



European Commission

EU/ACP Microfinance Framework Programme

**Guidelines
for grant applicants
responding to the Call for Proposals**

Issue date: 20 June 2005

Deadline for questions: 31 September 2005

Due date for submission applications: 20 October 2005

Points of contact:

Ms Antonique Koning

Programme Coordinator

EU/ACP Microfinance Framework Programme

Email: info@euacpmicrofinance.org

Tel. +32 (0) 2 552 0033 Fax +32 (0) 2 552 0025

Ms Huda Sara Bakhet

Task manager

AIDCO C/4

L- 41 05/75

Tel.: +32(0) 2 298 6676, Fax +32 (0) 299 4947

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GLOSSARY

The following definitions are intended only as a quick reference for applicants. They do **not** constitute eligibility criteria. **Only the text of the Guidelines has legal value** and applicants must base their applications on the **complete text of the Guidelines**.

Action: Throughout this document the term “action” is used as a synonym to the widely used term “project”. Accordingly an action is implemented by “activities”. The action is the object of a proposal or contract.

Contracting Authority: European Commission

Authorising Officer: official of the European Commission, delegated to take the decision on the award of grants

Applicant is the legal entity that submits the application in answer to the call.

Applicants must have legal personality and capacity to enter into financial commitments with the Commission and to sign Grant Contracts and Contribution Agreements. All applicants must be accountable and have the necessary implementation capacity **to execute** the actions foreseen in the Grant Contract. They must be directly responsible for the preparation and management of the action, not acting as an intermediary.

They can present proposals alone or in association with partners (see definition below). When partner(s) are involved, the applicant will be the lead organisation and, in case of selection, be the contracting party (the “Beneficiary”) contractually and legally responsible to the European Commission.

Applicants have the obligation to keep informed the relevant authorities according to the applicable Law and in particular the National Authorising Officers and the EC Delegation in the Country concerned and undertake all necessary actions in order to fulfil the requirements of the calls.

Partners: Applicants are encouraged to involve partners in their proposals. Applicants’ partners participate in implementing and, if applicable, in designing the action. The costs they incur are eligible in the same way as those incurred by the grant Beneficiary. They must therefore satisfy the same eligibility criteria as applicants. Each and every partner must complete and sign the Partnership Statement contained in the Application Form.

Subcontractors: Where implementation of EC grant funded operations under the 9th EDF requires grant contract Beneficiaries to award procurement contracts, the Beneficiaries of these contracts are to be considered as subcontractors. The grant Beneficiary must award these contracts to the tender offering the best value for money, i.e. the best price-quality ratio, in compliance with the principles of the 9th EDF procedures and not exceeding a limited amount of total costs of the action. In the event of failure to comply with the rules referred to above, expenditure on the operations in question is not eligible for Community financing. Subcontractors are neither partners nor associates.

Associates: other organisations involved in the action. They play a role in the action but cannot receive funding from the action’s budget. Associates do not have to meet the eligibility criteria.

Microfinance: financial services designed for, or used by, poor and near-poor customers. It includes not only small loans but also savings, insurance, and money transfer services.

Microfinance actors: Institutions intervening at the micro, meso and macro level in the financial system, providing financial services to the poor (micro-level), technical or business services to financial institutions (meso-level) or policymakers, regulators, supervisors (macro-level). The current Call for Proposals is targeted to directly benefit micro and meso level microfinance actors.

Retail financial service providers/microfinance suppliers: a wide range of financial service providers - such as credit unions, down-scaled commercial banks, financial NGOs, credit and savings cooperatives, postal saving banks etc - that may vary in their legal structure, mission, methodology, and sustainability, but share the common characteristic of providing financial services to a clientele poorer and more vulnerable than traditional bank clients.

Technical and business service providers: Providers of services to retail financial institutions, including microfinance associations, networks, rating agencies, accounting and audit companies, IT specialists, advisory services, training centres etc.

Microfinance associations: Microfinance associations, either national, regional or global in scope, are member-based associations made up of independent microfinance institutions operating in similar markets.

Network Support Organisation: Organisation that supports a group of microfinance institutions (usually international or regional) with the goal of fostering the launch of new institutions, developing standards, wholesaling funds, providing technical services, implementing knowledge management and/or leading policy reform efforts.

The following summary is intended only as a quick reference for applicants. **Only the entire text of the Guidelines has legal value** and applicants must base their applications on the **complete Guidelines**.

Summary

The **broader goal** of the Call for Proposals, which is part of the EU/ACP Microfinance Framework programme financed from the 9th EDF, is to strengthen the institutional capacity of microfinance actors in ACP countries in order to ensure the provision of a broader range of effective financial services for the majority in a sustainable way.

Capacity building is envisioned at two levels:

- (1) financial service providers, to enable them to better serve their clients, and deepen and broaden financial systems; and
- (2) financial industry infrastructure, to support microfinance associations and networks and firms (training centres, auditors, credit bureaus, etc.) to contribute to increased transparency and exchange of good practices with a view to strengthen local service providers and improve efficiency in the microfinance market

The Call for Proposals solicits applications that meet at least one of the four following **objectives**:

- 1) *Diversification of financial services for the poor*, e.g., new or revised credit products, savings, insurance or remittances;
- 2) *Application of technology* to reduce the transaction costs of financial services
- 3) *Assisting the expansion of outreach in underserved markets* such as rural areas, and remote and sparsely populated areas.
- 4) *Enhancement of transparency in the microfinance industry* to stimulate good financial and social performance and facilitate benchmarking of microfinance retail institutions.

Priority criteria for selection of proposals include:

- Collaboration among microfinance actors across and within ACP countries and/or regions with a view to leverage resources as much as possible;
- Complementarity to relevant efforts from other donors or investors and in particular the Cotounou Investment Facility managed by the European Investment Bank;
- Innovative character appropriate to the stage of development of the microfinance sector in the country or region of the proposed initiative;
- Inclusion of measurable and realistic performance based indicators
- Leverage effect of the initiative for instance by triggering other resources;
- Contribution to the development of the microfinance industry for instance through knowledge generation, management and dissemination.

Detailed assessment criteria and their weighting are included in the evaluation grid in section 2.3.

Eligible entities include retail financial service providers (MFIs, downscaled-banks, credit unions etc) and their associations and networks as well as other providers of technical and business services to the microfinance sector. Proposals from providers of wholesale finance are eligible when aimed at building capacity of microfinance suppliers in order to catalyse investments into more risky regions/institutions. Preference is given to proposals that build on existing service providers and local capacity rather than the creation of new institutions. Support for greenfield financial institutions may be considered when

circumstances require this and on the condition that the action is set up in collaboration with other specialised microfinance actors, involving other donors, financial institutions or investment funds.

Eligibility criteria: in order to be eligible for a grant each applicant (and partner) must at the time of the launch of the call:

- Be a non state actor¹ that has the capacity to enter into financial and legal agreements with the European Commission;
- Be directly responsible for the preparation and management of the action, not acting as an intermediary
- Be legally constituted in an EU or ACP country²;
- Have a minimum of 3 years of operational experience providing services relevant for the development of sustainable microfinance³.

Each applicant and partner must have a proven track record in supporting microfinance development and at least one full time specialized staff member dedicated to this when the call is launched.

In addition:

Individual financial service providers need to have had assets above 300,000 Euros and minimum 3000 active microfinance clients on 31-12-2004 in case they apply individually or as lead applicant.

Specialised and professional NGOs need to demonstrate that at least 30% of their annual budget is related to activities in the field of microfinance;

Network Support Organisations (NSOs) should have at least 3 members in one or more ACP countries;

Investment Funds should have at least 50% of their portfolio oriented towards microfinance suppliers.

The total allocation for the Call for Proposals is **7.2 million EUR**. The funding per action proposed is **minimum 250.000 EUR and maximum 1 million EUR**. No grant may exceed 80% of the entire budget for the action. Of the other 20% which is the applicant's "**own contribution**" at least half should come from private sources, the other part can come from public sources other than EDF or EC funding, including funds from other donor agencies.

There is no minimum or maximum **duration** foreseen for actions but all activities should be completed at the latest by 31 December 2008.

Activities financed can take the form of training and coaching programmes, advisory services, action oriented research and other forms of knowledge generation, knowledge sharing and management, including professional development, development of training material, and implementation of IT solutions. In any case funds for onlending or guarantees will not be financed.

This Call for Proposals is an open Call inviting applicants to **submit complete application forms** outlining their proposal before 20 October 2005. The assessment of the proposals will be a one stop process. An institution may **not be involved in more than 2 proposals submitted** and can only be lead applicant in **one proposal**.

¹ According to the definition included in article 6 of the Cotonou Agreement this includes the private sector, economic and social partners and civil society organizations.

² EU refers here to the 15 European Member states that are signatories to the 9th EDF. The ACP refers to all ACP countries as listed in annex F.

³ In the case of investment funds that have been created less than 3 years ago, the eligibility criteria and the assessment of the capability will be evaluated taking into account the track record of the entity/entities that manage the fund.

1. The EU/ACP Microfinance Framework Programme

1.1 Background

This Call for Proposals is part of a wider EU/ACP Microfinance Framework Programme that is aimed at contributing in a sustainable way to poverty reduction in ACP countries through the development of more performing and effective financial services for the poor.

Experiences have proven that providing poor households and microentrepreneurs with access to diverse financial services allows them to actively contribute to and benefit from economic growth, cope with crises and meet life cycle needs. By supporting the development of efficient, accessible and inclusive financial systems⁴ the EU/ACP Programme aims to contribute to creating opportunities for individuals economically and socially that will enable them to better integrate into the country's economy.

The EU/ACP Microfinance programme is financed from the 9th European Development Fund and is consistent with the main development objectives that are laid down in the Cotonou Agreement⁵ and EC Communications on "Private Sector Development" and "Microfinance and Poverty reduction". The Programme covers one of the 5 pillars of the EU private sector development strategy.

The Programme exemplifies the commitment of the European Commission and the ACP to support the development of sound microfinance through strengthening the capacity of microfinance actors and increased efficiency and transparency. Support for capitalisation is left to specialised financial agencies such as the European Investment Bank.

EU/ACP Microfinance Framework Programme seeks collaboration with strategic and specialised partners in the microfinance sector to pool resources, leverage the funds and achieve good results.

The EU/ACP Microfinance Framework Programme seeks to improve the overall effectiveness of microfinance operations in ACP countries with three main areas of intervention are: (i) Institutional strengthening); (ii) microfinance ratings; and (iii) efficiency and transparency. For more information on the Programme see www.euacpmicrofinance.org.

1.2 Objectives of the Call for Proposals and priority issues

1.2.1 General objectives for the Call for Proposals

The Call for Proposals aims to strengthen the institutional capacity of microfinance actors in ACP countries in order to ensure the provision of a broader range of effective financial services for the poor in a sustainable way. Support is envisioned at two levels:

⁴ An inclusive financial system implies the integration of microfinance into formal financial systems to ensure permanent access to financial services by significant numbers of poor people. This delivery of all forms of financial services by a large range of institutions requires the development of the system on three levels: micro (retail financial institutions and other financial service providers), meso (financial industry infrastructure) and macro (enabling environment).

⁵ The Cotonou Agreement mentions microfinance in Article 21 (2a) and Article 21 (4) states that "co-operation shall support microenterprise development through better access to financial and non-financial services; an appropriate policy and regulatory framework for their development; and provide training and information services on best practices in microfinance".

1. Financial service providers: build institutional capacity to enable them to better serve their clients and to deepen and broaden financial systems

A lack of capacity at the retail level is one of the main obstacles to the provision and expansion of pro-poor financial services in ACP countries. The Call for Proposals aims to address this by providing support for the strengthening of a wide range of financial service providers (including credit unions, downscaled banks, financial NGOs, credit and savings cooperatives, postal saving banks etc.) that are serving or expanding their services to a clientele poorer and more vulnerable than traditional bank clients.

There is a particular interest for supporting up-scaling or downscaling of existing retail financial institutions⁶, strategic alliances and other initiatives that are reaching out to previously underserved markets. Capacity building initiatives proposed should allow financial service providers to adopt innovative and cost effective strategies to reaching a larger number of poor clients with a wider range of financial services. Initiatives supported should enable microfinance retail institutions to more effectively translate their objectives – both social and financial- into practice by better addressing the needs of their clients, becoming more efficient and making them more attractive to savers, domestic commercial banks and investors.

2. Financial Industry infrastructure: Contribute to increased transparency and to the exchange of good practice in order to strengthen local service providers and improve the efficiency of the microfinance market.

Making the microfinance industry more efficient and reducing the cost of providing financial services for the poor is one of the major challenges. Experiences have shown that more transparency about the financial and social performance of microfinance suppliers can contribute to increasing efficiency and effectiveness. It can also improve risk management and lead to greater financial security. The Call encourages benchmarking⁷ of peers and strengthening capacity of retail financial institutions and their networks to allow for this.

Microfinance associations and network support organisations (NSOs)⁸ can potentially play an important role in lifting the standards of the microfinance industry in a particular country, region or globally through their partners and facilitate the exchange of best practices among them. In several ACP countries microfinance associations are already a significant player in the microfinance industry. Supporting these structures to enable them to better serve the needs of their members is in line with the objectives for this Call.

Technical service providers, like audit and accounting firms, raters etc. that are also part of the industry infrastructure, often lack the necessary specialised knowledge and tools to effectively serve the

⁶ Downscaling in microfinance is a commonly used term for formal financial institutions expanding their services to reach out to poorer clients contributing thereby to the deepening of the financial system. Upscaling is referring to expanding the efforts of smaller, often informal microfinance institutions to reach more poor people.

⁷ Benchmarking puts performance measurements in context by comparing microfinance retail institutions with peer groups based on region, methodology, size, age, clientele, etc.

⁸ Microfinance associations, either national, regional or global in scope, are member-based associations made up of independent microfinance institutions operating in similar markets. A Network Support Organisation is an organisation that supports a group of microfinance institutions (usually international or regional) with the goal of fostering the launch of new institutions, developing standards, wholesaling funds, providing technical services, implementing knowledge management and/or leading policy reform efforts.

microfinance retail institutions. By strengthening their capacity the Call for Proposals aims to contribute to the mainstreaming of microfinance and its integration in the overall financial system. Sector wide assistance is preferred in this case in order to avoid or minimise market distortion among service suppliers.

In order to build capacity at the retail level in a cost efficient and sustainable way, local and regional capacity to train and advise these retail institutions is needed. In many ACP countries this capacity is not available, weak or not sufficiently specialised. Proposals addressing these obstacles within the context of the specific objectives mentioned below will be considered.

In general initiatives supported should facilitate commercial viability and minimise subsidies that unduly distort transactions or might limit the viability of the activity or service beyond the duration of the action. Preference will be given to proposals that build on existing service providers and local capacity rather than the creation of new institutions both at the level of the retail financial institutions as well as for the technical and business service providers. In the case of financial service providers support for greenfield financial institutions may be considered when circumstances require this and on the condition that the action is set up in collaboration with other specialised microfinance actors, involving other donors, financial institutions and/or investment funds.

1.2.2 Specific objectives for the Call for Proposals

Within the context of the abovementioned general objectives, the Call for Proposals focuses on four specific objectives. Proposals are expected to meet at least one of the following objectives (for examples of activities that can be financed responding to each objective, see section 2.1.3 below)

1. Supporting the diversification of financial services for the poor

Proposals should aim to support the strengthening of institutional capacities of financial service providers that lead to a diversification in the provision of pro-poor financial services. Initiatives that push forward the frontier of knowledge in this area are encouraged.

Throughout the ACP Group of countries there is a clear demand for capacity building support to assist financial service providers to become more market responsive and adapt their offer of products and services to the needs of their clients. This could imply the adaptation of existing products or the introduction of new credit products or methodologies or other financial services such as savings, risk managing financial services, insurance or payment transfer services.

2. Stimulating the application of technology to reduce the transaction costs of financial services

Information and communication technologies can help achieve the objectives of extended outreach and profitability in microfinance and address certain obstacles raised by microfinance suppliers in ACP countries. Initiatives in the technology field, both aimed at improving back-office systems (including MIS and in more advanced settings credit scoring, data warehousing...) as well as supporting development of institutions' interface with the clients (ATMs, bank cards, Point of Sales...) can be supported.

3. Assisting the expansion of outreach in underserved markets such as rural areas, and remote and sparsely populated areas.

Given that within the ACP countries many poor people live in rural, remote or sparsely populated areas, it is crucial to extend the frontier of sustainable microfinance beyond urban areas. Capacity building of institutions that particularly address the poor in rural, remote or sparsely populated areas is envisaged

as well as exploring methodological innovations and delivery mechanisms that offer solutions to high cost barriers and mitigate the risk of operating in such areas. Emphasis will be put on ensuring that innovative strategies will work in multiple countries and varying situations.

4. Enhancing transparency in the microfinance industry

Transparency is essential if the microfinance industry is to reach scale. This implies the availability of comparable information for financial service providers to take more informed decisions. It also allows them to benchmark their social and financial performance which in turn can stimulate improvement. Domestic savers, investors and donors will also be more eager to invest their funds where they can reliably assess risk and social and financial return allowing for institutions to attract more capital and increase the supply of financial services. There is a need in ACP countries to build local capacity to analyse, collect and report financial information of microfinance retail institutions in order to reduce the cost of providing these services as well as to ensure that methodologies used are adapted to the local environment and link in to international benchmarks.

Information about the social as well as financial consequences of operational decisions is critical for any organisation that seeks to work towards a double bottom-line. The establishment of social performance information systems can provide management with timely and appropriate information for day-to-day and strategic decision-making, and allows social performance to be managed. Support for training and on-going technical support is envisaged to develop the capacity of retail financial institutions to design, implement and use such information and management systems.

1.2.3 Priorities for the selection of proposals

The detailed selection and award criteria are included in the evaluation grid in section 2.3. The grid and weights given to the different criteria reflect the priorities set out for the Call for Proposals. In this section some of these criteria are highlighted and further elaborated in the order in which they appear in the evaluation grid.

a) Collaboration among microfinance actors: networks, linkages and consortia

Even though applications of individual service providers can be considered, the programme is particularly looking for proposals that benefit - through an association, network or partnership, a number and range of different microfinance actors with a view to leverage resources as much as possible. Multi-country initiatives are favoured in order to promote exchange of best practices among actors in different ACP countries.

Within ACP countries and regions linkages are promoted among financial service providers, as are partnerships between technical service providers and microfinance suppliers. Linkages and partnerships with private sector actors, and formal financial institutions in particular, are encouraged. Proposals of consortia are favoured in the interest of leveraging capacity of microfinance actors, optimising shared investments and reaching out to areas that are underserved. The strategic character, quality and sustainability of the collaboration among microfinance actors will be part of the assessment.

b) Complementarity

Proposals that are complementary to relevant efforts from other donors or investors and in particular the Cotounou Investment Facility, which is managed by the European Investment Bank, will be favoured with a view to optimise the expertise and/or financial capacity that is already available. Applicants should identify how their initiative complements other capacity building efforts and optimises synergies. Co-funding with other donors could also be relevant in certain opportunities in which cases other donors might be associated to an action.

c) Innovation

Innovations and experimentations are encouraged with a view to develop replicable business models and to push the frontiers in microfinance. Innovative strategies that work in multiple situations, including in challenging settings, such as rural and remote or sparsely populated areas, are supported. The innovative character of a proposal will be looked at in light of the stage of development of the microfinance sector in the context it is proposed in. Proposals supported will have to demonstrate that they are appropriate for the level of market development of the microfinance sector.

d) Inclusion of performance based indicators and targets

Within the proposal the applicant is required to clearly state performance based indicators, related targets or thresholds and a monitoring plan to measure their performance. Targets should be clear, measurable and ambitious but realistic. Applicants and their partners will be committed to the targets included in their proposal and will be held accountable for them during the course of the project.

Performance based indicators should be quantifiable and results oriented, and relate to at least the four following categories:

- (i) management of the action (e.g. timeliness of TA in place, regular reporting to coordinator),
- (ii) output (e.g. actual realisation of deliverables)
- (iii) sustainability of the action (e.g. institutions strengthened, exit strategy, financial sustainability, leverage effect, spill over effects etc)
- (iv) impact (e.g. number of clients reached, and expression of their satisfaction, increase in efficiency of actors supported by the action).

Whenever possible, performance indicators proposed should match indicators that are already in place in monitoring system of the Beneficiary or partner(s) or in line with requirements of other donors funding similar activities to reduce the reporting burden on the applicant and partner organisations. Where applicable indicators listed in the Donor Guidelines on good practice in microfinance⁹ (the Pink book) can be used.

Through quarterly and annual reports the Beneficiary is expected to report information on progress made in achieving the targets during the course of the implementation of the action. The grant awarded will be tranching in annual instalments and payments linked to the progress achieved and reported on.

e) Leverage effect

Given the limited amount of funding, initiatives financed should have a maximum multiplier effect. Therefore the Call favours proposals that trigger a relatively large contribution of matching funds or are able to leverage resources in such a way that the initiative is able to stimulate the expansion, deepening and/or broadening of financial services to larger numbers of poor clients.

f) Contribution to the development of the microfinance industry

Initiatives that generate knowledge and stimulate good knowledge management and dissemination translating into application of best practices across service providers and countries will be highly valued. Actions supported should have a demonstration effect for other (groups of) institutions. Proposals need to include a methodology for knowledge management and dissemination and show how they will advance industry learning.

⁹ CGAP, Building Inclusive Financial Systems, Donor Guidelines on good practice in microfinance, December 2004, www.cgap.org

1.3 Financial allocation provided by the contracting authority

The overall indicative amount made available under this Call for Proposals is EUR 7.2 million. The contracting authority reserves the right not to award all available funds.

There are no indicative amounts per region or per specific objective.

Size of grants

The minimum EC contribution to an action presented is: EUR 250,000 and the maximum 1 million EUR.

The grant may not have the purpose or effect of producing a profit for the applicant or partner¹⁰.

Cost-sharing

The co-financing from the EU/ACP Microfinance Framework programme is in the form of a grant to supplement funds raised by the applicant and partners. The capacity to leverage resources is one of the assessment criteria.

Own contribution:

Financial contributions: an applicant (and its partner(s)) must provide a significant financial contribution from private sources equivalent to at least 10% of the total financing of the cost of the action. The other 10% can be financed from public sources including funds from other donor agencies. By no means may sources coming from the European Community budget or European Development Fund be included in this.

In-kind contribution: in-kind contributions cannot be included in the overall budget of the action.

EC contribution: No grant may exceed 80% of the total eligible costs of the action (see also section 2.1.4).

Number of proposals and grants per applicant

An applicant may not submit more than one proposal as lead applicant and may not be involved in more than two proposals submitted in total.

An applicant may not be awarded more than one grant under this Call for Proposals and can at maximum be involved in two actions for which a grant is awarded.

¹⁰ Refer to article 83.2 of the Financial Regulation of the 9th EDF – 27.03.03. Profit is defined as a surplus of receipt of costs for the operation in question when the request is made for final payment of a grant for an operation.

2. Rules of this Call for Proposals

These guidelines set out the rules for the submission, selection and implementation of actions financed under the programme, in conformity with the provisions of the Practical Guide¹¹.

2.1 Eligibility criteria

There are four sets of eligibility criteria, relating to:

- organisations which may request a grant,
- partnerships
- actions for which a grant may be awarded,
- types of cost eligible in setting the amount of the grant.

2.1.1 Eligibility of applicants: who may apply

Eligible entities include retail financial service providers and their associations and networks as well as providers of technical and business services to the microfinance sector (see description in glossary above). Proposals from providers of wholesale finance are eligible when aimed at building capacity of microfinance suppliers in order to catalyse investments into more risky regions/institutions.

(1) Eligibility criteria

In order to be eligible for a grant each applicant (and partner) must at the time of the launch of the call:

- Be a non state actor¹² that has the capacity to enter into financial and legal agreements with the European Commission;
- Be directly responsible for the preparation and management of the action, not acting as an intermediary
- Be legally constituted in an EU or ACP country¹³;
- Have a minimum of 3 years of operational experience providing services relevant for the development of sustainable microfinance¹⁴.

Each applicant and partner must have a proven track record in supporting microfinance development and at least one full time specialized staff member dedicated to this at the moment of the launch of the call.

In addition:

Individual financial service providers need to have had assets above 300,000 Euros and minimum 3000 active microfinance clients on 31-12-2004 in case they apply individually or as lead applicant.

Specialised and professional NGOs need to demonstrate that at least 30% of their annual budget is related to activities in the field of microfinance;

Network Support Organisations (NSOs) should have at least 3 members in one or more ACP countries;

Investment funds should have at least 50% of their portfolio oriented towards microfinance suppliers.

¹¹ Available on the Internet at the following address:

http://europa.eu.int/comm/europeaid/tender/gestion/index_en.htm

¹² According to the definition included in article 6 of the Cotonou Agreement this includes the private sector, economic and social partners and civil society organizations.

¹³ EU refers here to the 15 European Member states that are signatories to the 9th EDF. The ACP refers to all ACP countries as listed in annex F.

¹⁴ In the case of investment funds that have been created less than 3 years ago, the eligibility criteria and the assessment of the capability will be evaluated taking into account the track record of the entity/entities that manage the fund.

NOTE: For the selection criteria with regard to the required capability of the applicant (and partners) please refer to the evaluation grid in point 2.3 (3)

(2) Exclusion criteria

Potential applicants may not participate in calls for proposals or be awarded grants if:

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) they have been convicted of an offence concerning professional conduct by a judgement which has the force of *res judicata* (i.e., against which no appeal is possible);
- (c) they are guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- (d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the action is to take place;
- (e) they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- (f) they have been declared to be in serious breach of contract for failure to comply with their contractual obligations in connection with a procurement procedure or other grant award procedure financed by the Community budget.

Applicants are also excluded from participation in calls for proposals or the award of grants if, at the time of the Call for Proposals, they:

- (g) are subject to a conflict of interests;
- (h) are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the Call for Proposals or fail to supply this information;
- (i) have attempted to obtain confidential information or influence the evaluation committee or the contracting authority during the evaluation process of current or previous calls for proposals.

In the cases referred to in points (a), (c), (d), (f), (h) and (i) above, the exclusion applies for a period of two years from the time when the infringement is established. In the cases referred to in points (b) and (e), the exclusion applies for a period of four years from the date of notification of the judgment.

By signing the declaration part IV of the application form the applicant declares that it does not fall into any of the above categories (a) to (f).

2.1.2 Partnerships and eligibility of partners

Partners

Applicants may act individually or in consortium with partner organizations. The latter is preferred. Applicants' partners participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the grant Beneficiary. They must therefore satisfy the same eligibility criteria as applicants. Each and every partner must complete and sign the Partnership Statement contained in the Application Form.

The applicant will act as the lead organisation and, if selected, as the contracting party (the "Beneficiary").

Associates

Other organisations may be involved in the action. Such associates play a real role in the action but may not receive funding from the grant. Associates do not have to meet the eligibility criteria referred to in section 2.1.1.

The exclusion criteria in point 2.1.1 (2) also apply to all partners and associates.

Subcontractors

Subcontractors are neither partners nor associates, and are subject to the rules set out in Annex IV to the standard grant contract.

2.1.3 Eligible actions: actions for which an application may be made

Duration

There is no minimum or maximum duration foreseen for actions but all action activities should be completed at the latest by 31 December 2008.

Location

Actions must take place in one or more of the ACP countries. By exception an action or part of it may be organised in (an) EU member state(s). (see list eligible ACP and EU countries in Annex F to these Guidelines).

Type of actions

Actions proposed must be in line with the general and (at least one of) the specific objectives set out for the Call. The activities financed can take the form of:

- Training and coaching programmes;
- Advisory services;
- Action oriented research and other forms of knowledge generation;
- Knowledge sharing and management, including professional development, development of training material;
- Implementation of IT solutions.

Capitalisation of loan portfolios will not be financed¹⁵.

Examples of actions

Under the four specific objectives, the following actions can be envisaged. These activities are indicative and others could be considered when appropriate and contributing to achieving the specific objective(s).

1. Supporting the diversification of financial services for the poor

- Assist (a number of) microfinance providers in introducing new or revised financial services may include support for:
 - Action research for development of innovative financial products

¹⁵ Credit lines may however constitute part of applicant's own contribution if relevant to the purpose of the proposed action. In this case, it will have to be in line with accepted good practices. For reference to these practices see CGAP, Donor Guidelines, December 2004.

- Market research, product design, pilot testing, branding etc
- Analysing costing and pricing of new/revised products
- Staff training
- Appropriate MIS, development of new procedures and processes, adapted back office systems
- Development of delivery mechanisms and other aspects of client interface
- Strengthening advisory capacity in marketing techniques and develop tools that allow to translate market information into new products and services
- Development of appropriate training courses

Initiatives proposed should clearly identify the link between the capacity building activities suggested and the expected introduction of new demand-driven and sustainable financial products or services targeting poor clients. Priority will be given to proposals that can show results to that extent within the timeframe of the action.

2. Stimulating the application of technology to reduce the transaction costs of financial services

Activities could consist of the following:

- Support of improvement of back-office systems, such as
 - MIS (including accounting systems) for a number of microfinance supplier
 - Establishment of credit information bureau and links to several institutions
 - Introduction of credit scoring
 - Establishment of data warehousing system
- Development of institutions' interface with the clients, including
 - Introduction of ATMs, Cards, Point of Sales...
 - Roll out of pilot tested new technology to improve efficiency and outreach

3. Assisting the expansion of outreach in underserved markets, such as rural areas and remote and sparsely populated areas

Activities could consist of the following:

- Basic capacity building of institutions that particularly address the poor in rural, remote or sparsely populated areas (including strategic planning, human resources management and staff development, commercialisation, financial and risk management, MIS etc)
- Support for research and development resulting in methodological innovations and delivery mechanisms that offer solutions to high cost barriers and mitigate the risk of operating in such areas.
- Technical assistance to catalyse investments in institutions providing microfinance in rural, remote or sparsely populated areas or in start ups in those regions

4. Enhancing transparency in the microfinance industry

Activities could consist of the following:

- Strengthen systems and staff capacity of financial service providers to produce information relevant for the monitoring of their financial and social performance
- Build local capacity of technical service providers such as raters, auditors and accountants
- Improve rating methodologies and supporting related research and development activities
- Strengthen capacity of networks to establish social and financial reporting programmes, to analyse, collect and report financial and social information of their members encouraging compatibility to the MBB and MIX¹⁶ standards and publication of results
- Support regional association of accountants/auditors to train national associations' to provide high quality services and monitor quality of microfinance audits

¹⁶ MBB= MicroBankingBulletin and MIX = Microfinance Information Exchange, see also www.themix.org

- Support development of social performance monitoring and assessment systems within microfinance retail institutions
- Provide training and follow-up technical support to MFIs to develop and operationalised social performance management systems

Initiatives can address more than one objective for instance in applying technology to support diversification (e.g. linking up MFIs to payment systems) or with the transparency objective.

2.1.4 Eligibility of costs

Only “eligible costs” can be taken into account for a grant. These are detailed below. The budget is therefore both a cost estimate and a ceiling for “eligible costs”. Note that the eligible costs must be based on real costs, not lump sums (except for subsistence costs and indirect costs).

Recommendations to award a grant are always subject to the condition that the checking process which precedes the signing of the contract does not reveal problems requiring changes to the budget. The checks may give rise to requests for clarification and may lead the Contracting Authority to impose reductions.

It is therefore in the applicant's interest to provide a realistic and cost-effective budget.

Eligible direct costs

To be eligible under the Call for Proposals, costs must:

- be necessary for carrying out the action, be provided for in the contract annexed to these Guidelines and comply with the principles of sound financial management, in particular value for money and cost-effectiveness;
- have actually been incurred by the Beneficiaries or their partners during the implementing period for the action as defined in Article 2 of the Special Conditions of the Grant Contract, whatever the time of actual disbursement by the Beneficiary or a partner; this does not affect the eligibility of final audit costs;
- be recorded in the Beneficiary's or the Beneficiary's partners' accounts or tax documents, be identifiable and verifiable, and be backed by originals of supporting documents.

Subject to those conditions and where relevant to the contract-award procedures being respected, eligible direct costs include:

- the cost of staff assigned to the action, corresponding to actual salaries plus social security charges and other remuneration-related costs; salaries and costs must not exceed those normally borne by the Beneficiary or his partners, as the case may be;
- travel and subsistence costs for staff taking part in the action, provided they do not exceed those normally borne by the Beneficiary or his partners, as the case may be; any flat-rate reimbursement must not exceed the scales approved annually by the European Commission;
- the cost of purchasing equipment (new or used) and services, provided they correspond to the market rates.
- the cost of consumables and supplies;
- subcontracting expenditure up to a limited amount of the total cost of the action;
- costs arising directly from the requirements of the contract (dissemination of information, evaluation specific to the action, audit, translation, printing, insurance, etc.) including financial service costs (in particular the cost of transfers and financial guarantees).

Eligible indirect costs (overheads)

A lump sum not exceeding 7% of the direct eligible costs of the Action may be claimed as indirect costs to cover the administrative overheads incurred by the Beneficiary for the Action. Indirect costs are eligible provided that they do not include costs assigned to another heading of the contract budget. Indirect costs are ineligible if the Beneficiary receives in other respects an operating grant from the European Commission.

Ineligible costs

The following costs are not eligible:

- funding for onlending (credit components, guarantees);
- debts and provisions for losses or debts;
- interest owed;
- items already financed in another framework;
- purchases of land or buildings;
- currency exchange losses;
- taxes, including VAT, unless the Beneficiary (or the Beneficiary's partners) cannot reclaim them and the applicable regulations authorise coverage of taxes.

Contributions in kind

Contributions in kind, made by the Beneficiary or the Beneficiary's partners do not represent actual expenditure and are not eligible costs. They cannot be included in the overall budget of the action and may not be treated as co-financing by the Beneficiary. In case in-kind contribution is nevertheless included in the application form by the applicant at annex A, the Beneficiary must undertake to make such contributions as stated on the application form if the grant is awarded.

2.2 How to apply, and the procedures to follow

2.2.1 Application form and supporting documents

Applications must be submitted on the English or French language application forms set out in the annexes to these Guidelines (Annex A1 and A2). The application form is also available on the Europa web site at <http://europa.eu.int/comm/europeaid/cgi/frame12.pl>. Applicants should keep strictly to the format of the application and fill in the pages in order using font Arial size 11.

Applicants must apply in English or French.

Be precise and provide enough detail to ensure the application is clear, particularly as to how the aims of the action will be achieved, the benefits that will flow from it and the way in which it is relevant to the programme's objectives.

Hand-written applications will not be accepted.

Supporting documents

Applications must be accompanied by the following supporting documents:

1. The statutes or articles of association of the applicant organisation and, where appropriate, of each partner organisation;
2. The applicant's and, where appropriate, partners' three most recent annual reports and financial statements preferably audited (the profit and loss account and the balance sheet for the three previous financial years);
3. Where the grant requested exceeds EUR 300,000 the applicant should present an external audit report produced by an approved auditor for the last financial year available and stating to what extent in the auditor's opinion, the applicant has stable and sufficient sources of finance to maintain its activity throughout the period during which the action is being carried out and, where appropriate, to participate in its funding;
4. The applicant's strategic and or business plan(s);
5. An overview of the responsibilities and tasks carried out by the applicant and each partner organisation in the preparation and implementation of the action;
6. CVs of key personnel associated to the action;
7. Additionally for NSOs, Microfinance and other professional associations applying:
 - letters of endorsement of the application from a reasonable number and variety of the members clearly showing their support for the action
 - if available a recent internal evaluation of activities or external evaluation/mid term review that was carried out of the organisation in the last 3 years
8. Additionally, for financial service providers:
 - key performance indicators (such as number of clients, adjusted return on assets, assets quality – portfolio at risk) and corresponding peer group indicators from the MIX (www.themix.org)
 - if rated before, the latest rating report.

The supporting official documents requested must be supplied in the form of photocopies certified as true by an authorised independent body. Where such documents are in a language other than the languages of the Call for Proposals, a faithful translation into one of the latter must be attached and will prevail for the purpose of interpreting the proposal.

2.2.2 *Where and how to send the applications*

Applications must be received in a sealed envelope by registered mail, courier or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) at the address below:

Postal address

European Commission
 EuropeAid Cooperation Office, EU/ACP Microfinance Framework Programme
 Office L41, 10/56
 c/o Central Mail Service of the Commission,
 Rue de Genève 1
 B-1049 Brussels (Belgium)

Address for hand delivery or delivery by private courier service

European Commission
 EuropeAid Cooperation Office, EU/ACP Microfinance Framework Programme
 Office L41, 10/56
 c/o Central Mail Service of the Commission,
 Rue de Genève 1
 B-1049 Brussels (Belgium)

Applications only sent by any other means (e.g. by fax or by e-mail) or delivered to other addresses will be rejected.

Applications (application form, budget, logical framework and supporting documents) must be submitted in one original and 2 copies. The application form, budget and logical framework must also be supplied in electronic format (virus-free floppy disk or CD-Rom, MS WORD/MS EXCEL compatible or equivalent, format clearly indicated.) So as to facilitate the processing of applications, please present the original dossier and copies held securely together but not bound.

The outer envelope must bear the reference number of the Call for Proposals, the full name and address of the applicant, and the words "Not to be opened before the opening session" Applicants should verify that their application is complete by comparing it with the checklist included with the application form. The checklist must be included with the application. Please check carefully that the electronic version of the application contains all requested elements (application form, budget and logical framework).

2.2.3 *Deadline for receipt of applications*

The deadline for the receipt of applications is 20 October 2005 at 16.00 Central European Time (Brussels time). Any application received after the deadline will be automatically rejected even if the postmark indicates a date preceding the deadline or if the delay is due to the private courier service.

2.2.4 *Further information*

Questions may be sent by e-mail or by fax no later than 21 days before the deadline for the receipt of proposals to the address listed below, indicating clearly the reference of the Call for Proposals:

E-mail address: Europeaid-microfinance@cec.eu.int
Fax: +32 2 299 4947

Enquirers will receive a reply no later than 11 days before the deadline for the receipt of proposals.

Questions that may be relevant to other applicants, together with the answers, will be published on the internet at <http://europa.eu.int/comm/europeaid/cgi/frame12.pl>

2.2.5 *Acknowledgement of receipt*

Following the proposal opening session, the contracting authority will send an acknowledgement of receipt to all applicants, indicating whether or not their application was received prior to the deadline and informing them of the reference number they have been allocated.

2.3 Evaluation and selection of applications

Applications will be examined and evaluated by the contracting authority with the possible assistance of external assessors.

The assessment of the proposals will be a participatory process managed by the programme coordinator and involving EC and ACP staff as well external assessors. In case of need a selection of applicants can be interviewed to further clarify the proposal. The final selection of proposals will be done by an evaluation committee composed of representatives of the Steering Committee of the EU/ACP Microfinance Programme: the Contracting Authority, the ACP and CGAP.

All actions submitted by applicants will be assessed according to the following criteria:

- (1) Administrative compliance:** verification that the application is complete in accordance with the checklist.
- (2) Eligibility of the applicants, partners and actions:** verification that the applicant, the partners (and the associates where applicable), and the action are eligible according to the criteria set out in section 2.1.1, 2.1.2 and 2.1.3.
- (3) Evaluation of the quality of the proposals and financial evaluation**

An evaluation of the quality of proposals, including the proposed budget, will be carried out in accordance with the evaluation criteria set out in the Evaluation Grid shown on the next page. There are two types of evaluation criteria: selection and award criteria each with different scores. :

The selection criteria, included in part 1 of the evaluation grid, are intended to help evaluate the applicants' financial and operational capacity to ensure that they:

- have the professional competencies and qualifications required to successfully complete the proposed action.
- have stable and sufficient sources of finance to maintain their activity throughout the period during which the action is being carried out and, where appropriate, to participate in its funding;

The award criteria, included in part 2-5 of the evaluation grid, allow the quality of the proposals submitted to be evaluated in relation to the objectives and priorities set, and grants to be awarded to actions which maximise the overall effectiveness of the Call for Proposals. They cover such aspects as the relevance of the action, its consistency with the objectives and the priorities of the Call for Proposals, quality and technical approach and existence of performance indicators, sustainability, leverage and multiplier effects, expected impact and cost-effectiveness.

Please note the following important information:

Scoring:

The evaluation criteria are divided into sections and subsections with each a number of points out of 100 which reflects their respective weight. In the assessment process each subsection will be given a score between 1 and 5 in accordance with the following guidelines: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good. The scores will be combined with the weights for each criterion to calculate the overall score of the proposal. The applications with the highest scores will be given priority when grants are awarded.

Note

Section 1. Capability of applicants and partners: If a total score lower than 75% is obtained for section 1, the proposal will not be evaluated further.

Section 2. Relevance: If a total score lower than 80% is obtained for section 2, the proposal will not be evaluated further.

Evaluation Grid

Section	Weight	Application form
1. Capability of the applicant and partners <i>(A minimum score of 75% should be reached.)</i>	40	
1.1. Commitment and vision	5	
Are the applicant and partners committed to providing, or supporting the provision of, pro-poor financial services with a long term perspective?		II.3
1.2. Track record	15	
Do the applicant and partners have a good track record in providing the relevant services and adding value/achieving impact?		II 4.1
1.3. Technical expertise and project management and monitoring capacity	15	
Do the applicant and partners have the capacity to manage and monitor performance of the financed activity (qualifications and experience of proposed staff, MIS, reporting systems)		II 4.2 (a), (b) and (d)
1.4. Financial capacity	5	
Do the applicant and partners have the financial capacity to undertake proposed project?		II 4.2(c)
2. Relevance <i>(A minimum score of 80% should be reached.)</i>	15	
2.1 Responsiveness to objectives and priorities	5	
How relevant is the proposal to overall objectives and at least one of the four specific objectives?		I 1.1 and 1.2. (a)
2.2 Relevance to needs and constraints of country/region(s)	5	
Does the proposal address a perceived need and fit within the financial sector development context (address market failure, add value or be innovative and complement other initiatives – supported by EU institutions or members states in particular,)?		I 1.2 (b) and (c)
2.3 Choice of partners and target beneficiaries	5	
How clearly defined and strategically chosen are partners and final beneficiaries? (number and variety of institutions, quality of relationship)		I 1.2 (c) and III
3. Technical approach and management	15	
3.1 Soundness of approach and feasible work plan	5	
Are the activities proposed appropriate, practical and consistent with the objectives and analysis of needs? Is there a clear description of activities and their expected outcomes within a realistic time frame		I 2.1 and I 2.2
Is there a clear definition of responsibilities of the different players, partners and other stakeholders?		I 2.1. (b)
3.2 Performance indicators and targets	10	
Does the proposal include measurable performance based indicators and ambitious though realistic targets relevant to the project's purpose? Is a clear plan proposed to allow the monitoring of this performance?		I 2.3 and log frame
4. Sustainability and impact	20	
4.1 Institutional and financial sustainability	10	
Will the action proposed lead to institutional and financial sustainability beyond the action phase?		I 3.1
4.2 Leverage effect	3	
Does the action proposed enable leveraging of other public or private financial, technical or other resources?		I 3.2
4.3 Industry effects	3	
		I 3.3

Does the initiative have demonstration or other spill over effects, is there a potential to advance industry learning?		
4.4 Impact on provision of financial services for the poor	4	14
Will there be tangible and measurable change over time that positively affects the expansion of outreach and wider range of financial services for the poor?		
5. Cost effectiveness	10	
5.1 Estimated costs versus expected targets to be achieved: Are the estimated costs reasonable for the performance targets proposed? Is the proposed expenditure necessary for the implementation of the action.		15 and 16 and budget
Total	100	

2.4 Notification of the contracting authority's decision

Applicants will be informed in writing of the contracting authority's decision concerning their application. A decision to reject an application or not to award a grant will be based on the following grounds:

- the application was received after the closing date;
- the application was incomplete or otherwise non-compliant with the stated administrative conditions;
- the applicant or one or more of its partners was not eligible;
- the action was ineligible (e.g. the action proposed is not covered by the programme, the proposal exceeds the maximum duration allowed, the requested contribution is lower than the minimum, etc);
- the proposal was not relevant enough or the applicant's financial and operational capacity was not sufficient, or the proposals selected were considered superior in these respects;
- the proposal was considered technically and financially inferior to the proposals selected.

The contracting authority's decision to reject an application or not to award a grant is final.

The date on which the contracting authority plans to announce the decision following the completion of the award procedure is December 2005 — this date is indicative only.

2.5 Conditions applicable to implementation of the action following the contracting authority's decision to award a grant

Following the decision to award a grant, the Beneficiary will be offered a performance based contract based on the Contracting Authority's standard contract annexed to these Guidelines (Annex E).

The date planned for the start of actions, following the signing of the contract by the parties, is February 2006 — this date is indicative only. The actions should all be finished before 31 December 2008.

The contract will, in particular, establish the following rights and obligations:

Final amount of the grant

The maximum amount of the grant will be stipulated in the contract. As explained in point 2.1.4, this amount is based on the budget, which is itself only an estimate. As a result, it will be final only once the action has ended and the final accounts have been presented (see Articles 17.1 and 17.2 of the General Conditions).

Failure to meet the objectives

If the Beneficiary does not meet performance thresholds or fails to implement the action as undertaken and agreed in the contract, the contracting authority reserves the right to suspend payments, and/or to terminate the contract (see Article 11 of the General Conditions). The contracting authority's contribution may be reduced, and/or the contracting authority may demand full or partial repayment of the sums already paid, if the Beneficiary does not fulfil the terms of the contract (see Articles 11.4 and 17.4 of the General Conditions).

Amendments to the contract and variations within the budget

Any amendment to the contract must be set out in a written addendum to the original contract (Article 9.1 of the General Conditions). However, some amendments (addresses, bank account, etc.) may simply be notified to the contracting authority (see Article 9.2 of the General Conditions).

Variations within the budget

Budget items may vary from the original figures provided that the following conditions are met:

- (1) they do not affect the basic purpose of the action; and
- (2) the financial impact is limited to a transfer within a single budget heading or to a transfer between budget headings involving a variation of less than 15% of the original amount of each relevant budget heading.

In such instances, the Beneficiary may propose alterations to the budget, and inform the contracting authority for approval in advance.

This method may not be used to amend the heading for overhead costs.

In all other cases, a written request must be made in advance to the contracting authority and an addendum is required.

Reports

Annual technical and financial reports are to be supplied together with payment requests (other than the first instalment of pre-financing). A work plan and budget for the next period of implementation must accompany reports submitted for further payments of pre-financing. Reports must be drafted in the language provided for in the contract. In addition, a quarterly short summary of progress made in relation to basic performance indicators should be submitted to the Programme Coordinator.

Additional information

In accordance with Article 2.1 of the General Conditions, the contracting authority may request additional information.

Monitoring

The Programme Coordinator will be in charge of monitoring the progress and performance of selected actions. These monitoring activities will be complemented by EC delegations and the EC monitoring service.

Payments

The Beneficiary will receive pre-financing. The first pre-financing instalment will be 80% of the forecast budget for the first 12 months of the action and no more than 50% of total budget granted (see Article 15.1 of the General Conditions). Subsequent pre-financing payments may be made upon submission by the Beneficiary, and approval by the contracting authority, of an interim report showing the minimum performance targets or thresholds were met and a work plan and budget for the following period (see Article 15.1 of the General Conditions).

The final balance will be paid upon submission by the Beneficiary and approval by the contracting authority of the final report (see Article 15.1 of the General Conditions).

Payments will be made to an Action-specific bank account or sub-account which identifies the funds paid by the Contracting Authority.

Accounts of the action

The Beneficiary must keep accurate and regular records and dedicated, transparent accounts of the implementation of the action (see Article 16.1 of the General Conditions). It must keep these records for seven years after payment of the balance.

Audit

An external audit of the accounts of the action, produced by an approved auditor who is a member of an internationally recognised supervisory body for statutory auditing, must be attached to:

- any request for a further pre-financing payment if the sum total of the earlier and the new pre-financing payments exceeds EUR 750 000;
- any request for payment of the balance

In an audit certificate conforming to the model attached at Annex VI to the contract, the auditor will certify that the submitted accounts (income and expenditure) are accurate, reliable and justified by adequate supporting documents, and will identify the eligible expenditure incurred in accordance with the Contract.

The contract will permit the Commission, the European Anti-Fraud Office and the European Court of Auditors to carry out both record-based and on-the spot inspections of the action (see Article 16.2 of the General Conditions).

Publicity

Appropriate visibility and credit must be given to the grant made by the European Community, for example, in reports and publications stemming from the action or during public events associated with the action, etc. (see Article 6 of the General Conditions).

Implementation contracts

Where implementation of the action requires the Beneficiary to award procurement contracts, it must award the contract to the tender offering the best value for money, that is to say, the best price-quality ratio, in compliance with the principles of the 9th EDF procedures and to a limited amount of the total costs of the action. To this end, the Beneficiary must follow the procedures set out in Annex IV to the contract. In the event of failure to comply with the rules referred to above, expenditure on the operations in question is not eligible for Community financing.

3. List of annexes to these guidelines

To be filled in:

Annex A: Grant Application Form (Word format) A1: English version, A2: French version;

Annex B: Budget (Excel format);

Annex C: Logical Framework (Excel format);

For information only:

Annex D: Daily Allowance Rates (per diems) for the current year – see website

http://europa.eu.int/comm/europeaid/tender/gestion/index_en.htm

Annex E: Standard-Contract

Annex F: Countries and territories eligible under the 9th EDF

Annex G: Description of EU/ ACP Microfinance Programme, G1: English version, G2: French version;