



## Caribbean Policy Development Centre

### Call for Grant Proposals

Contracting Authority:	Caribbean Policy Development Centre
Lot Name:	Enhancing CARIFORUM’s Civil Society Capacity to Participate in National and Regional Development Programming and Policymaking
Reference Number	CPDC GA092022
Geographic Scope	The Bahamas, Belize, Guyana, Jamaica, Trinidad and Tobago and Suriname
Submission Guidelines	Application must be submitted by 5 <sup>th</sup> October 2022 at 5:00 p.m. (UTC/GMT -4)
	Submissions are to be sent to the Caribbean Policy Development Centre via electronic mail to <a href="mailto:cpdcsubmissions@gmail.com">cpdcsubmissions@gmail.com</a> with the subject line: Call for Proposals: “ <b>Enhancing CARIFORUM’s CSO Capacity to Participate in National and Regional Development Programming and Policymaking</b> ”

### **Notice**

This is an open Call for Proposals where all documents are submitted. After evaluating the full proposals, an eligibility check will be performed for those provisionally selected. Eligibility will be checked based on the supporting documents requested by the Contracting Authority and the signed “Declaration by the Applicant” sent together with the application.

# GUIDELINES FOR GRANT APPLICATIONS

## TERMS OF REFERENCE

### 1.1 BACKGROUND

The Caribbean Policy Development Centre is a legally registered non-profit headquartered in Barbados and established in 1991. CPDC serves as a regional umbrella NGO for organisations comprising of small farmers, women, youth, Indigenous People, rural populations and faith-based organisations located across CARICOM. CPDC also has strong networking partnerships with organisations of persons with disabilities, artisans, micro-entrepreneurs, human rights, and workers. Altogether it serves some thirty-three (33) regional, sub-regional and national (local) NGOs working at the grassroots level in economic, social, and cultural areas in the Caribbean. The Centre also has working relationships with many other NGOs and development partners across the region.

The organisation was mandated to work with NGOs and civil society to understand how policies affecting Caribbean people are made; to share information about policies and decision-making processes; to work to influence and bring change to the developmental process, and to support and to lobby for policies which improve the lives of Caribbean people. In fulfilling its mandate, the CPDC seeks to build the confidence and the ability of the Caribbean peoples to influence public policy. Our main work modalities are research, training, advocacy, publications, public education, and institutional strengthening. CPDC is officially recognised, both regionally and internationally, as the principal representative of Caribbean NGOs working with CARICOM/CARIFORUM, Commonwealth Foundation, and UN System Agencies.

CPDC, with support from the European Union (EU) is implementing a project entitled **“Enhancing CARIFORUM’s CSO Capacity to Participate in National and Regional Development Programming and Policymaking”** to improve the effectiveness of the strategies and modalities for national and regional CARIFORUM Civil Society Organisations to deliver developmental services and representation that may influence CARIFORUM’s social and economic development programmes and policies for sustainable Caribbean development.

The project actions will strengthen NGO/CSO institutional structures, augment their human and financial resources, upgrade their technical capacity to address the new challenges brought about by COVID-19, and increase their capacity for evidence-based policy advocacy. The target groups will gain improved capacity to efficiently deliver services and to effectively represent themselves and other marginalised social sectors on critical national and regional developmental concerns.

The project will foster an enabling environment for enhanced civil society involvement in regional development through strengthening advocacy networking, skills capability, access to resources, and documenting and showcasing the sector's important historical role in Caribbean development.

The project covers fourteen CARIFORUM countries; these countries include Antigua and Barbuda, Bahamas, Barbados, Belize, Dominica, Dominican Republic, Grenada, Guyana, Jamaica, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Trinidad and Tobago and Suriname.

Within CARIFORUM, there has been a deficit in the institutional and implementation arrangements that allow for the participation of CARICOM Civil society in the integration process. This has not been because of a lack of declarations as much as it reflects the state of resources and the effective mobilisation of the Civil Society sector. The need for such participation has become more urgent within a COVID-19 environment which has increased the demand for services from the sector at the same time that the sector feels more vulnerable.

The priorities for these sub-grants include youth, children's rights, LBGTI rights, indigenous people, and persons with HIV/AIDS. The countries applicable for this activity are **the Bahamas, Belize, Guyana, Jamaica, Trinidad and Tobago and Suriname.**

## **KEY DEFINITIONS**

### *Non-Governmental Organisations*

A non-governmental organisation (NGO) is a not-for-profit or voluntary citizens' group organised on a local, national, or international level to address issues supporting the public good. These organisations provide critical development services to vulnerable groups. NGOs also engage in advocacy and lobbying initiatives on behalf of their organisation, beneficiaries or the public good.

### *Vulnerable Groups*

Vulnerable groups can be defined as populations with specific characteristics that make them at a higher risk of falling into poverty than others living in the same area. These groups are often less able to participate effectively and, in some cases, have little negotiating power to articulate their positions. Traditionally, these groups have been the victims of violations and accordingly require distinctive protection for the equal and effective enjoyment of their human rights. These groups include the elderly, Indigenous Populations (IPs), Persons with Disabilities (PWDs), At-risk children and youth, Individuals and households affected with HIV/AIDS, Women, Lesbian, Gay, Bisexual, Transgender and Intersex (LGBTI) Groups, Sex workers, Victims of sexual exploitation and/or abuse, Homeless and those excluded because of economic standing, migratory background, ethnicity, cultural beliefs.

### *Criteria for the provision of sub-grants for Non-Governmental Organisations*

Proposed Actions should be designed to produce specific solutions to identified needs and constraints of vulnerable groups within the identified priority areas.

## **1.2 CALL FOR PROPOSAL'S OBJECTIVES**

### Major Objective

To improve the institutional capacity of NGOs within CARIFORUM to undertake policy advocacy actions on behalf of vulnerable groups through the provision of small-scale financial resources for national and regional policy initiatives.

### Specific Objectives

- To increase the institutional capacity of civil society organizations to influence policy dialogues and advocacy via the use of traditional and online methodologies.
- To foster positive social change in the lives of marginalised social sectors/groups through the formulation and implementation of advocacy strategies that respond to their development needs.
- To undertake policy advocacy and service delivery initiatives that tackle a myriad of policy issues that respond to adverse impacts of COVID-19 on vulnerable groups.

### Expected Outcomes

- Increased NGO capacity to deliver services and advocate in response to the needs of vulnerable groups
- Improved quality of services and advocacy outreach is undertaken on behalf of vulnerable groups
- Enhanced voice of vulnerable groups in policy spaces on national and regional policy matters, including those related to the COVID-19 pandemic.
- Increased research capacity and information that inform advocacy and lobbying efforts for vulnerable groups.

### **Proposals that do not meet these objectives will not be evaluated.**

Actions to be funded must be in the form of coherent activities designed to achieve the objectives in the priority areas identified in the call. The actions must have clear objectives, and they must be conceptualized to produce specific, measurable results with relevant indicators.

### 1.3 TYPES OF ACTION

The types of Action that are eligible and may be financed under this sub-grant directly contribute to achieving the purpose and objective of this Terms of Reference as indicated in Section 1.2 above.

Actions to be funded must be in the form of a coherent and self-contained set of activities designed to achieve the specific objectives stated in Section 1.2 within the specific timeframe identified in the guidelines. The actions must have clear objectives, identified target groups, and must be conceived to produce specific, measurable results related to a particular issue or issues. Their justification must be tied to the organisation's ability to achieve some development action and long-term sustainability.

The applicant is responsible for identifying the appropriate set of activities necessary to achieve the Action's objectives. Proposed actions should address specific issues of concern to the identified vulnerable groups. The following types of Action are **eligible** [within the objectives of Section 1.2]:

- National and regional dialogues that focus on facilitating consensus on specific lobbying and advocacy issues
- Research and knowledge dissemination which includes formulation and production of advocacy materials that assist in better communicating to beneficiaries or communicating sector policy position; and
- Evidence-based research to support service provision and advocacy strategies cases.
- Training tools and actions that build the capacity of vulnerable groups to better represent and lobby for rights
- Formulation and production of advocacy materials that assist in communicating sector policy decisions
- Limited institutional capacity building actions (staff training, M&E systems formulation etc.)
- Limited-service delivery activities that assist in responding to identified needs of vulnerable groups

Actions to be funded must be in the form of coherent activities designed to achieve the objectives in the priority areas identified in the call. The actions must have clear objectives, and they must be conceptualized to produce specific, measurable results with relevant indicators. Applicants must foresee planning, human resources, budget and other appropriate measures to ensure results-oriented monitoring and management of the Action. Moreover, all applications should plan the necessary human resources and the appropriate budget to support the Action's final evaluation.

**Please note that this list is not meant to be exhaustive or prescriptive in any way.**

The following types of actions are **ineligible**:

- Actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences and congresses unless proven to be an integral part of the project outcome;
- Actions concerned only or mainly with individual scholarships for studies or training courses;
- Actions which consist exclusively or primarily in capital expenditure, e.g. land, buildings, equipment and vehicles, except in special circumstances;
- Actions which discriminate against individuals or groups of people on the grounds of their gender, sexual orientation, religious belief or lack of them, or their ethnic origin;
- Actions concerned only with one-off conference with no intended follow up. Conferences can only be funded if they form part of a wider range of activities to be implemented in the project's lifetime. For these purposes, preparatory activities for a conference and the publication of the proceeding of the conference do not, in themselves, constitute such 'wider activities';
- Actions supporting individual political parties; and
- Actions involving proselytism.

#### *Value Added Elements*

The following elements are considered as significant added value and should be taken into account as far as possible in designing the Action:

- Promotion of actions that build or strengthen the skill empowerment for vulnerable groups and have a positive impact on the environment;
- Integration of cross-cutting principles of human rights, gender equality and non-discrimination within initiatives; and
- Promotion of innovation and implementation of best practices with the potential for further replication at a greater scale.

#### **1.4 FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY**

The overall indicative amount made available under this Call is USD177,779.96. The Contracting Authority reserves the right not to award all available funds. Similarly, this amount could be increased should more funds become available. A minimum co-financing requirement of USD 1, 200 will be required from all grantees.

### *Size of Grants*

Any grant requested under this Call for Proposals must fall between the following minimum and maximum amounts (not inclusive of co-financing or in-kind):

- Minimum amount: USD 15,000
- Maximum amount: USD 20,500

For this financial envelope, a maximum of 4 sub-grants will be provided to NGOs in one or more of the following CARIFORUM States: (The Bahamas, Belize, Guyana, Jamaica, Trinidad and Tobago and Suriname).

### **1.5 DURATION OF GRANT CONTRACT**

The period to execute the project may not be less than six months (6) months nor exceed twelve (12) months from signing the Grant Contract. No extensions will be granted to beneficiaries. All proposed project activities must be completed within the twelve-month period.



# APPLICATION GUIDELINES

## 2.1 ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

(1) The actors:

- The **applicant**, i.e., the entity submitting the application form (2.1.1);

(2) The actions:

- Actions for which a grant may be awarded (2.1.2);

(3) The costs:

- Type of costs that may be taken into account in setting the amount of the grants (2.1.3).

### 2.1.1 Eligibility of Applicants

#### **Applicant**

To be eligible for a grant, the applicant must:

- Be non-profit-making **and**
- Be a legally registered organisation **and**
- Be established in Bahamas, Belize, Guyana, Jamaica, Trinidad and Tobago and Suriname) **and**
- Be directly responsible for the preparation and management of the project **and**
- Have an operational presence including a current and registered bank account with two signatories, **and**
- Have the demonstrated human resources to ensure the delivery of the project **and**
- Be directly responsible for the preparation and management of the project **and**
- Have a proven track record of at least three years working with the respective vulnerable group.

**International organisations<sup>1</sup> are NOT eligible.**

### 2.1.2 Eligible Actions

The grant application form must be accompanied by a completed ‘Declaration by the applicant form.

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<sup>1</sup> As per the Rules of Application of the EU Financial Regulations, ‘international organisation’ means an international public-sector organization set up by intergovernmental agreement, and specialised agencies set up by such organisations. These organisations may have worldwide or regional scope. Organisations created under national law are not international organisations (e.g. a national NGO with several regional or country offices).

If awarded the grant contract, the applicant will become the Beneficiary as identified by the Coordinator. The Coordinator is the main interlocutor of the Contracting Authority. He/She represents and acts on behalf of any other co-beneficiary (if any) and coordinates the Action's design and implementation.

### **Number of applications and grants per applicants**

- The applicant **may not submit more than one** application under this Call.
- The applicant **may not be awarded more than one grant** under CPDC's Call for Applications

### **Definition**

- a) An action is composed of a set of activities.

### **Duration**

- b) The initial planned duration of an action may not be lower than nine months nor exceed twelve months.

### **Sector or Themes**

- c) See Section 1.2 of these guidelines for grant applications (objectives of the programme).

### **Location**

- d) Actions must take place in one or more of the following countries: these countries include the Bahamas, Belize, Guyana, Jamaica, Trinidad and Tobago and Suriname.

### **2.1.3 Eligibility of Cost**

Only 'eligible costs' can be covered by a grant. The categories of costs that are eligible and non-eligible are indicated below. The budget is both a cost estimate and an overall ceiling for eligible costs.

At the contracting phase, the Contracting Authority decides whether to accept the proposed amounts or rates based on the applicant's provisional budget by analysing factual data of grants carried out by the applicant or of similar actions and by performing checks.

The total amount of financing based on simplified cost options that can be authorised by the Contracting Authority for any applicants individually **cannot exceed USD 20,500**.

Recommendations to award a grant are always subject to the conditions that the checks preceding the contract's signing do not reveal problems requiring changes to the budget (such as arithmetical errors, inaccuracies, unrealistic costs and ineligible costs). The checks may give rise to requests

for clarification and may lead the Contracting Authority to impose modifications or reductions to address such mistakes or inaccuracies. It is not possible to increase the grant or the percentage of co-financing due to these corrections.

### **Eligible Direct Cost**

To be eligible under the Call for Applications:

- a) costs must be incurred during the implementation of the Project. In particular:
  - I. cost relating to service and works shall relate to activities performed during the implementation period. Costs relating to supplies shall be related to the delivery and installation of items during the implementation period. Signature of a contract, placing an order, or entering into any commitment for expenditure within the implementation period for future delivery of services, works, or supplies after the implementation period's expiry do not meet this requirement. Cash transfers between the Coordinator and/or the other Beneficiary(ies) and/or affiliated entity(ies) may not be considered as costs incurred;
  - II. costs incurred should be paid before the submission of the final reports. They may be paid afterwards, provided they are listed in the final report together with the estimated date of payment; and
  - III. an exception is made for costs relating to final reports, including expenditure verification, audit and final evaluation of the Action, which may be incurred after the implementation period of the Action.
- b) They are indicated in the estimated overall budget for the Action;
- c) They are necessary for the implementation of the Action;
- d) They are identifiable and verifiable, in particular being recorded in the accounting records of the Beneficiary(ies) and determined according to the accounting standards and the usual cost accounting practices applicable to the Beneficiary(ies);
- e) They comply with the requirements of applicable tax and social legislation;
- f) They are reasonable, justified, and comply with sound financial management requirements, particularly regarding economy and efficiency.

Salary costs of the national administrations' personnel may be eligible to the extent that they relate to the cost of activities that the relevant public authority would not carry out if the Action were not undertaken. **This cost must not exceed 15% of the grant.**

### *Total Eligible Costs*

The grant may not exceed 90% of the total eligible costs of the Action. Any grant requested under this Call for Proposals must fall under this stated maximum percentage of total eligible costs of the actions for NGO applicants established in six CARIFORUM countries: the Bahamas, Belize, Guyana, Jamaica, Trinidad and Tobago and Suriname .

### **In-kind Contributions**

All applications are required to identify **the 10%** required of the in-kind contributions in the submitted budget. In-kind contributions relate to the provision of goods or services to a Beneficiary(ies) or affiliated entity(ies) free of charge by a third party. As in-kind contributions do not involve any expenditure for a Beneficiary(ies) or affiliated entity (ies), they are not eligible costs.

Contributions in kind may not be treated as co-financing. However, if the action description includes contributions in kind, the contributions have to be made.

### **Eligible Indirect Cost**

The indirect costs incurred in carrying out the Action may be eligible for flat-rate funding, but the total **must not exceed 15%** of the estimated total eligible direct costs.

Indirect costs are eligible, provided that they do not include costs assigned to another budget heading in the standard grant contract. The applicant may be asked to justify the percentage requested before the contract is signed. However, once the flat rate has been fixed in the standard grant contract's special conditions, no supporting documents must be provided.

Suppose any of the applicants or affiliated entity(ies) receives an operating grant financed by the EU. In that case, it may not claim indirect costs on its incurred costs within the proposed budget for the Action.

### **Ineligible Cost**

The following costs are not eligible:

- Acquisition of motor vehicles
- Costs declared by the Beneficiary (ies) and financed by another action or work programme receiving a European Union (including through EDF) grant;
- Credits to third parties;
- Currency exchanges losses;
- Debts and provisions for losses or debts;
- Interest owed;
- Interim financing costs;

- Provision for losses or potential future liabilities; and
- Purchases of land or buildings, except where necessary for the direct implementation of the project, in which case ownership must be transferred to the final beneficiaries and/or local partners by the end of the project.

## **2.2 HOW TO APPLY AND THE PROCEDURES TO FOLLOW**

**A project team member from CPDC will work with potential grantees and those receiving grants to mentor and coach awardees in the preparation and execution of grants, respectively.**

### **2.2.1. Application Forms**

Applications must be submitted in accordance with the instructions on the Grant Application Form in the Grant Application Form annexes to these Guidelines (Annex A).

Applicants must apply in English. Hand-written applications will not be accepted.

Note or any major inconsistency in the application form (e.g., if the amounts in the budget worksheets are inconsistent) may lead to the application's rejection.

Clarifications will only be requested when the information provided is unclear and prevents the Contracting Authority from conducting an objective assessment.

Please note that only the application form and the published annexes which have to be filled in (budget, logical framework) will be evaluated. It is therefore of utmost importance that these documents contain ALL the relevant information concerning the Action. No additional annexes should be sent.

### **2.2.2 Where and How to Send Applications**

Submissions are to be sent to the Caribbean Policy Development Centre via electronic mail to [cpdcsubmissions@gmail.com](mailto:cpdcsubmissions@gmail.com) with the subject line: Call for Proposals: “**Enhancing CARIFORUM’s CSO Capacity to Participate in National and Regional Development Programming and Policymaking**”. The Proposal Checklist and the Declaration by the Applicant must be included in the electronic copy.

**Applicants must verify that their application is complete using the Proposal Checklist.**

**Incomplete applications may be rejected.**

### **2.2.3 Deadline for Submissions of Applications**

The deadline for submitting applications is **Wednesday 5<sup>th</sup> October 2022** at 5:00 p.m. (UTC/GMT -4). Any application submitted after the deadline will automatically be rejected.

### **2.2.4 Further Information about Call for Proposal**

All questions may be sent to **cpdcsubmissions@gmail.com** no later than ten working days before the deadline for submission of applications. CPDC has no obligation to provide clarifications to questions received after this date. Replies will be given no later than six working days before the deadline for the submission of applications. Frequently asked questions and related answers will be published on CPDC's website. Therefore, it is advisable to regularly check the above-mentioned website to be informed of the questions and answers published.

## **2.3 Evaluation and Selection of Applications**

Applications will be examined and evaluated by the Contracting Authority with the possible assistance of external assessors. All actions submitted by applicants will be assessed according to the following steps and criteria.

If the application's examination reveals that the proposed Action does not meet the eligibility criteria stated in Section 2.1, the application will be rejected on this sole basis.

### **STEP 1: OPENING & ADMINISTRATIVE CHECKS AND EVALUATION**

The following will be assessed:

- Compliance with the submission deadline. If the deadline has not been met, the application will automatically be rejected.
- The Grant Application Form satisfies all the criteria specified in points 1-5 of the Proposal Checklist. 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.

The Applications that pass the first administrative check will be evaluated on the Proposed Action's relevance and design.

### **STEP 2: EVALUATION OF THE FULL APPLICATION**

The grantees will be selected after meeting the minimum and maximum funding criteria. The specific funding allocation awarded will depend on each potential grantee's proposed budget from the grant evaluation process.

The quality of the applications, including the proposed budget and capacity of the applicants and affiliated entity(ies), will be evaluated using the evaluation criteria in the evaluation grid below. There are two types of evaluation criteria: selection and award criteria.

**The selection criteria** help to evaluate the applicant(s)’s operational capacity and the applicant’s financial capacity to ensure that they:

- have stable and sufficient sources of finance to maintain their activity throughout the proposed Action and, where appropriate, to participate in its funding;
- have the management capacity, professional competencies and qualifications required to complete the proposed Action successfully. This also applies to any affiliated entity(ies) of the applicants.

**The award criteria** help evaluate the quality of the applications concerning the objectives and priorities and award grants to projects that maximise the Call for Proposals overall effectiveness. They help select applications that the Contracting Authority can be confident will comply with its objectives and priorities. They cover the relevance of the Action, its consistency with the objectives of the Call for Proposals, quality, expected impact, sustainability and cost-effectiveness.

*Scoring:*

The evaluation grid is divided into sections and subsections. Each subsection will be given a score between 1 and 5 as follows: 1=very poor; 2=poor; 3=adequate; 4=good; 5=very good.

**Evaluation Grid**

<b>Section</b>	<b>Maximum Score</b>
<b>1. Financial and operational capacity</b>	<b>25</b>
1.1 Does the applicant have stable sources of finance?	5
1.2 Does the applicant have sufficient management and project management capacity? (including staff, equipment and ability to handle the budget for Action)	5
1.3 Does the applicant provide sufficient evidence of handling similar finances?	5
1.4 Does the project team have sufficient and appropriate technical expertise (especially knowledge of the issues to be addressed), management capacity, qualifications, and experience to manage this project?	5
1.5 Is the applicant a registered Non-Profit making organisation?	5
<b>2. Relevance of the Action</b>	<b>30</b>
2.1 How relevant is the proposal to the objectives and priorities of the Call for Proposals?	10

2.2 How relevant is the proposal to the particular needs and constraints of the target groups represented?	<b>5</b>
2.3 How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs been clearly defined, and does the proposal address them appropriately?	<b>10</b>
2.4 Does the proposal contain specific added value elements, such as environmental issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, or innovation and best practices and the other additional elements indicated in 1.2 of these guidelines?	<b>5</b>
<b>3. Effectiveness and feasibility of the Action</b>	<b>15</b>
3.1 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?	5
3.2 Is the action plan clear and feasible?	5
3.3 Does the proposal contain objectively verifiable indicators for the outcome of the Action? Is any evaluation planned?	5
<b>4. Sustainability of the Action</b>	<b>15</b>
4.1 Will the project results have a long-term impact on the target group?	5
4.2 Is the proposal likely to have multiplier effects? (Including scope for replication, extension and information sharing)	5
4.3 Are sufficient financial and institutional structures in place to ensure sustained activities after the project ends? <ul style="list-style-type: none"> <li>- Financially (how will the activities be financed after the funding ends?)</li> <li>- Institutionally (will structures allow the activities to continue to be in place at the end of the Action? Will there be local ‘ownership’ of the action results?)</li> <li>- Environmentally (if applicable) (will the Action have a negative/positive environmental impact?)</li> </ul>	5
<b>5. Budget and cost-effectiveness of the Action</b>	<b>15</b>
5.1 Are all the activities appropriately reflected in the budget?	5
5.2 Is the ratio between the estimated costs and the expected results satisfactory?	5
5.3 Are the proposed expenses eligible and feasible for the implementation of the project?	5
<b>Maximum total score</b>	<b>100</b>

*Duration of Evaluation Process*



The duration of the evaluation process is thirty (30) working days and commences the next working day after the date of the deadline of the Call for Proposals.

### *Provisional selection*

Application receiving an average score of 60 or greater out of 100 will be ranked according to their average score. All ranked applications, though eligible, may not be awarded a grant due to the pre-assigned value of the financial envelope allocated for the Call for Proposals.

## **STEP 3: VERIFICATION OF ELIGIBILITY OF THE APPLICANTS**

The eligibility verification, based on the supporting documents requested by the Contracting Authority (see Section 2.4 below), will only be performed for the applications that have been provisionally selected according to their score and within the available financial envelope.

- The Declaration by the Applicant will be cross-checked with the supporting documents provided by the applicant. **Any missing supporting document or any incoherence between the Declaration by the applicant and the supporting documents may lead to the rejection of the application on that sole basis.**
- The eligibility of applicants, the affiliated entity(ies), and the Action will be verified according to the criteria set out in Sections 2.1.1, 2.1.2, 2.1.3.

### **2.4 SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED APPLICATIONS**

An applicant that has been provisionally selected or placed on the reserve list will be informed in writing by the Contracting Authority. It will be requested to supply the following documents to allow the Contracting Authority to verify the eligibility of the applicant:

Supporting documents which may/must be provided:

- a) A copy of the applicant's latest accounts (the profit and loss account and the balance sheet for the last financial year for which the accounts have been closed). However, the provision of an audited financial statement would be highly advantageous in the scoring process.
- b) A copy of the legal registration documents of the organisation.
- c) Verification that the bank account is maintained by two signatories.
- d) Evidence/verification of implementation of a project valued for at least USD 10 000 or an annual Programme Report for the last two years for an applicant organisation having its headquarters in the Bahamas, Belize, Guyana, Jamaica, Trinidad and Tobago and Suriname

Supporting documents must be supplied in the form of photocopies or scanned versions (i.e., showing legible stamps, signatures and dates) of the said originals.

If the above-mentioned supporting documents are not provided before the deadline indicated in the request for supporting documents sent to the applicant by the Contracting Authority, the application may be rejected.

After verifying the supporting documents, the Evaluation Committee will make a final recommendation to the Contracting Authority, which will decide on the award of grants.

## **2.5 NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION**

Caribbean Policy Development Centre will officially inform applicants, by e-mail, whether they have been awarded a grant. The applicants will be informed in writing of the Contracting Authority's decision concerning their application and, if rejected, the reasons for the negative decision. An applicant believing that an error or irregularity has harmed it during the award process may lodge a complaint within ten days of receiving the rejection letter.

Following official notification, successful candidates may be contacted directly by Caribbean Policy Development Centre to clarify items listed in their budget before the Grants Contracts are finalised for signature. Grant Contracts will be dispatched via e-mail.

	<b>DATE</b>	<b>TIME*</b>
<b>Deadline for submission of Application Form</b>	5 <sup>th</sup> October 2022	5:00pm (UTC/GMT -4)
<b>Information to applicants on the evaluation of the Application</b>	21 <sup>st</sup> November 2022	5:00pm (UTC/GMT -4)

**Provisional date:** All times are in the time zone of the country of the Contracting Authority

The Contracting Authority may update this indicative timetable during the procedure.

### 3. REPORTING REQUIREMENTS AFTER THE CONTRACTING AUTHORITY'S DECISION TO AWARD A GRANT

Following the decision to award a grant, the Beneficiary(ies) will be offered a contract based on the Contracting Authority's grant contract. By signing the application form (Annex A of these Guidelines), the applicants agree to accept the contractual conditions of the standard grant contract, listed below.

#### **Reporting Requirements**

Obligations to provide information and financial and narrative reports:

- Each report must provide a full account of all aspects of the Actions implemented for the period covered. Details of expenditure incurred in the period covered by the report should be noted in the Financial Report(s), indicating its title, amount, relevant heading in the Budget of the Action. The Budget headings listed in the Financial Report(s) must match the approved Budget heading identified in the proposal. Supporting documentation to verify expenditure in the Financial Report(s) must be original.
- The Narrative Report(s) and Financial Report(s), and the Grant Assessment Report must be drafted in English. Final reports should be submitted to Caribbean Policy Development Centre no later than one (1) month after the final disbursement or at the end of the implementation period.
- Caribbean Policy Development Centre may request additional information to verify expenditures in the Financial Report(s) at any time. That information must be supplied within fifteen (15) working days of the request.
- If the Beneficiary fails to supply Caribbean Policy Development Centre with the final report by the deadline stipulated and fails to furnish an acceptable sufficient written explanation of the reasons why he/she is unable to comply with this obligation, Caribbean Policy Development Centre may terminate the Contract in accordance with the guidelines, and recover the amounts already disbursed and not substantiated.

#### **Financial Record Keeping**

- All financial reporting is to be conducted in accordance with CPDC procedures and policies utilising the interim financial report form.
- All original invoices and receipts must be submitted with the final Financial Report. CPDC will retain copies of all receipts for their records.

#### **Financial Reporting Requirements**

- The grantee shall report to the Executive Director, or a representative as designated by CPDC.

- The Grantee is required to submit a bi-monthly financial report to CPDC by the 10th day of the month for the previous two (2) month's expenditure, following the specified report format.
- Financial reports will include project budget line items and reporting of expenditures against budget items.
- Financial reports will also include amounts provided by CPDC in the cost of the project.
- Financial reports will reflect the exchange rate used for converting local currency into USD on the day the funds are received on the Grantee's bank account. The Grantee can request an official letter confirming the exchange rate from the Bank.
- The Grantee will submit a final financial report on a date set by CPDC.

### **Narrative Reporting Requirements**

- The Grantee will submit bi-monthly narrative reports to CPDC, which will be due two (2) weeks following the end of a period using the Report Template provided by CPDC.
- The Grantee shall submit the final narrative report for the last two months on a date set by CPDC, including findings from project review or evaluation.

### **Procurement Requirements**

- Where the implementation of the Action requires the Beneficiary(ies) to award procurement contracts, those contracts must be awarded according to best practices outlined to successful organisations.

### **Visibility Requirements**

- The Applicants must take all necessary steps to publicise that it is a CPDC project in which the European Union has financed the Action. As far as possible, the successful applicant must ensure sufficient time and resources are allocated to work with CPDC's Project Team and Communication Specialist to raise awareness about the project work.

### **Accountability Requirements**

- All grantees will be required to sign onto and abide by the CPDC NGO Code of Conduct and Ethics. The Code reflects the growth of the NGO sector as it attempts to address issues of transparency and accountability proactively.
- Following the award of the grant contracts, grantee summary profiles, the type of award, and evaluation scores from the evaluation committee will be published on the CPDC website. The grantee will also be required to register on the CPDC NGO Directory.