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Project
Together for Social Communities -
Strong CSOs and local partnerships for accountable communities
and inclusive social protection in Armenia

SUB-GRANTS PROGRAMME

Guidelines for Sub-Grant Applicants

Budget lines 21.020801

Reference: EuropeAid/168333/DD/ACT/AM

**Deadline for submission of application:
29/08/2022 at 15.00 local time**



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1. BACKGROUND AND OBJECTIVES

1.1. Background and Introduction

In 2021 one in every three Armenian citizens was living below the poverty line. At the same time quality social support and services are generally insufficient in the regions and communities of Armenia, offered in a non-appropriate (monetary) form or not addressing the actual needs of different vulnerable groups, whereby the accessibility is even aggravated for people living in rural settings as well as for those persons needing specialized support. This became once again evident during the recent crises that hit Armenia (Covid19-pandemic, Nagorno-Karabakh war) which made obvious the lack of resilience and preparedness of local social programs to emergency situations and their inability to render support to those most vulnerable to poverty and marginalisation during such crisis.

Social case management methodology, introduced in Armenia since January 2017, with its holistic approach to poverty alleviation, could ease these constraints and contribute to individual and community development by supporting local cooperation networks among all involved actors and connecting the poorest to services and programs. Also Armenian government is increasingly recognizing the primary role of social work in poverty reduction, as reflected in the Armenian Government Program 2017-22. Therein, increased access to social services, the introduction of an integrated social services system, as well as contracting of CSOs that deliver social services are identified as important means to tackle poverty. At the same time, despite the RA Law on Social Assistance and the Law on Local Self-Government an enabling framework and targeted practices for local social planning (such as sufficient integration of the social protection perspective in the five-year community development programs and Annual Work Plans, analysis of the local needs of vulnerable groups, strategic priorities for the social sector and inter-sectorial cooperation) have been largely lacking in Armenian communities to allow for tailored planning of needed local social services.

Against this background, the project **“Together for Social Communities - Strong CSOs and local partnerships for accountable communities and inclusive social protection in Armenia”**, funded by the European Union and the Austrian Development Cooperation and implemented by Hilfswerk Austria International (HWA) in cooperation with three local partners, the Armenian Association of Social Workers (AASW), Family and Community NGO (F&C) and Partnership and Teaching NGO (P&T) strives to combat poverty and inequality in Armenia through the development of needs-based and resilient local social plans in partnership by all knowledgeable (state and non-state) stakeholders active locally in the social field as well as sustainable community based and civil society-led social services through a sub-grants programme for the benefit of poor and vulnerable groups in the Armenian regions of Shirak, Tavush, Armavir and Syunik.

Within the scope of this project, so-called local social plans (LSP) have already been developed in all nine communities targeted by this Sub-Grants Programme, which were harmonised with the Annual Work Plan methodology as well as the five-year community development plans and were already largely approved by local Councils of Elders. Each LSP is based on a comprehensive needs assessment conducted by the project team in close cooperation with local stakeholders being active in newly set-up so-called “Inter-Sectorial Networks” (ISN) as well as a local participatory discussion process encompassing community members, representatives of various vulnerable groups, local authorities and elected members of the Councils of Elders. Within the priority social fields identified through this process and stipulated in the LSP as approved by the respective Council of Elders, local CSOs are invited to present proposals to pilot/expand/improve services for poor, vulnerable and marginalized groups, including those not yet covered or reached at all by state or non-state support measures.

Within this Sub-Grant Programme, the Association of Social Workers, assumes a key role by acting as center of competence for social work to empower local organisations through training / consulting and at the same time as **Contracting Party (Donor)** by awarding specific grants to local CSOs and social service deliverers.



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1.2. Objectives of the Sub-Grants Programme and priority issues

The **overall objective of the Sub-Grants Programme** is to strengthen civil society organizations in better addressing the social needs of poor and vulnerable groups in Shirak, Tavush, Armavir and Syunik Marzes of Armenia, contributing to their social protection and overall social change in Armenia.

More precisely, the SGP has the following **specific objectives**:

- Piloting/expanding/improving community-based social services for poor, vulnerable and marginalized groups, including those not yet covered or reached at all by state or non-state support measures;
- Promoting CSO's role in social policy making processes at local and regional levels through increased inter-disciplinary partnership;
- Improving awareness of and engaging relevant stakeholders in elaborating, offering, monitoring and sustaining community-based social services to combat poverty and inequality;
- Promoting a positive image and credibility of the social protection system.

The **expected results** of the Sub-Grant Programme are as follows:

- Community-based social services (single and multi-functional offers) that satisfy minimum service quality principles and are in line with local social plans applicable for the respective community are introduced/piloted/expanded/adapted by capacitated civil society organisations in the following Marzes/communities: Shirak (Akhuryan, Gyumri), Tavush (Ijevan, Noyemberyan), Armavir (Armavir and Metsamor) and Syunik (Goris, Sisian, Tatev). The local social plans are available on [AASW website](#).
- Min. 50% of funded social services receive continued state financing after completion of small grants scheme.
- Beneficiaries of the social services offered under the sub-grants component are largely satisfied with the services they receive.
- Funded social services are well embedded in the local social network and actively cooperate with all relevant local stakeholders, including state and community social workers, state bodies and other CSOs.
- Social case management methodology is incorporated in all funded services and actively applied in daily practices of social service providers.
- Local CSOs role in policy-making processes and policy dialogue, and as watchdog and monitoring players is strengthened.

2. RULES AND ELIGIBILITY CRITERIA

2.1. Financial Allocation provided by the Contracting Party

The overall indicative amount made available under this call for proposals is EUR 171,000.00. The Contracting Party reserves the right not to award all available funds.

Size of grants:

Any grant requested under this call for proposals must fall between the following minimum and maximum amounts:

- minimum amount: EUR 17,500
- maximum amount: EUR 19,000



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Additional Funds (Co-Financing):

Contributions from candidates or local communities the service will target to the planned sub-grant service (in cash or in kind) are encouraged, but are not obligatory. Relevant and verifiable contributions will be assessed favourably during the evaluation of the grant applications (see point 4.2 of these Guidelines).

Contributions in kind mean the provision of goods or services to Sub-Grant Beneficiaries free of charge by a third party (such as goods, equipment, buildings (own or rented), work rendered (by oneself and other workers on a voluntary basis), etc.). If contributions in kind are suggested by the Sub-Grant Beneficiary as co-financing, such contributions must not exceed:

- a) either the costs actually borne and duly supported by accounting documents;
- b) or the costs generally accepted on the concerned market of reference.

2.2. Eligibility of applicants

Eligible applicants need to apply alone (without partners).

The access to the SGP funds is open in equal conditions for the following entities who comply with all of below mentioned criteria:

2.2.1. Applicant

In order to be eligible for a grant, the applicant must:

- be a legal person
- be non-profit-making and
- be civil society organisations, such as non-governmental non-profit organisations and independent foundations, and community-based organisations thereof
- be registered as local organisation in Armenia, preference will be given to those registered in one of the project target community regions, thereof Armavir, Shirak, Syunik, Tavush
- have demonstrable experience of implementing at least two projects in Armenia within the last 5 years, each with a min. project budget of at least EUR 6.000, thereof at least one related to the social service field (e.g. activities for elderly, youth, persons with disabilities) and at least one mainly targeting one or several communities/regions of this project.
- have the capacity to enter into a legal agreement (be able to sign a contract), and
- be directly responsible for the preparation and management of the action.

Smaller CSOs registered in regions outside the capital as well as women-led and youth-led organizations are particularly encouraged to apply.

Potential applicants **may not participate** in calls for proposals or be awarded grants if they are in any of the situations listed below:

- have a legal dispute or debts that could materially affect the institution's ability to undertake the project;
- organisations with record of conviction for fraud and other corrupt practices;
- organisations under liquidation;
- organisations based on political and partisan interest.



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2.2.2. Number of applications and grants per applicant

The applicant may not submit more than 4 applications under this call for proposals, maximum one per marz.

The applicant may not be awarded more than 2 grants under this call for proposals.

2.3. Eligible actions: Actions for which an application may be made

2.3.1. What is an action

An action is composed of a set of activities.

2.3.2. Duration

The initial planned duration of an action may not be lower than 8 months nor exceed 12 months.

The SGP can only be implemented during the implementation period of the project “Together for Social Communities”, i.e. latest until 31.01.2024. Any financing under the SGP is made only after the date on which Grant Agreements are concluded between the Contracting Party and the Sub-Grant Beneficiary.

2.3.3. Geographic Focus / Location

Actions shall take place in one of the four regions of Armenia and therein in the following enlarged communities:

- Shirak Marz (Akhuryan and/or Gyumri community)
- Tavush (Ijevan and/or Noyemberyan community)
- Armavir (Armavir and/or Metsamor community)
- Syunik (Goris and/or Sisian and/or Tatev) Marzes.

In each target community one sub-grant will be awarded.

2.3.4. Sectors or Themes

Community-based social services to poor, vulnerable and marginalized groups with a special focus on social work-based approaches to combat poverty and inequality.

Thereby “**Social Services**” are understood as professional interventions aimed at preventing social problems (poverty, unemployment, violence, discrimination and/or marginalization due to physical and mental disability, old age, etc.) or addressing the social protection needs arising because of them. Specifically, this includes:

- preventive services, which seek to reduce the pressures and obstacle that hinder the social functioning of a family or an individual (community mobilization, activation and psycho-social support services, etc.);
- protection services, which attempt to maintain and improve/recover the functioning of individuals in society that are marginalized and/or excluded (rehabilitation services, home care services, crisis centers, shelters, etc.).

n.b. This does not include humanitarian relief aid.

Furthermore, Social Services supported under this Sub-Grants Programme shall strive to fulfill several internationally recognized **minimum service quality principles** and demonstrate in their application ways/approaches how their fulfillment will be secured:

- **Rights-based approach** – All the actions and interventions, including internal policies, programmes and procedures should follow international human rights norms, standards and principles.



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- **Community-based approach** – Flexible and responsive community engagement approaches should be implied based on local contexts. Local populations' needs, conditions, and concerns should be considered.
- **Accountability** – Service providers have a responsibility to be accountable to local government, beneficiaries and communities for their actions, priorities and resource allocation decisions.
- **Best interest of the beneficiary** – Service providers need to adopt and apply beneficiary safeguarding policies. The best interests of the beneficiary shall be a primary consideration.
- **Do no harm** - Any potential physical, economic, political and/or social risks for individuals, groups and communities should be addressed. Service providers should ensure that the potential risks will not lead to any kind of discrimination, unequal distribution of resources, stigmatization and abuse.
- **Participation** – Beneficiaries should participate in the analysis, planning, design, implementation, monitoring and evaluation of social programmes and services. Beneficiaries' views and needs are given due weight in all aspects of planning and implementation activities.
- **Inclusion** – Individuals, families and groups that are under-represented, disadvantaged, vulnerable and marginalized are identified, supported, and ensured a role and a voice in all aspects of social service delivery.
- **Monitoring, evaluation and learning** - Monitoring, evaluation and learning processes involve beneficiaries in designing monitoring and evaluation frameworks, identifying indicators, and undertaking data collection, analysis, and validation of findings. The data collected during monitoring and evaluation should be used in the best interest of the beneficiaries.
- **Partner coordination** – Service providers should align their activities with other acting partners and local structures and work to ensure intra-agency coordination and synergies with the aim to increase quality, accountability, harmonization and optimization of social service delivery.

2.3.5. Activities the sub-grant will support

Criteria for eligible activities and actions are based on the principles described in the general and specific objectives detailed in section 1.2 above.

The following types of activity are eligible for financial support through sub-granting:

- a) **setting up/piloting community-based social services OR**
- b) **improving / scaling up / expanding existing community-based social services**

Based on the already developed and approved Local Social Plans and the priorities stipulated therein, proposed social services shall focus on one the following target groups and social fields in the specific community:

Shirak Marz

- Akhuryan: day-care services for persons with disabilities, day-care services for elderly persons; development programmes for vulnerable youth and children (vocational education, career orientation, consultations); development programmes for vulnerable adults (vocational education, career orientation, consultations);
- Gyumri: services for children with disabilities; pre-school inclusive education services for children;



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Tavush:

- Ijevan: mobile services for elderly persons, psycho-social services for vulnerable children and families;
- Noyemberyan: day-care services for persons with disabilities, day-care services for elderly persons;

Armavir:

- Armavir: day-care services for elderly persons, day-care services for persons with disabilities, family preservation multifunctional community services, rehabilitation services for war-affected individuals/families
- Metsamor: day-care services for children with disabilities; mobile and day-care services for persons with disabilities above the age of 18; day-care service for elderly persons; family preservation multifunctional community service;

Syunik:

- Goris: development programs for vulnerable youth and children (vocational education, career orientation, consultations); rehabilitation services for children with disabilities; family preservation multifunctional community services; day-care service for elderly persons;
- Sisian: day-care center for vulnerable children; day-care services for elderly persons; family preservation multifunctional community services
- Tatev: day-care center for vulnerable children; mobile-care services for elderly persons; development programs for vulnerable youth and children (vocational education, career orientation, consultations).

Applications proposing services not corresponding to the social fields listed above will not be considered for further evaluation.

In all communities involvement of/outreach to marginalized vulnerable individuals and families not covered by the Family-Benefit System is especially encouraged.

For each chosen activity, applicants have to **obligatorily**

- a) demonstrate how the proposed social service addresses a specific need of one or several local poor and vulnerable groups and quantify the number of expected beneficiaries;
- b) conceptualize model services that will be beneficial for the entire enlarged community, i.e. including for villages/settlements outside of the respective administrative centers;
- c) incorporate social work / social case management methodology;
- d) actively foster inter-sectorial cooperation and referral procedures as well as exchange with / state social workers and related professions, and
- e) work on the sustained local/state financing of funded services, which needs to be proven in progress/final reports to HWI/AASW.

Actions and activities the sub-grant will NOT support

- Actions that fall outside areas outlined above,
- actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences and congresses;
- actions concerned only or mainly with individual scholarships for studies or training courses;
- actions concerned only with one-off conferences and/or trainings. Conferences/trainings can only be funded if they form part of a wider range of activities to be implemented in the life-time of the "Together for Social Communities" project;
- actions supporting individual political parties;



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- actions including proselytism.

2.4. **Visibility**

The applicants must take all necessary steps to publicise the fact that the European Union and the Austrian Development Cooperation has financed or co-financed the action and that the project has been carried out in partnership with AASW and HWI as well as P&T and F&C.

2.5. **Eligibility of Costs: Costs that can be included**

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

2.5.1. **Eligible Costs**

A) Human Resources

- a. Salaries (gross salaries including social security charges and other related costs, local staff) of all project staff members with an employment contract.
- b. Per diems for local missions/travel. Per diems cover accommodation, meals, local travel within the place of mission and sundry expenses and shall be calculated based on the applicable most recent local legislation.

B) Travel expenses and vehicle costs for project related activities

- a. By public transport (bus, train), contracted transport companies or office vehicles

C) Equipment and supplies (if duly justified, i.e. for specific project-related activities)

- a. Furniture
- b. Computer equipment
- c. Minor adjustments and renovation works of service centers
- d. Other

D) Local office or service center

- a. Fuel, maintenance office car
- b. Rental costs related to project office or service center, if applicable
- c. Costs of consumables
- d. Other services (phone, electricity/heating, maintenance)
- e. Bank charges and financial services

In case costs relate to a Field office or service center that is shared by several projects, an apportionment of office costs (pro-rata system) should be applied.

E) Other costs, services for conducting project activities

- a. Costs for local external experts
- b. Costs of printing publications, leaflets, brochures studies, research
- c. Translation, interpreters
- d. Costs of conferences/seminars/trainings/other events (room rent, equipment, catering, hand-out materials, transportation of participants etc.)
- e. Expenses for visibility actions (e.g. costs for printing banners, for advertisements in newspapers, for radio spots).



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2.5.2. Ineligible costs

The following costs are not eligible:

- Debts and debt service charges (interest);
- provisions for losses or potential future liabilities;
- costs declared by the beneficiary(ies) and financed by another action or work programme receiving a European Union (including through EDF) grant;
- purchases of land or buildings;
- currency exchange losses;
- credit to third parties;
- salary costs of the personnel of governmental state and local administrations.

3. APPLICATION PROCESS: HOW TO APPLY AND PROCEDURES TO FOLLOW

3.1. Application's Content / Application package

To participate in the grant competition, the applicant organization, which meets the requirements of paragraph 2.2, must complete and submit the project proposal package.

The **Application package** is comprised of the proposal itself and annexes.

The project proposal includes:

- A. Application Form (Annex A to the SGP Guidelines) including
 1. Information about the applicant
 2. Summary of the Action (max. 2 pages)
 3. Description of the Action (max. 5 pages)
 - 3.1 Objectives of the Action
 - 3.2 Expected results of the Action
 - 3.3 Target region / location of the Action
 - 3.4 Target Group(s) and Final Beneficiaries
 - 3.5 Description of Planned Service
 - 3.6 Relevance to specific themes/sectors/areas
 - 3.7 Stakeholders of the Action
 - 3.8 Sustainability of the Action
 - 3.9 Project Management and Organisational Structure of the Action
 - 4 Action plan for implementing the Action
 - 5 Budget (Annex B to the SGP Guidelines)
 - 6 Applicants' Experience
 - 7 Signed and stamped Declaration by the applicant
 - 8 Checklist for the Application form
- B. Annexes to be attached to the proposal (documents or copies).



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Required annexes:

- a) Copy of the registration certificate of the applicant organization;
- b) Copy of the approved charter/bylaw/articles of association of each applicant organization;
- c) If co-financing is provided: Written statement on the amount, type and sources of co-financing contribution within the framework of the project, which has to be approved (signed and sealed) by an official representative of the applicant organization and, if third parties are involved, by a legal representative of this third party;

Electronic version of the Application package can be downloaded from the AASW website, www.aasw.org as well as asked from the following e-mail address: info@aatw.org.

Applications must be submitted in accordance with the application instructions in the Grant Application Form annexed to these Sub-Grant Guidelines (Annex A). Please complete the application form carefully and as clearly as possible so that it can be assessed properly. No other annexes except the ones indicated should be sent or will be taken into consideration for evaluation.

The Grant Application should be typed **in Armenian (Arial or Sylfaen 10 characters with 2 cm margins, single line spacing) on a PC**, when the "Summary of the Action" (point 2 of the SGP-Grant Application Form) has to be submitted in English. **Hand-written applications will not be accepted.**

Any error related to the points listed in the checklist of the Grant Application Form or any major inconsistency in the application (e.g. if the amounts in the budget worksheets are inconsistent) may lead to the rejection of the application.

The complete Sub-Grant Application package should include:

- the filled-in and duly signed Application Form (scanned version of Annex A in pdf-format) including the filled-in checklist;
- the filled-in Budget (Annex B) both as electronic version (MS Excel) and as duly signed scanned version in pdf-format;
- scans of required annexes.

3.2. Where and how to send Applications

The Sub-Grant Application package must be submitted electronically only, via e-mail to the addresses: info@aatw.org and cc-ed to tatevik.karapetyan@aatw.org. E-mails should contain the following reference in subject: **845_SGP_Application – NAME OF THE APPLICANT_TARGET COMMUNITY**. Next to sending via e-mail, the complete Sub-Grant Application package should also be sent via an **electronic link** (e.g. WeTransfer, Google Drive) together with the main application e-mail.

A response e-mail confirming the receipt will be sent to the applicant. Should you not receive such a response e-mail within 48 hours after submitting your application, please contact AASW immediately by writing an e-mail (without annexes) to above stated e-mails addresses or call via the following phone number: +37495605600 or +37460540150.

Applications sent by any other means (e.g. by fax, postal service) will be rejected.

Applicants must verify that their application is complete using the checklist in the grant application form. Incomplete applications may be rejected.



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3.3. Deadline for Submission of Applications

The deadline for the submission of applications is **29.08.2022, 15.00 local time**, as evidenced by the date of e-mail. Any application submitted after the deadline will be rejected.

3.4. Further Information about the Sub-Grants Programme and Applications

Questions may be sent by e-mail no later than **21 days before the deadline** for the submission of full applications to the address listed below, indicating clearly the reference of the call for proposals:

E-mail address: tatevik.karapetyan@asw.org

The Contracting Party has no obligation to provide clarifications to questions received after this date. Replies will be given no later than 11 days before the deadline for the submission of applications.

To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants or an Action.

No individual replies will be given to questions. All questions and answers as well as other important notices to applicants during the course of the evaluation procedure, will be given in written and published on the website, www.asw.org. It is therefore advisable to consult the abovementioned website regularly in order to be informed of the questions and answers published.

4. SMALL GRANTS EVALUATION AND SELECTION PROCESS

Applications will be examined and evaluated by representatives of the “Together for Social Communities” project team with the assistance of external assessors. All actions submitted by applicants will be assessed according to the following steps and criteria.

4.1. STEP 1: Opening & Administrative Checks of Conformity and Eligibility

The project proposal will be considered for competition, if it meets the following requirements and criteria:

- The proposal package is complete and all the necessary documents (including annexes) are submitted;
- the submitted Application corresponds to the set format;
- the applicant meets the requirements of the SGP competition stated in paragraph 2.2 (i.a. legal status, years and place of registration, previous project experience, financial situation);
- the amount of the grant is in line with the requirements of the SGP competition (as stated in paragraph 2.1);
- the application is submitted within the deadline.

If the examination of the application reveals that the proposed action does not meet the eligibility criteria or if any of the requested information is missing or is incorrect, the application may be rejected on this sole basis and the application will not be evaluated further.

The results of this check are documented for each application individually.

The applications that pass this check will undergo a more detailed technical and financial evaluation.

4.2. STEP 2: Technical and Financial Evaluation of the Application

Eligible project proposals will be evaluated by a specially established Evaluation Committee, which will consist of min. 5 members representing HWI, local partners and representatives of the inter-sectorial networks. All members of the SGP Evaluation Committee must sign a Declaration of Impartiality and Confidentiality.



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The quality of the applications, including the proposed budget and capacity of the applicants, will be evaluated using the evaluation criteria in the evaluation grid below. An application can receive an overall score of 100 points.

The evaluation criteria are divided into sections and subsections. Generally, the subsection will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good. For the subsection with a maximum score of 10, 1 is for very poor and 10 is for excellent.

Evaluation Grid

Section	Maximum Scores
1. Experience of the applicant and operational capacity	20
1.1. Does the applicants have relevant technical experience in the social sector?	5
1.2. Does the applicant have a proven track-record of activities outside the capital and specifically in the region they want to target?	5
1.3. Does the applicant have sufficient experience of project management and/or management capacity (including staff, equipment, and ability to handle the budget for the Action)?	5
1.4. Does the applicant have relevant experience in and understanding of community mobilization, attraction of / outreach to beneficiaries and/or advocacy and lobbying?	5
2. Relevance of the Action	20
2.1 How clearly defined and quantified are the target groups and final beneficiaries and their selection for the proposed service? Have their needs and particular situation been clearly explained? Are marginalized groups not covered by the Family-Benefit System targeted?	5
2.2. How relevant to the particular needs and situation of the target groups / final beneficiaries is the proposed social service? In other words, what is the expected impact of the social service on the target groups / beneficiaries of the Action? Will the Action / the service improve the situation of the target groups?	5
2.3. Does the Action address the specific subthemes/sectors/areas as defined in paragraph 2.3.5 of the Guidelines for the call?	10
3. Description of the Action	20
3.1 Are the objectives and expected results of the Action feasible and consistent?	5
3.2 Is the functioning of the proposed service described in a comprehensive and professional way? Does the applicant demonstrate an understanding of the essence and relevant methodologies to provide the proposed service, including its accessibility and the involvement of target groups?	5
3.3 To which extent are the minimum social service quality principles listed in paragraph 2.3.4 of the SGP Guidelines adhered to and demonstrably secured?	5
3.4 Is the action plan clear and feasible? Are the activities proposed appropriate, practical and consistent with the proposed objectives and expected results?	5



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4. Project Management and Organizational Structure	10
4.1 Are the organizational structure and the functions planned relevant for the implementation of the Action and the planned social service and consistent with the planned activities? Is the distribution of responsibilities among the team clear and feasible?	5
4.2 Does the project reflect involvement or network activities with relevant stakeholders (i.e. consultations and other activities with local and regional authorities, etc.)?	5
5. Sustainability and Impact of the Action	10
5.1 Are the expected results of the proposed action sustainable financially (how will the activities be financed after the funding ends?)	5
5.2 Are the expected results of the proposed action sustainable institutionally (will structures allowing the activities to continue be in place at the end of the action? Will there be local 'ownership' of the results of the action?)	5
6. Budget	20
6.1 Are the activities appropriately reflected in the budget?	5
6.2 Are the main means proposed for the implementation of the Action (equipment, materials, and supplies) sufficiently explained and is their procurement justified in relation to the objectives and expected results?	5
6.3 Is the ratio between the proposed estimated expenses and the expected results satisfactory?	5
6.4 Does the applicant provide relevant and verifiable (supplementary documentation) co-financing to the Action in cash or in kind? Are the sources and types of co-financing sufficiently explained and justified?	5
Maximum total score	100

If the total score is less than 40 points, the application will be rejected. If the total score for section 1 is less than 12 points, the application will be rejected.

In case of doubts on compliance, the Evaluation Committee may decide to issue a request for further proofs to the Applicant.

The Contracting Party also reserves the right to pay a visit to applicants and conduct **on-site verification** of the premises / places where the project is planned to be implemented in order to review on site the resources and assumptions described in the Application.

Provisional selection: After the evaluation, a table will be drawn up listing the applications ranked according to their score. The highest scoring applications will be provisionally selected until the available budget for this call for proposals is reached. In addition, a reserve list will be drawn up following the same criteria.

4.3. STEP 3: Notification of the Applicants

The applicants will be informed in writing of the SGP Evaluation Committee's decision concerning their application and, if rejected, the reasons for the negative decision.

The Contracting Party reserves the right to request adaptations / refinements of the Applications in order to increase its feasibility or sustainability based on recommendations of the SGP Evaluation Committee. If the provisionally selected applicant agrees to the proposed changes, the amendments



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of the Grant Application form will be made in writing and the procedure of signing the small grant contract initiated.

Those applicants that were selected by the SGP Evaluation Committee but refuse to accept the grant and/or those applicants that were conditionally selected by the Evaluation Committee but refuse to make the requested changes, will be replaced by the next best placed application on the reserve list that falls within the available budget for this call for proposals.

4.4. STEP 4: Finalization and Signing of Sub-Grant Agreements

Following the decision to award a grant and any adjustments / refinements undertaken, the awardee(s) will sign a Sub-Grant Agreement with the **Contracting Party**, i.e. the Armenian Association of Social Workers

5. CONDITIONS FOR IMPLEMENTATION AFTER THE CONTRACTING PARTY'S DECISION TO AWARD A GRANT

Sub-Grant Beneficiaries have the responsibility to ensure that they conduct the proposed activities and deliver the products (including reporting requirements, see paragraph 5.1) according to what is stipulated in their Applications, the action plans and approved budgets as well as according to the Sub-Grant Agreement terms and conditions.

5.1. Reporting and payment arrangements

An **initial pre-financing payment** of 50% of the maximum grant amount stated in the signed Sub-Grant Agreement will be transferred to the Sub-Grant Beneficiary.

For the Sub-Grant Beneficiary to be able to receive a **further pre-financing payment** of up to 45% of the maximum grant amount stated in the signed Sub-Grant Agreement after the first half of the implementation period of the sub-grant project has expired, they will have to submit and have the following approved:

- a. Financial Report with accompanying supplementing documents on all expenses that are shown in the financial report by using the financial report template and observing the instructions provided by the Contracting Party
- b. Payment request for further pre-financing
- c. Progress narrative report by using the narrative report template provided by the Contracting Party

The **balance of the final amount of the sub-grant** (i.e. up to 5%) will be settled after submitting the final financial and narrative report according to the specifications in the Sub-Grant Agreement, the proof on co-financing, if any, and the final payment request and its approval by the Contracting Party. If the total eligible costs of the Sub-Grant Action are less than the estimated costs according to the Sub-Grant Agreement, the Sub-Grant shall be limited to the amount obtained by applying the maximum percentage of funding by the Contracting Party, as stated in the Sub-Grant Agreement, to the eligible costs of the Sub-Grant Action approved by the Contracting Party.

The Contracting Party reserves the right to ask for additional financial and narrative reports on a monthly or bimonthly basis upon need.

5.2. Monitoring and Evaluation

Periodic monitoring will be performed by the Contracting Party and/or other "Together for Social Communities" project staff during the implementation process and after the suspension of the SGP financing. In addition, a final evaluation will be conducted by an external expert after the implementation period of the "Together for Social Communities" project.



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Sub-Grant Beneficiaries shall fully cooperate with the project team and offer the monitoring officer(s) / the evaluator(s) all the documentation and other information that may be requested by him/her in relation with the project activity. Furthermore they will grant the project team access to all project-relevant sites and facilities to check the status of purchased equipment/inventories and project progress.

Monitoring / Evaluation will cover broadly the following:

- Monitoring in-payments – expenditures from the SGP funds and the financial and/or non-financial contribution by Sub-Grant Beneficiaries and their being in line with the budget and payment schedule;
- Monitoring activities - the nature, type and timing of activities carried out;
- Monitoring usage and maintenance of any equipment or and assets bought from SGP funds (if applicable);
- Monitoring involvement of staff and partners in the project's implementation as originally planned;
- Monitoring results – number of service sessions rendered, number of round tables held, etc.

5.3. Audit

The Contracting Party may be requested by the donors of the “Together for Social Communities” project to organize a financial audit of activities supported within the Sub-Grants Programme. The audit may take place during the implementation period of the “Together for Social Communities” project as well as up to 5 years after the termination of the “Together for Social Communities” project.

The Sub-Grant Beneficiary obliges itself to keep all grant related documents for at least 7 years from the end of the grant. The auditor in charge shall be entitled to have access to any relevant registers, documents and materials and project facilities of the Sub-Grant Beneficiary to be subjected to the audit, to take copies or obtain extracts from these over the entire documents retention period.

6. TERMINATIONS

6.1. Early termination or suspension

If a Sub-Grant Beneficiary continually fails to comply with the terms and conditions of the Sub-Grant Agreement, the Contracting Party may terminate or suspend all or a portion of the current sub-grant. It is hoped that the pre-award preparation and project implementation partnership between the Contracting Party and the Sub-Grant Beneficiary organisation will avoid the necessity of sub-grant termination or suspension. However, it will be resorted to if all other attempts to resolve problems fail.

The termination means that the Sub-Grant Beneficiary shall be obliged to reimburse all the funds that were spent during the implementation of the sub-grant, such as on purchasing of assets, or to transfer back these assets.

6.2. Closing down of Sub-grants

In the case of a positive assessment by “Together for Social Communities” project staff of the project implemented by the Sub-Grant Beneficiary based on a final monitoring and the evaluation of the final narrative and financial report as well as the final payment request, the final amount of the Contracting Party's contribution will be determined and transferred to the Sub-Grant Beneficiary.

In case of a positive assessment, the Contracting Party will also sign at the end of the “Together for Social Communities”-project the final Hand-over Certificate of the goods previously transmitted to



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the Sub-Grant Beneficiary for temporary use, whereby the property title of the goods will be transferred to the Sub-Grant Beneficiary.

7. TIMETABLE OF GRANT AWARD AND IMPLEMENTATION

Task/Action (what?)	Responsibility (who?)	Date (when / until when?)
Publication of call for proposals	AASW	18.07.2022
Information sessions	AASW	4 sessions until end of July, one in each marz (Ijevan, Gyumri, Goris, Armavir) and one online. The exact time and place will be announced under www.aasw.org . Prior registration is obligatory.
Deadline for requesting any clarifications from the Contracting Authority	Applicants	05.08.2022
Last date on which clarifications are issued by the Contracting Authority	AASW	19.08.2022
Deadline for submission of Applications	Applicants	29.08.2022, 15.00 local time
Notification of award (approximately)	AASW	30.09.2022
Contract signature	AASW / Sub-Grant Beneficiary	15.10.2022
Expected project start	Sub-Grant Beneficiary	16.10.2022

8. LIST OF ANNEXES

Annex A	Grant Application Form (Word format)
Annex B	Budget (Excel format)