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I – MEHE Objectives & Priorities

The objective of the proposed project falls within the following priorities:

- **For lot 1:** A project to provide education research, policy and management (including budgeting/financing) support to the MEHE for the implementation of the retention and achievement (programme no. 2 of ESDP)
- **For lot 2:** A project to provide research, policy and management (including budgeting/financing) support to the MEHE in the implementation of the citizenship education programme (programme no. 7 of the ESDP)

All activities must:

- directly support the implementation of the ESDP programmes no. 2 and/or 7 (in Annex L and M)
- be implemented in close collaboration with the ESDS of the MEHE and the working groups established by the Ministry for the implementation of ESDP
- focus on capacity building/coaching of the key players involved in the execution of ESDP in the areas of action
- include provision for monitoring and evaluation of the activities' impact

The applicant must assign a full-time Project Manager for the supervision of the action.

The activities specific for Lot 1 should focus on:

- Analysis of the drop-out problem and the needs of schools with high underachievement and repetition rates
- Review of the ESDP plan of action for programme no. 2
- Support in development of active learning and remedial teaching/learning materials for cycles 1&2
- Capacity building of the educational workforce on active learning methodologies
- Strengthening of school capacity to identify and support at risk students
- Establishment of baselines and set up of a monitoring and evaluation mechanism for the improving retention and achievement program

The activities specific for Lot 2 should focus on:

- Analysis of current citizenship/civic education practices both at the Primary and the Secondary levels
- Review of the ESDP plan of action for programme no. 7
- Curriculum and textbook review and development of educational materials
- Review of the student assessment system and development of new assessment materials on citizenship education
- Capacity building of the educational workforce on citizenship education
- Fostering school-based participation and active citizenship behavior of students

II – Overview of Call for Proposals

- What is a project proposal? What one should think about when drafting the proposal?
- The project proposal must be a set of coherent related activities which will be implemented in a definite time frame and must have definite objective and measurable outcomes.
- when drafting the proposal are the following key elements:

II – Overview of Call for Proposal – Key Elements

- coherent set of activities – the activities must be more result oriented and must fall under one or more of the thematic priorities
- Limited time frame the duration of the activities must be well defined
- Defined objectives – it is the purpose of the project; we have to identify the core problem and then define our objective in terms of sustainable benefit. One should ask himself the question do these objectives set reflect a real problem??
- Measurable outcome we should clearly define the sources of verification and how to measure the project's impact

II - Overview of the call for proposals

- Deadline for submission of Concept Notes:
Wednesday 3/10/2011 – 16h00
- Total amount of the grant: **€3,800,000** , divided into 2 lots.
- Min amount of each EU contribution - Lot1: **€2,200,000**
- Max amount of each EU contribution - Lot1: **€2,600,000**
- Min amount of each EU contribution - Lot2: **€1,000,000**
- Max amount of each EU contribution - Lot2: **€1,200,000**
- All documents related to this call can be found on the following link:
<https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome&nbPubliList=15&orderby=upd&orderbyad=Desc&searchtype=RS&aofr=131916>

II - Overview of the call for proposals

- Minimum EU Contribution: 80% of eligible costs
- Maximum EU contribution: 100 % of eligible costs
- The remaining % shall be financed by either the applicant himself, partners or other sources of funding
- Duration of the grant contract: Maximum 30 months
- Implementation of the action: Lebanon (Study tours, training may take place outside Lebanon (ENPI))

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III - Applicant eligibility

- ✓ be legal persons and be non profit making
- ✓ be a specific types of organization such as
 - public or private institutions, such as higher education establishments, think tanks, research institutes, etc., specialised in education policy , education reform or education management (including budgeting and financing) or education research or citizenship education fields
 - non-governmental organisations specialised in education policy, education reform or education management (including budgeting and financing) or education research or citizenship education fields
 - public or semi-public operators, local authorities specialised in education policy, education reform or education management or education research or citizenship education fields
- ✓ be nationals of EU Member States, or of the Neighborhood zone as stipulated in the basic act of the ENPI regulation.
- ✓ be responsible of the implementation of the action

III - Applicant eligibility

- An applicant can submit only one proposal for each lot.
- An Applicant may not be awarded more than one grant per lot under this call for proposals.
- An applicant may at the same time be partner in another application.
- Partners may take part in more than one application.

Partner Eligibility

- same eligibility criteria as applicants.
- must sign the partnership statement.

Associate Eligibility

- No eligibility criteria as they do not receive funds from EU (except from per-diem and travel costs)

Sub-granting: (page 12 of the guidelines)

- The maximum amount of a sub-grant is limited to EUR 10,000 per third party while the total amount which can be awarded as sub-grants to third parties is limited to EUR 100,000.
- Sub-grantees are subject to the nationality and origin rules set out in annex IV of the standard contract (Annex G of the guidelines)
 - The applicant must specify the total amount of the grant that he will use for sub-granting, the maximum and minimum amount , the types of activities eligible for financing and the selection criteria of the beneficiaries of these sub-grants.

IV – Budget & Eligibility of the Costs

- Has to respect the format provided in the call for proposals
- Subheadings may be created but no new headings
- Must be submitted in Euros
- [Budget.xls](#)

IV - Budget & Eligibility of the Costs

▶ Direct Costs

- ✓ Incurred during the implementation of the action.
- ✓ Must be indicated in the budget of the action.
- ✓ Must be necessary for the implementation of the action.
- ✓ Must be identifiable and verifiable
- ✓ Cost of staff assigned to the Action
- ✓ Travel and subsistence costs
- ✓ Purchase or rental costs for equipment and supplies

IV - Budget & Eligibility of the Costs

▶ Direct Costs

- ✓ Costs of consumables
- ✓ Subcontracting expenditure
- ✓ Costs deriving directly from the requirements of the Contract (dissemination of information, evaluation specific to the Action, audits, translation, reproduction, insurance, etc.)
- ✓ Taxes are not eligible

IV – Budget & Eligibility of the Costs

- ▶ Contingencies
 - ✓ 5% of the direct costs
 - ✓ can be used only with the **prior written authorization** of the Contracting Authority
- ▶ Eligible Indirect Costs (overheads)
 - ✓ Maximum 7% of estimated total eligible direct costs

IV - Budget & Eligibility of the Costs

Ineligible costs

- X debts and debt service charges
- X provisions for losses or potential future liabilities
- X interest owed
- X costs declared by the beneficiary and covered by another action or work programme
- X purchases of land or buildings, except where necessary for the direct implementation of the action, in which case ownership must be transferred to the final beneficiaries and/or local partners, at the latest by the end of the action
- X currency exchange losses

V – Submission of the Concept Notes before 03/10/2011-16h00

- *Concept note (max 5 pages) Annex A to the guidelines*
- *The Checklist (Part A section 2 of the grant application form)*
- *The Declaration signed by the applicant (Part A section 3 of the grant application form)*

Must be submitted in a sealed envelope

To be submitted in 1 original and 3 copies + CD ROM

The outer envelope must bear the:

- ✓ Reference number of the call
EUROPEAID/131916/M/ACT/LB
- ✓ Title of the call
“Support to the Lebanese Education Reform/Improving retention/Achievement of students and Citizenship education”
- ✓ Full name and address of the applicant
- ✓ The words **“Not to be opened before the opening session”**
and **“يمنع فتح هذا المغلف قبل جلسة فض العروض”**

VI – Submission of the Full Proposal

provisional date: 05/12/2011

Submission of the Full proposals (Deadline will be indicated in the letter sent to the applicants has been preselected)

- Full application form (Part B of Annex A of the guidelines)
- Budget
- Logical Framework
- The checklist (Section 6 Part B of the grant application form)
- Declaration by the applicant (Section 7 of Part B of the grant application form)

Must be submitted in a sealed envelope

To be submitted in 1 original and 3 copies + CD ROM

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VII - Evaluation of the proposals

(1) Step 1: Opening & Administrative Checks and Concept Note Evaluation:

The following will be assessed:

- The Submission Deadline has been Respected
- The Concept Note satisfies all the criteria specified in points 1-5 of the Checklist (Section 2 of Part A of the grant application form).

Concept notes that passed the administrative check will be evaluated.

VII - Evaluation of the proposals

Evaluation of concept Note:

- The concept note will be given a score out of 50 points (Evaluation Grid page 18 of the guidelines)
- First only the Concept notes which have been given a score of a minimum 30 points will be considered for pre-selection.
- Secondly the list of Concept Notes will be reduced in accordance to the ranking to those whose sum of requested contributions amounts to at least four times the available budget for this Call for Proposals.

VII - Evaluation of the proposals

Following the Concept Note evaluation, the Contracting Authority will send a letter to all applicants, indicating whether their application was submitted prior to the deadline, informing them of the reference number they have been allocated and whether the Concept Note were evaluated and the results of that evaluation. The preselected applicants will subsequently be invited to submit full applications. **(provisional date: 21/10/2011)**

(2) Step 2: Evaluation of the full application:

The following will be assessed:

- The Submission deadline is respected.
- The full application for satisfies all the criteria specified in points 1-8 of the checklist (Section 6 of Part B of the application form)
[Checklist for the full application form.doc](#)

VII - Evaluation of the proposals

- proposal evaluated based on the evaluation criteria (Evaluation grid guidelines page 19-20)
- Financial and operation capacity > 12 points
- Proposals ranked according to their scores and within the available financial envelope
- A Reserve list will be established.

VII - Evaluation of the proposals

Applicants who have been provisionally selected or listed under the reserve list will be informed in writing by the Contracting Authority. (provisional date: 16/12/2011)

(3) Step 3: Verification of Eligibility of the Applicant and Partners. (Notification of award - Provisional date: 6/1/2012)

- The Declaration by the applicant (Section 7 of Part B the grant application form) will be cross-checked with the supporting documents provided by the applicant.
- The eligibility of the applicant, the partners, and the action will be verified according to the criteria set out in Sections 2.1.1, 2.1.2 and 2.1.3.

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Concept Note

- Deadline for request for any clarifications from CA – 12/09/2011
- Last date on which clarifications (including the questions raised during this information) are issued 23/09/2011.

Full application (provisional date: 05/12/2011)

- Deadline for request for any clarifications from CA – (Provisional date: 14/11/2011)
- Last date on which clarifications are issued (Provisional date: 24/11/2011)

Thank you