Organising the pre-selection and selection procedures of 25 civil servants of category III and category IV of the state administration, independent institutions and local government units which will benefit from the programme;
- Conducting training needs assessments;
- Developing tailor-made training programmes for the target groups;
- Delivering training programmes, study visits and internships for the target groups, in the country and abroad;
- Designing and printing the training materials and other documents related to the training programme;
- Visibility and advertising activities;
- Workshops and networking activities for the alumni of the programmes.

### ***Financial support to third parties:***

- Applicants may not propose financial support to third parties.
- These third parties are neither affiliated entity(ies) nor associates nor contractors.

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## VISIBILITY:

- The applicants must take all necessary steps to publicise the fact that the European Union has financed or co-financed the action.
- Applicants must comply with the objectives and priorities and guarantee the visibility of the EU financing (see the Communication and Visibility Manual for EU external actions specified and published by the European Commission at [http://ec.europa.eu/europeaid/funding/communication-and-visibility-manual-eu-external-actions\\_en](http://ec.europa.eu/europeaid/funding/communication-and-visibility-manual-eu-external-actions_en)).

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## NUMBER OF APPLICATIONS AND GRANTS PER APPLICANTS / AFFILIATED ENTITIES

- The lead applicant **may not** submit more than 1 (**one**) application under this call for proposals.
- The lead applicant **may not** be awarded more than 1 (**one**) grant under this call for proposals.
- The lead applicant **may not** be a co-applicant or an affiliated entity in another application at the same time.
- A co-applicant/affiliated entity **may not** be the co-applicant or affiliated entity in more than 1 (**one**) application under this call for proposals.
- A co-applicant/affiliated entity **may not** be awarded more than 1 (one) grant under this call for proposals.

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## ELIGIBILITY OF COSTS

- All costs must be expressed **in EURO**;
- Eligible direct costs - Must comply with the provisions of **Article 14 of the General Conditions** to the standard grant contract (see Annex G of the guidelines). Salary costs of the personnel of national administrations may be eligible to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the action were not undertaken.
- Contingency reserve - The budget may include a contingency reserve **not exceeding 5 %** of the estimated direct eligible costs. It can only be used with the prior written authorisation of the contracting authority.
- Eligible indirect costs - The indirect costs incurred in carrying out the action may be eligible for flat-rate funding, **max 7 %** of the estimated total eligible direct costs.

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## OTHER ASPECTS OF THE CFPS

- Information in **PADOR** will not be drawn upon in the present call.
- **Restricted CfPs**
- **All applications will be assessed to the following stages:**
- **1<sup>st</sup> stage:** Opening & administrative checks and concept note evaluation
- **2<sup>nd</sup> stage:** Pre-selected Lead Applicants (LAs) will be invited to submit Full Application (FA) (in English).
- Deadline for FAs will be indicated in the letter sent to LAs whose application has been pre-selected.
- **3<sup>rd</sup> stage:** Verification of eligibility of the applicants and affiliated entity(es)

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## WHERE AND HOW TO SEND CONCEPT NOTES

- Applicants must apply in English.
- The CN, checklist and declaration by LA must be submitted in **one original** and **three copies**. Incomplete CNs may be rejected.
- A CN electronic version must also be submitted. A CD-Rom, along with the paper version, to be part of in a sealed envelope as described below. The electronic file **must contain exactly the same application** as the paper version enclosed.
- The envelope must bear the **reference number and the title of the call for proposals**, together with the **full name and address of LA**, and the words **“Not to be opened before the opening session”** and **“Të mos hapet përpara sesionit të hapjes”**.
- CN must be submitted in a **sealed envelop** by registered mail, private courier service or by hand-delivery to:

**General Directorate for Financing and Contracting of EU, World Bank and Other Donor Funds/  
(CFCU), Ministry of Finance and Economy, Third floor (CFCU's protocol office)  
Bulevardi Deshmoret e Kombit, No. 3, 1001 Tirana Albania**

**The deadline for the submission of concept notes is 14.10.2021, before 16:00 local hrs.**

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# **CONCEPT NOTE**

*How to fill in the form and prepare a Concept Note*

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## KEY MANDATORY CN ELEMENTS TO BE CONSIDERED...

...when filling out the CN form (Annex A1 – Concept Note Grant Application Form), you must:

- Include **Page 1 of the Grant Application Form**, filled in and submitted as a cover page of the CN;
- Include **the Table of the Summary of the Action** (no limitation of size);
- Describe the **Action** (not exceeding 2 pages), and **Relevance** (no more than 3 pages). Format: A4; 2 cm margins, Arial 10 font; single line spacing;
- Provide the information requested under the headings (**Summary** of the action, **Description** of the action, **Relevance** of the action) in the order requested and in proportion to its relative importance (see the relevant scores in the evaluation grid in the GfAs);

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## ALSO NOTE THAT....

- In the CN, lead applicants **must only provide an estimate of the requested EU contribution** as well as an **indicative percentage of that contribution** in relation to the eligible costs of the action.
- The elements outlined in the concept note may **not be modified** in the full application.
- Only the **concept note form** will be evaluated. It is therefore of **utmost importance that this document contains ALL relevant information** concerning the action. No additional annexes (related to the action) should be sent.
- Lead applicants must verify that their concept note is complete using the checklist for concept note (Checklist for self guidance page 12/12 of Annex A1-Concept Note Grant Application Form). Incomplete concept notes may be rejected.
- **Any error or major discrepancy related to the concept note instructions may lead to the rejection of the concept note.**
- **Hand written applications will not be accepted.**

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## CONCEPT NOTE SUMMARY TABLE

<b>Title of the Action</b>	<b>Give a name to your Action; avoid using the same text of the Lot as Action title</b>
<b>Location(s):</b>	<b>Republic of Albania and EU member states countries</b>
<b>Total duration (months):</b>	<b>Minimum duration 12 months and maximum duration 15 months</b>
<b>Requested EU contribution (amount):</b>	<b>Requested <u>amount</u> to be expressed in EUR</b>
<b>Requested EU contribution as a percentage of total eligible costs of the action (indicative)</b>	<b>Provide <u>%</u> of requested EU contribution</b>

## ... CONCEPT NOTE SUMMARY TABLE

TOTAL indicative budget	Provide the <u>Action total amount</u> in EUR
Objective of the action	<b>OVERALL Objective</b> is related to the <b>impact</b> of the action (and there should be <b>one</b> ) <b>SPECIFIC Objective(s)</b> are related to the <b>outcome(s)</b> and can be several but it is advisable to focus and have up to three
Target groups	The groups/entities <b>directly benefiting from the action</b> at the action purpose level .
Final beneficiaries	Those benefiting from the action <b>in the long term</b> .
Expected Outputs	Must <b>contribute to</b> the action <b>outcome(s)</b> ; <b>you may list them and explain</b>
Main activities	Must <b>produce</b> the (above mentioned) <b>outputs</b> ; <b>list all activities and if relevant, divided by group/cluster</b>

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## ELEMENTS OF THE CONCEPT NOTE

1. **Description of the** action (instructions are provided in Grant Application Form- Concept Note)
2. **Relevance** of the action (instructions are provided in Grant Application Form- Concept Note)

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## ***CHANGES THAT MAY BE DONE IN THE FULL APPLICATIONS STAGE***

### **Please note that:**

- The lead applicant may replace a co-applicant or an affiliated entity only in duly justified cases (e.g. bankruptcy of initial co-applicant or affiliated entity). In this case the new co-applicant/affiliated entity must be of a similar nature as the initial one.
- The lead applicant may adjust the duration of the action if unforeseen circumstances outside the scope of the applicants have taken place following the submission of the concept note and require such adaptation (risk of action not being carried out). In such cases the duration must remain within the limits imposed by the guidelines for applicants. An explanation/justification of the relevant replacement/adjustment shall be included in an accompanying letter or email.

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## STEP 1: OPENING & ADMINISTRATIVE CHECKS AND CONCEPT NOTE EVALUATION

*During the **opening and administrative check**, the following will be assessed:*

- **If the deadline has been met.** Otherwise, **the application will be automatically rejected.**
- If the concept note **satisfies all the criteria specified in the checklist page 12/12 of Annex A1 - Concept Note** grant application form. This includes also an assessment of the eligibility of the action. **If any of the requested information is missing or is incorrect, the application may be rejected** on that **sole** basis and the application will not be evaluated further.
- **Clarifications** will only be requested when information provided is not sufficient to conduct an objective assessment.

**The concept notes that pass this check are declared eligible and will be evaluated on the relevance and design of the proposed action.**

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## ..... OPENING & ADMINISTRATIVE CHECKS AND CONCEPT NOTE EVALUATION

- The concept notes will receive an overall score out of 50 using the breakdown in the evaluation grid. The evaluation will also check on compliance with the instructions on how to complete the concept note, which can be found in Annex A1 – Grant application form - Concept Note .
- The evaluation criteria are divided into headings and subheadings. Each subheading will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

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## ..... OPENING & ADMINISTRATIVE CHECKS AND CONCEPT NOTE EVALUATION

1. Relevance of the action	Sub-score	20
1.1 How relevant is the proposal to the objectives and priorities of the call for proposals and to the specific themes/sectors/areas or any other specific requirement stated in the guidelines for applicants? Are the expected results of the action aligned with the priorities defined in the guidelines for applicants (section 1.2)?	5	
1.2 How relevant is the proposal to the particular needs and constraints of the target country(ies), region(s) and/or relevant sectors (including synergy with other development initiatives and avoidance of duplication)?	5	
1.3 How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs (as rights holders and/or duty bearers) and constraints been clearly defined and does the proposal address them appropriately?	5	
1.4 Does the proposal contain particular added-value elements (e.g. innovation, best practices) ?	5	

## .... OPENING & ADMINISTRATIVE CHECKS AND CONCEPT NOTE EVALUATION

2. Design of the action	Sub-score	30
<b>2.1 How coherent is the overall design of the action?</b> Does the proposal indicate the expected results to be achieved by the action? Does the intervention logic explain the rationale to achieve the expected results?	5x2**	
<b>2.2 Does the design reflect a robust analysis of the problems involved, and the capacities of the relevant stakeholders?</b>	5	
<b>2.3 Does the design take into account external factors (risks and assumptions)?</b>	5	
<b>2.4 Are the activities feasible and consistent in relation to the expected results (including timeframe)? Are results (output, outcome and impact) realistic?</b>	5	
<b>2.5 To which extent does the proposal integrate relevant cross-cutting elements such as environmental/climate change issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, youth, combating HIV/AIDS (if there is a strong prevalence in the target country/region)?</b>	5	
<b>TOTAL SCORE</b>		<b>50</b>

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#### ..... OPENING & ADMINISTRATIVE CHECKS AND CONCEPT NOTE EVALUATION

- **Firstly**, only the concept notes with a score of **at least 30** will be considered for pre-selection.
- **Secondly**, the number of concept notes will be reduced, taking account of the ranking, to the number of concept notes whose total aggregate amount of requested contributions is at least 200% of the available budget for this call for proposals. The amount of requested contributions of each concept note will be based on the indicative financial envelopes, where relevant.
- **After the evaluation of concept notes**, the Contracting Authority will send letters to all lead applicants, indicating whether their application was submitted by the deadline, informing them of the reference number they have been allocated, whether the concept note was evaluated and the results of that evaluation. **The pre-selected lead applicants will subsequently be invited to submit full applications.**

**Please note the total score of the Relevance of the Action  
will be included in the Full application total score!**

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## QUESTIONS AND ANSWERS

- Questions: no later than 21 days before the deadline for CN submission. The deadline for receiving questions is **23 September 2021**;
- No individual replies;
- All questions, answers, and notices will be published at the following websites: <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> ; <http://cfcu.financa.gov.al> and <http://dap.gov.al/>
- Kindly consult the above mentioned websites to be informed of the questions and answers published!
- Answers will be published on Europe Aid website within **01 October 2021**.

## **WHERE TO FIND INFORMATION ON THE CFPS AND RELEVANT DOCUMENTS FOR APPLYING:**

EC Calls for Proposals and Tenders website:

<https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?ADSSChck=1632210001675&do=publi.detPUB&searchtype=AS&zgeo=35357&ccnt=7573876&debpub=&orderby=upd&orderbyad=Desc&nbPubliList=15&page=1&aoref=172781>

CFCU website:

<http://cfcu.financa.gov.al/>

DAP website:

<http://dap.gov.al/>

## INDICATIVE TIMETABLE

	DATE	TIME
1. Information meeting (if any)	20.09.2021	Online
2. Deadline for requesting any clarifications from the contracting authority	23.09.2021	16:00
3. Last date on which clarifications are issued by the contracting authority	01.10.2021	
4. Deadline for submission concept notes	14.10.2021	16:00
5. Information to lead applicants on opening, administrative checks and concept note evaluation (Step 1)	December 2021 (provisional date)	
6. Invitations to submit full applications	December 2021 (provisional date)	

# QUESTIONS and ANSWERS

1. **Question No.1** - At the Concept Note Stage, should the documents of the Legal Entity File (LEF) and Financial Identification Form (FIF) be submitted along with the Concept Note application form, as it is proceeded in PADOR?

**Answer No.1** - At the Concept Note Stage, only the Concept Note application form, checklist and declaration by the Lead applicant must be submitted in a sealed envelop by registered mail, private courier service or by hand-delivery to:

General Directorate for Financing and Contracting of EU, World Bank and Other Donor Funds/ (CFCU),  
Ministry of Finance and Economy, Third floor (CFCU's protocol office)

Bulevardi Deshmoret e Kombit, No. 3, 1001 Tirana Albania

Before the deadline for the submission of concept notes : 14.10.2021, 16:00 local hrs.

No additional annexes should be sent.

Please note that information in PADOR will not be drawn upon in the present call.

If the applicant will be provisionally selected (after the conclusion of second stage (the approval of the evaluation of the full application), it will be requested to provide the above mentioned document LEF and FIF.

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**THANK YOU FOR YOUR ATTENTION!**

**FALEMINDERIT PËR VËMENDJEN!**