

Programul "Dezvoltare locală, reducerea sărăciei și creșterea incluziunii romilor"
finanțat prin Granturile SEE și Norvegiene 2014-2021

GUIDELINES FOR PRE-DEFINED PROJECTS

Bucharest

2018

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GENERAL INFORMATION ABOUT THE PROGRAMME

“Local Development, Poverty Reduction and Enhanced Roma Inclusion” Programme is funded by the European Economic Area (EEA) Financial Mechanism 2014-2021 and Norwegian Mechanism 2014-2021. Romanian Social Development Fund, as Programme Operator (PO) is implementing this Programme in partnership with Association of Local and Regional Authorities of Norway (KS), as Donor Programme Partner and Council of Europe (CoE) as International Partner Organization.

The overall objectives of the EEA and Norwegian Grants 2014-2021 are to contribute to the reduction of economic and social disparities in the European Economic Area and to strengthen bilateral relations between the Donor States (Iceland, Liechtenstein and Norway) and the Beneficiary States through financial contributions in five priority sectors:

- Innovation, Research, Education and Competitiveness
- Social Inclusion, Youth Employment and Poverty Reduction
- Environment, Energy, Climate Change and Low Carbon Economy
- Culture, Civil Society, Good Governance, and Fundamental Rights and Freedoms
- Justice and Home Affairs

The Programme “Local Development, Poverty Reduction and Enhanced Roma Inclusion” is covering five out of the 23 programme areas targeted by the EEA and Norwegian Grants 2014-2021, respectively:

- Local Development and Poverty Reduction
- Roma Inclusion and Empowerment
- Human Rights - national implementation
- Children and Youth at Risk
- Good governance, Accountable Institutions, Transparency

For achieving these objectives, five specific calls for project proposals will be launched under the Programme, in the following areas: Local development, Poverty reduction, Children and Youth at Risk, Roma Inclusion and Human Rights. Other two calls will be launched under the two Small Grant Schemes, respectively: Roma Inclusion and Local Development.

Apart from the call for project proposals, four pre-defined projects will be financed under the Programme, as follows:

1. "Sustainable social and education integration through sport activities" implemented by the National University for Physical Education and Sports Bucharest (UNEFIS), in partnership with the Norwegian School of Sport Sciences (PdP1);
2. "INCLUDE - Inclusion of Children and Youth at Risk" implemented by the Council of Europe in partnership with Romanian stakeholders (Ministry of National Education, Institute of Education Sciences and Ministry of Youth and Sport) (PdP2);
3. "Improving access and quality of services to citizens – transparent, responsible and accountable local public administration" implemented by the Association of Communes in Romania (ACoR), in partnership with The Norwegian Association of Local and Regional Authorities (KS) and with the Association of Municipalities in Romania (AMR) (PdP3); and

4. "Capacity building in the field of public governance - a coordinated approach of the Centre of the Government of Romania" implemented by the General Secretary of the Government, in partnership with Organisation for Economic Co-operation and Development (OECD) (PdP4).

ACTIVITIES AND INDICATORS OF THE PROJECTS

The projects will be conducted in compliance with the applicable national and EU legislation as well as the specific rules applicable to the EEA Financial Mechanism and the Norwegian Financial Mechanisms 2014-2021. The highest degree of transparency, accountability, and cost efficiency as well as the principles of good governance, sustainability, gender equality, and equal opportunities shall be applied.

The project activities will contribute to the achievement of programme outcomes and outputs as following:

PA	Number	Expected programme results	Indicators	Values assumed by PdPs
PA08	Outcome 2	Enhanced social inclusion of children and youth	No. of children or youth with special education needs that have received support services (disaggregated by Roma, gender) <i>(PdP1)</i>	260
			No. of children or youth at risk of early-school leaving that have received support services (disaggregated by Roma, gender) <i>(PdP1)</i>	2,340
			No. of children or youth that have improved their school attendance by at least 10% (disaggregated by Roma, gender) <i>(PdP1)</i>	1,000
			Early-school leaving rate in primary and secondary education (ISCED 0-3) <i>(PdP1)</i>	(-1%) ¹
	Output 2.1	Support services provided to children or youth at risk	No. of counties where educational or social services were provided to children or youth with special education needs <i>(PdP1)</i>	8
			No. of counties where support services were provided to children or youth at risk of early-school leaving <i>(PdP1)</i>	24
	Output 2.2	Teachers trained in providing education services to children and youth at risk	No. of teachers trained in working with children and youth at risk of early-school leaving (disaggregated by Roma, gender) <i>(PdP1)</i>	540
			No. of teachers trained in working with children and youth with special education needs (disaggregated by Roma, gender) <i>(PdP1)</i>	60

¹ The baseline will be determined after the signing of the grants contracts

Output 2.3	Outreach provided to parents of children or youth at risk	No. of parents of children or youth at risk of early-school leaving reached (PdP1)	540
		No. of parents of children or youth with special education needs reached (PdP1)	260
Output 2.4	A national 'charter' of standards for youth work for social inclusion is developed in cooperation with the Ministry of Youth and Sport	No. of youth centres adopting the charter of standards for youth work for social inclusion (PdP2)	20
Output 2.5	Capacity building of youth and social workers carried out	No. of youth and social workers directly reached by capacity-building measures (disaggregated by gender, Roma) (PdP2)	120
Outcome 3	Strengthened education system capacity to ensure inclusive and quality education, in line with the Competences for Democratic Culture (CDC) Framework	Level of understanding of principles of inclusive education by teaching personnel and education professionals reached by the Programme (PdP2)	(+25%)
		No. of schools that integrated Competences for Democratic Culture (CDC) into school curricula (PdP2)	150
Output 3.1	Teaching materials, including textbooks, to reflect the Competences for Democratic Culture (CDC) are developed/ revised	No. of teaching materials reflecting Competences for Democratic Culture (CDC) developed (PdP2)	10
Output 3.2	Teacher training materials (pre-service and in-service) to reflect the Competences for Democratic Culture (CDC) are developed	No. of training materials (for teachers) focusing on democratic competences developed (PdP2)	4
Output 3.3	An advanced training programme for teacher-trainers on Competences for Democratic Culture (CDC) and Council of Europe (CoE) education tools delivered to a core pool of teacher trainers	No. of teacher trainers trained (disaggregated by Roma, gender) (PdP2)	120
		No. of advanced training programmes on Competences for Democratic Culture (CDC) used in in-service training for teachers (PdP2)	4
Output 3.4	Cascade training model on Competences for Democratic Culture (CDC) delivered	No. of teachers trained through cascade training seminars (disaggregated by Roma, gender) (PdP2)	2,400
Output 3.5	The 'whole school' model piloted in select schools	No. of schools implementing the whole school model (PdP2)	150

PA16	Outcome 5	Increased knowledge of central and local government to enact good governance principles	Level of knowledge of good governance principles of trained staff and politicians <i>(PdP3 and PdP4)</i>	(+25%)
	Output 5.1	Tools of good governance developed/ improved	No. of good governance tools developed/improved <i>(PdP3 and PdP4)</i>	6
	Output 5.2	Public administration staff and politicians trained in good governance principles	No. of public administration staff and politicians trained in good governance principles (disaggregated by Roma, gender) <i>(PdP3 and PdP4)</i>	3,500
			Number of municipalities/ towns covered by the training on good governance principles <i>(PdP3)</i>	1,100

Within **PA08 “Children and Youth at Risk”**, the Programme shall achieve the outcome *“Enhanced social inclusion of children and youth”* through PdP1 and PdP2 (and one call for proposals), and the outcome *“Strengthened education system capacity to ensure inclusive and quality education, in line with the Competences for Democratic Culture (CDC) Framework”* through PdP2.

Within **PA16 “Good Governance, Accountable Institutions, Transparency”**, the Programme shall achieve the outcome *“Increased knowledge of central and local government to enact good governance principles”* through PdP3 and PdP4.

In their application forms, the Project Promoters of the pre-defined projects must provide all the information related to the activities that will be developed and the means of how it will contribute to the assumed Programme outcomes and outputs listed above.

GRANT RATE AND PRIVATE CONTRIBUTION

Overall, the maximum allocation for these pre-defined projects is **13,747,088 Euro**, out of which 9,135,025 Euro from Norway Grants (for PdP1, PdP3 and PdP4) and 2,550,000 Euro from EEA Grants (for PdP2). The state budget will cover the difference of **2,062,063.20 Euro** (co-financing).

The maximum value of each project is mentioned in the Programme Agreement.

The grant rate is 100% of total eligible expenditure of the project in case of all the pre-defined projects.

PROJECTS’ DURATION and THE IMPLEMENTATION PERIOD

The minimum eligible duration of a pre-defined project is 36 months and the maximum duration of a project is 48 months. The end of eligibility period for projects expenditures is 30 April 2024.

ELIGIBLE PROJECT PROMOTERS and PARTNERS

This guide is addressed to the following Project Promoters whose project proposals were included in the Programme Agreement signed between the Donor Countries and National Focal Point, representing the Government of Romania, namely:

- National University for Physical Education and Sports (UNEFS) in partnership with The Norwegian School of Sport Sciences (NIH),

- Council of Europe (CoE) in partnership with the following Romanian partners: Ministry of National Education; Institute of Education Sciences; Ministry of Youth and Sport,
- Association of Communes in Romania (ACoR) in partnership with Association of Municipalities in Romania (AMR) and The Norwegian Association of Local and Regional Authorities (KS) and
- General Secretariat of the Government of Romania (GSG) in partnership with Organisation for Economic Co-operation and Development (OECD).

PARTNERSHIP AGREEMENT

Prior to submit the project proposal to the Programme Operator, the Project Promoter has to conclude a Partnership Agreement with his partner organization/s (see the model provided). The Partnership Agreement shall contain the following:

- provisions on the roles and responsibilities of the parties;
- provisions on the financial arrangements between the parties, including, but not limited to, which expenditure the project partners are including in the project budget;
- provisions on the method of calculating indirect costs and their maximum amount;
- currency exchange rules for such expenditure and its reimbursement;
- provisions on audits on the project partners;
- a detailed budget; and
- provisions on dispute resolution.

The partnership agreement shall be drafted in English if one of the parties to the agreement is an entity from the Donor States or an International Organization.

ELIGIBLE COSTS

As a rule of implementation, costs are eligible if they were incurred between the start date of the project (*the date of signing the project financing contract*) to the date of its closure (*as defined in the grant agreement, as subsequently amended and supplemented, if the case*).

At the end of the project, all project activities must be completed and all expenses be incurred/committed. All the cost incurred must be in accordance with the provisions of article 8.2 and 8.13 from Regulations.

The same rules on eligibility of costs apply to both PP and partner. All non-eligible costs shall be borne by the PP and/or its partners, as the case may be.

The costs that are not framed in the budget will be borne by the Project Promoter or Project Partner/s.

The main categories of **eligible direct costs** are:

- The cost of staff assigned to the project, comprising actual salaries plus social security charges and other statutory costs included in the remuneration, provided that this corresponds to the Project Promoter's and project partner's usual policy on remuneration;
- Travel costs (including subsistence allowances) for staff taking part in the project (both within the country and in the donor countries). Having regard to the principle of proportionality, travel costs, including subsistence allowance, may be calculated as a lump sum or by using real costs in respect with the provisions of the national legislation enforce;

- The cost of new and second-hand equipment. Where new or second hand equipment is purchased, only the portion of the depreciation corresponding to the duration of the project and the rate of actual use for the purposes of the project may be considered eligible expenditure. In case the equipment is used for the activities with the direct target groups and is an integral and necessary component for achieving the outcomes of the project, the entire purchase price of that equipment may be eligible;
- Acquisition of land and real estate. The cost of purchasing real estate or land must comply with the provisions of the article 8.6 from the Regulations;
- Costs of consumables and supplies, provided that they are identifiable and assigned to the project;
- Costs entailed by other contracts awarded by the Project Promoter/partners for carrying out the project, provided that the award procedure comply with applicable procurement rules and the Regulations. For example:
 - contracts for infrastructure works (*e.g., construction, rehabilitation, connection to utilities networks - sewerage, electricity etc., other small works, including on site preparation, technical documentation and design, administrative/construction permits for the works, the environmental permits etc.*);
 - contracts for services (*e.g., formal and non-formal training for staff/volunteers and/ or beneficiaries – with individuals and/or companies, organization of events/ seminars, contracts for studies, evaluations etc.*);
 - costs for research activities/ studies needed for the purpose of the project;
 - costs for activities aiming to facilitate knowledge sharing/ transfer of experience and good practices for PP and / or his partners (*e.g. developing networks, organization of conferences, courses, training sessions, meetings, and workshops, study visits; travel costs (including subsistence allowances) for participants in the events, salary costs/fees for experts/ consultants, printing of presentation materials etc.*); it must be connected with the purpose and objectives of the project;
 - costs for activities held with the beneficiaries (*e.g. cost for providing meals, materials needed to develop activities, etc.*);
 - in kind awards for project beneficiaries belonging to disadvantaged groups for supporting/rewarding their involvement in project activities - *certificates, badges, trophies, training materials etc.*(maximum value of 100 Euro/beneficiary/project duration);
- Other operating costs related to services provision (*e.g. communication, postage, printing, maintenance cost for spaces where the project activities are provided, space cleaning materials, personal hygiene materials for beneficiaries, insurance of vehicles/ goods/ buildings etc.*);
- Costs arising directly from the requirements imposed by the project contract for each project (*e.g. dissemination of information, production of informative and promotional materials, specific evaluation of the action, audits, translation, reproductions etc.*);

Investment costs contain costs related to purchasing equipment, infrastructure works, land and building purchasing. Taking into consideration the complexity of each project, the investment costs will be reasonable and proportionate to efficient accomplishing of objectives. It is not an eligible cost building on a private property or rehabilitating /extending a building owned by a private person or whose legal status is uncertain.

Indirect costs (overheads) all eligible costs that cannot be identified by the Promoter and/or project partners as being directly attributed to the project but which can be identified and justified through the accounting system as being incurred in direct connection with the eligible direct costs attributed to the project (in accordance with article 8.5 from Regulations).

The overheads may include cost items such as:

- expenditures on administrative and support staff;
- office costs (e.g. electricity, gas, heating, water, cleaning, office rent etc.);
- administrative costs (e.g. telephone, fax, internet, mailing, copying, stationery and office supplies that are not included as direct costs of the project);
- maintenance, repair and insurance of equipment and vehicles jointly used; financial and legal charges;
- connection to computer networks;
- other administration expenditure necessary for the successful completion of the project.

Indirect costs will be based either on actual real costs – in this case the PP and its partners will justify the costs in its accounting system (article 8.5 (a) from Regulations), or based on a flat rate applied to direct eligible costs (article 8.5 (c) from Regulations). The method of calculating the indirect costs and their maximum amount shall be mentioned in the application and mentioned in the project contract and in the Partnership Agreement. The Project Promoter cannot change the method of calculation during the implementation of the project.

The PP must take into consideration all provisions of the Regulations regarding eligible and non-eligible expenditure costs, included in the present Guide and also all the subsequent amendments to it or Instructions/Orders issued by the PO and NFC.

NON-ELIGIBLE EXPENDITURES

Examples of non-eligible expenditures are as following:

- fines, penalties and costs of litigation;
- interest on debt, debt service charges and late Payment charges;
- charges for financial transactions and other purely financial costs;
- provisions for losses or potential future liabilities;
- exchange losses, except losses calculated by the PO and covered at the final payment;
- recoverable Value Added Taxes (VAT);
- fines, penalties and costs of litigation;
- excessive or reckless expenditure;
- costs not included in the project's budget or costs covered by other sources.

PROCUREMENT PROCEDURES

During the Programme, the Project Promoters and its partners must comply with the provisions of the national and/or European Union public procurement legislation.

For awarding supply, goods, services or works contracts, according to the project budget:

- Project Promoters and partners from donor states and international organizations must use the applicable legal procurement provisions in the country in which they have their tax domicile or procedures of their organization. In this case, the audit report will also include references regarding the compliance with applicable procurement regulations;
- Project Promoters and partners established in Romania will comply with the national legislation on public procurement provisions (legislation that is in line with EU legislation in the field) and the provisions of the applicable Regulation (art. 8.15).

Details of the national legal provisions regarding procurement process that Romanian Project Promoters and partners must comply with are provided in Annex VIII Procurement information.

The Programme Operator will undertake ex-post verification of the procurement processes of each Romanian PP/partner, regarding the compliance with the applicable law, the applied procedure / procurement mode chosen, as well as their quality of contracting authority or private beneficiary.

During the procurement process and execution of contracts, Project Promoters and partners must respect the highest ethical standards and to avoid of any conflict of interest.

PP/partners must apply appropriate and effective methods to prevent corrupt or illegal practices. There will not be any gifts, payments or benefits of any kind offered that may or may be interpreted, directly or indirectly, as illegal or corrupt practices, such as incentives or rewards for awarding or execution of public procurement contracts.

BILATERAL FUNDS

In the preparation period of the pre-defined project the Programme Operator can provide, upon request, funds for bilateral initiatives proposed by the entities involved in the pre-defined projects (as PPs or project partners).

These funds are available only for donor partnership projects (those proposed by the National University for Physical Education and Sports Bucharest and by the Association of Communes in Romania) and are dedicated for drafting partnership agreement and/or the application form and its annexes.

Beneficiaries can use these funds for attending bilateral activities in Donor States or in Romania; the maximum amount that can be accessed by a Project Promoter is 5,000 euro.

For more details on how to access these funds please contact Mr. Cosmin Câmpean at +4 021 315 34 40 or at ccampean@frds.ro.

BUDGET BREAKDOWN

Division of the budget between the partners will be a matter of an agreement between the partners before submitting the proposal.

The partner can manage a separate budget for specific activities for which the partner is responsible, if the partners agree. In any case, the PP is responsible for the entire management of funds allocated to the project. The amount agreed by the partners and mentioned in the Partnership Agreement will be transferred in instalments, as the case may be, by the PP, into the partner's account opened for this project (the local treasury or a commercial bank).

Except PdP2 all the budgets will be drafted in RON currency, using the InforEuro exchange rate of the European Commission from the month when the budget is drafted (http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm).

Except PdP2 all the Project Promoters that have a partner from donor countries must open an account in euro from which they will transfer the amount agreed to its partner, as mentioned in the Partnership Agreement.

PROJECT'S SUSTAINABILITY

Depending on the project type, PP and/ or their partners will have to demonstrate the capacity to use the results also after the financing closing and, where applicable, to bear the cost of maintaining the purpose of the project. In this regard, a plan on the sustainability of the project results shall be developed, according to the specific of the project.

Both for the preparation of the sustainability plan, as well as the project budgeting, PP and/ or their partners will take into account the following requirements:

A. With respect to the **equipment purchased** during the project implementation for the purposes of carrying out the project and intended to be used directly in providing services to the projects' beneficiaries, the Project Promoters and/ or their partners shall:

- keep the equipment in their ownership for a period of at least 5 years following the completion of the project and continue to use that equipment for the benefit of the overall objectives of the project for the same period;
- keep the equipment properly insured against losses such as fire, theft and other normally insurable incidents both during project implementation and for at least 5 years following the completion of the project; and
- set aside appropriate resources for the maintenance of the equipment for at least 5 years following the completion of the project.

The PO may release any Project Promoter from the above obligations with respect to any specifically identified equipment where the PO is satisfied that, having regard to all relevant circumstances, continued use of that equipment for the overall objectives of the project would serve no useful economic purpose.

B. With respect to the investment in real estate and/or land (including renovation)/ construction works (including renovation) with funding from the project's grant.

The PPs/their partners shall:

- keep any land/buildings purchased/constructed, renovated or reconstructed under the project in their ownership for a period of at least 5 years following the Programme Operator's approval of the project completion report and continue to use such buildings for the benefit of the overall objectives of the project for the same period;
- keep any land/buildings purchased/constructed, renovated or reconstructed under the project properly insured against losses such as fire, theft and other normally insurable incidents both during project implementation and for at least 5 years following the completion of the project; and
- set aside appropriate resources for the maintenance of any land/buildings purchased/constructed, renovated or reconstructed under the project for at least 5 years following the completion of the project. The specific means for implementation of this obligation shall be specified in the project contract.

PROJECT PROPOSAL PREPARATION

The Project Promoter has the main responsibility for initiating, preparing and submitting the application, taking care of the administrative and management tasks of the project, and ensuring the active involvement of the Project partner(s) in the preparation of the application and implementation of the project.

The Project Promoters must prepare the project proposal in accordance with the information (objective, target indicators, activities etc.) provided by each Project Promoter and included in the Programme Agreement.

The application form must be filled in according to the requirements described in the form. Also along with the application form (Predefined project proposal), the Project Promoter must fill in and submit the following documents:

- Annex I – PDP budget
- Annex II – Timetable and milestones
- Annex III – Project objectives matrix
- Annex IV – Risk analysis
- Annex V – Project Procurement Plan
- Annex VI – Partnership Agreement
- Annex VII – Project Communication and Promotion Plan
- Annex VIII – Project team structure
- Annex IX – Travel costs

The package of templates needed to be fill in by each Project Promoter are available to be downloaded from the <http://www.frds.ro/>. In addition, the application form template will be accompanied by the: documents proving the legal status of the PP and of the partner/s, CVs of the staff, technical documentation for small infrastructure works etc.

SUPPORT FOR PROJECT ELABORATION

The Project Promoters interested on receiving clarifications or have any questions regarding the preparation of the application form can receive support (information and clarifications, upon request) during the project preparation through help desk services. More information about accessing these services is available on the PO's site on the address <http://frds.ro/>

An information seminar will be held for the Project Promoters in order to provide information regarding the drafting of the application form and its annexes (estimated date: end of September).

SUBMITTING THE APPLICATION

The project proposal must be prepared in English and submitted in one paper copy and one copy in electronic format (on CD/DVD/USB), identical with the hard copy. The Project Promoter shall sign and endorse the application.

The recommended deadline until when the project proposal should be submitted at the Programme Operator's headquarters in Bucharest is **15/10/2018**, at the following addresses:

1 Eugeniu Carada Street, 3rd floor, sector 3, Bucharest.

PROJECT ASSESSMENT CRITERIA AND METHODOLOGY

After the Project Promoter will submit the application form along with its annexes and the supporting documents, as mentioned at section Project Proposal Preparation, an evaluation process, prior to signing the contract for a pre-defined project, will be carried on by the Programme Operator.

The Programme Operator will appraise the project in order to verify its quality and contribution to the objectives of the Programme as well as compliance with EU and national legislation.

In addition, it will be verified the compliance of the application form and its annexes with the information (objective, target indicators, activities etc.) provided by each Project Promoter and included in the Programme Agreement.

Two of the Programme Operator' specialists will appraise the applications. After the evaluation process is finished, the result of the appraisal will be communicated to the National Focal Point. The National Focal Point shall notify the FMC of the positive appraisal of pre-defined projects.

In case the provided information is not sufficient and clear enough to be able to make an objective decision as to whether an application meet the quality and its contribution to the objectives of the Programme or not, the Programme Operator may send the Project Promoter requests for clarification and/or submission of additional documents. The Project Promoter will respond within 5 days of receipt of the PO.

The main criteria on which the projects shall be evaluated are:

No.	EVALUATION CRITERIA	YES	NO
1	RELEVANCE OF THE PROJECT		
1.1	Correspondence with program objectives <i>The project is relevant to the programme's objectives (general and specific ones).</i>		
1.2	Contribution to the achievement of program results <i>The project contributes, as agreed, to the achievement of the programme's estimated results (outcome and outputs)</i>		
1.3	The need for the project implementation <i>The project defines and describes clear the need for the project implementation in relation to the project's objective(s), including a description of the effect on the target group of the project; it explains and argues the proposed approach (strategy, methods etc.).</i>		
1.4	Compliance with the Programme Agreement <i>The project proposal complies with the information provided previously and included in the Programme Agreement signed between the Donor States and the NFP (regarding the outcomes, outputs, target indicators, activities, budget etc.).</i>		
1.5	Compliance with the EU and national legislation <i>The objectives of the project fall within the European Union's strategies / policies as well as in national, regional and / or local strategies / priorities</i>		
2	QUALITY OF THE PROJECT		
2.1	Technical consistency/ methodology		
2.1.1	Project objectives <i>The objectives are clearly identified and formulated (they are specific, measurable, realistic, feasible and achievable during the project lifetime)</i>		
2.1.2	Project activities <i>The activities are described in detail; their planning is logical / adequate, contribute to the achievement of the project objectives, and estimated results</i>		
2.1.3	Project results <i>The outcomes are clearly identified, quantified and measurable through the provided indicators, describe real and achievable benefits during the project implementation; they are correlated both with the project activities and with the Programme outcomes/outputs</i>		
2.1.4	Risks <i>The project contains a pertinent risk analysis (determined by the organization's external or internal environment – e.g. technical, financial, managerial etc.) and the risks do not jeopardize the achievement of the project's estimated results (the measures to prevent or mitigate their impact are appropriate)</i>		
2.1.5	Visibility of the project <i>A project communication and promotion plan has been filled in and attached to the application form; the promotion and visibility activities are clearly described, coherent and realistic, adapted to the specificity of the target audience, project objectives and Programme requirements;</i>		

2.1.6	Partners' contribution to the project <i>The contribution of each partner is described in detail; its activities are planned logical/ adequate and contribute to the achievement of the project objectives</i>		
2.2	Economic efficiency and sustainability		
2.2.1	Budget justification and correlation with the planned activities <i>The proposed costs are directly related to the activities and outcomes – it clearly and explicitly presents how the expenditure is calculated (unit costs and number of units, frequency and total expenditure are mentioned, there are no calculation mistakes etc.) and the unit costs / budget prices fall within the current reasonable market boundaries, according to the project specificity; complies with the applicable rules on wage policy, indirect costs, depreciation etc.</i>		
2.2.2	Costs proportionality and necessity <i>(The estimated results and the cost/benefit ratio is positive).</i>		
2.2.3	Division of costs between the partners <i>The budget is distributed equitably between partners, in accordance with each partner's contribution to achieving the objectives and developing the activities</i>		
2.2.4	Project sustainability <i>The project describes how the PP/project partner/s plans to ensure sustainability of the project results after completion of the activities</i>		

PROJECT CONTRACT

After project approval, PO and PP will sign the project-financing contract.

During the project implementation, if necessary, the financing contract and/or its annexes may be amended by mutual agreement, within certain limits (without causing substantial changes to the original approved proposal). The modifications of the project contract are subject to the addendum, as the case may be. If the modifications are touching the information included in the Programme Agreement (budget, contribution to outcomes, outputs, etc.) the FMC approval is needed and an addendum to the Programme Agreement addendum shall be concluded.

PAYMENT MODEL AND REPORTING

Payments of the project grant shall take the form of advance payment, interim payments and payment of the final balance.

The maximum values of the payments are mentioned in the table below:

Project Implementation Duration	Advance Payment	First Interim Payment	Second Interim Payment	Third Interim Payment	Fourth Interim Payment	Fifth Interim Payment
18-24 Months	30%	30%	30%	10%	-	-
24-36 Months	20%	20%	20%	20%	20%	-
>36 Months	20%	20%	20%	20%	10%	10%

An advance payment shall be paid within 10 working days upon submission of a request after signature of the project contract. The interim payments shall be paid within 15 working days after the approval of project interim reports. Upon approval of the final project report a final balance payment, if applicable, shall be made within 15 working days.

Project funds (in LEI) will be transferred into the bank account of the PP opened to the local treasury (in case of public entities) or to a commercial bank (in case of NGOs or professional associations). In case of euro-denominated contracts with international organizations, the PO shall transfer the amounts in euro.

The frequency of interim reporting to the PO shall be linked to the project duration and determined in the project contract. Project reports shall be accompanied by proof of expenditures. The auditor shall certify each report of the project. A report issued in accordance with Article 8.12.4 of the Regulations shall be seen as sufficient proof of expenditure only in the case of project partners from the Donor States or international organisations.

FURTHER INFORMATION

When preparing the applications, in addition to the call, the applicants shall consult relevant documents as following:

- Memorandum of Understanding signed between Iceland, the Principality of Liechtenstein, the Kingdom of Norway and the Government of Romania on the implementation of the EEA Financial Mechanism 2014-2021;
- Memorandum of Understanding signed between the Kingdom of Norway and the Government of Romania on the implementation of the Norwegian Financial Mechanism 2014-2021;
- Regulation on the implementation of the European Economic Area Financial Mechanism 2014 – 2021;
- Regulation on the implementation of the Norwegian Financial Mechanism 2014 – 2021;
- Program Agreement signed between the NCP and the donor States' representatives for the implementation of the Programme;
- Regulation (EU) no. 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation);
- Government Emergency Ordinance no. 34 May 2017 on the Financial Management of the Non-Residual External Funds related to the EEA Financial Mechanism 2014-2021 and the Norwegian Financial Mechanism 2014-2021, as subsequently amended and supplemented;
- Law no. 98/2016 on public procurement published in the Official Gazette no. 390 of 23 May 2016, amended and supplemented;
- Government Decision no. 395/2016 approving the Methodological Norms for the application of the provisions regarding the award of the public procurement contract / the framework agreement in Law 98/2016, as subsequently amended and supplemented;
- Law no. 101/2016 on remedies and remedies in connection with the award of public procurement contracts, sectoral contracts and concession contracts for works and concessions of services, as well as for the organization and functioning of CNSC, as subsequently amended and supplemented;
- Order of the Minister of European Funds no. 1284 regarding the approval of the competitive procedure applicable to the private applicants / beneficiaries for the award of supply contracts, services or works financed from European funds published in the Official Gazette no.618 of August 12, 2016, as subsequently amended and supplemented;
- Order of the Regional Development, Public Administration and European Funds Ministry /National Agency for Public Procurement no. 6712/890/2017 on the approval of

procurement procedures in the framework of European funded projects implemented in partnership;

- Order no. 348/2018 on the approval of the rules for the application of lump sums for travel financed by the Bilateral Relations Fund and the Technical Assistance Fund of the Financial Mechanisms European Economic Area and the Norwegian Financial Mechanism 2014-2021;
- PO's Steering Committee decision no. 4/III/SO/25.07.2018 regarding the approval of the methodology of granting and settlement of the rights related to the travel to another locality in the country or abroad;
- Government Emergency Ordinance no. 66/2011 on the prevention, detection and sanctioning of irregularities in the obtaining and use of European funds and / or national public funds related to them, as subsequently amended and supplemented;
- Government Decision no. 875/2011 approving the Methodological Norms for the application of the provisions of Government Emergency Ordinance no. 66/2011 on the prevention, detection and sanctioning of the irregularities in obtaining and using the European funds and / or the national public funds related thereto;
- Government Decision no. 519/2014 regarding the setting of the rates related to the percentage discounts / financial corrections applicable for the deviations provided in the Annex to GEO 66/2011, as subsequently amended and supplemented;
- Guides adopted by CMF / MAEN in accordance with applicable regulations;
- EEA Grants & Norway Grants Communication and Design Manual

For further details on FMO guides and manuals, please use the following link:
<https://eeagrants.org/Results-data/Toolbox-for-programmes/Toolbox-2014-2021/Guidelines-and-Manuals>.