

Iceland
Liechtenstein
Norway

Active
citizens fund

Invitation to Bid: Fund Operator for the Active Citizens Fund in Hungary

Information Session, 12 April 2021 at 11:00 CET

Financial Mechanism Office
EEA and Norway Grants

Agenda

(1) Context

- EEA and Norway Grants
- Active Citizens Fund

(2) Terms of Reference

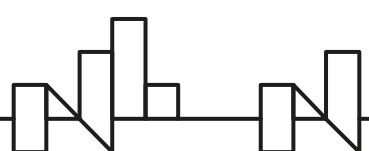
- Programme objective
- Areas of support, Programme Area Specifics, country-specific concerns
- Fund Operator role: main requirements and responsibilities
- Selection procedure

(3) Bid Form

- Evaluation criteria
- Practical guidance

(4) Timelines

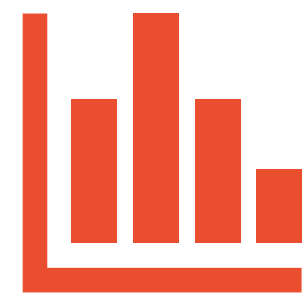
(5) Questions and answers



Context

- **EEA and Norway Grants**

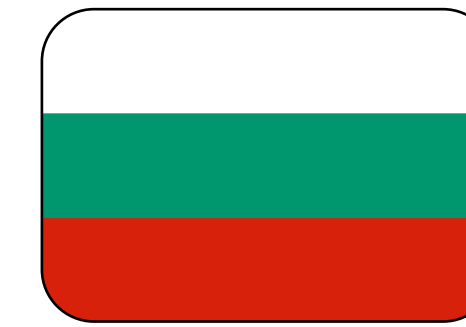
- Part of the European Economic Area (EEA) Agreement between **Iceland, Liechtenstein** and **Norway** and the European Union
- Current funding period (2014-2021): **€2.8 billion** across 15 beneficiary countries
- 10% of EEA Grants earmarked for civil society



Reduce **social and economic disparities** in the European Economic Area (EEA)



Strengthen **bilateral relations** between the donor and beneficiary countries



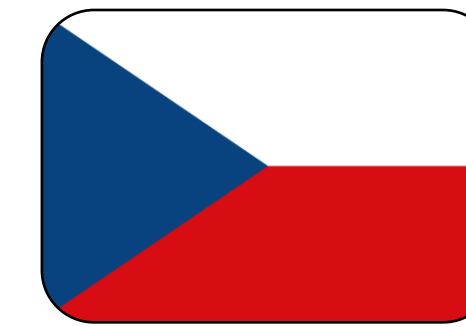
Bulgaria



Croatia



Cyprus



Czech Republic



Estonia



Greece



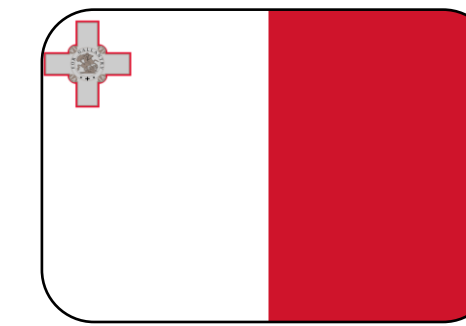
Hungary



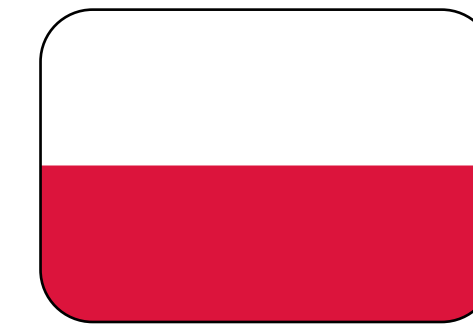
Latvia



Lithuania



Malta



Poland



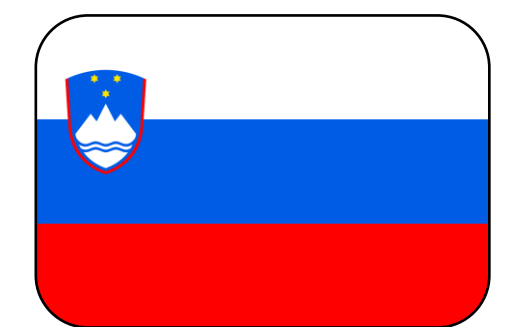
Portugal



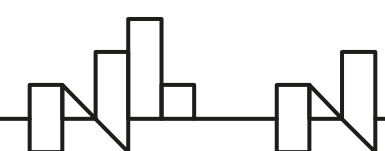
Romania



Slovakia

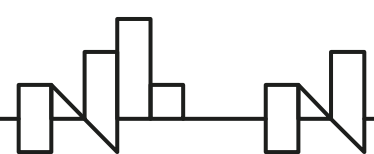


Slovenia



Active Citizens Fund in Hungary

- Memorandum of Understanding for Hungary signed 21 December 2020
- Total programme allocation: €10,890,000
- The Financial Mechanism Office (FMO), the Brussels-based secretariat of the donor countries, is Programme Operator
- An independent Fund Operator is directly contracted by the FMO
- Programme Implementation Agreement between the FMO and Fund Operator

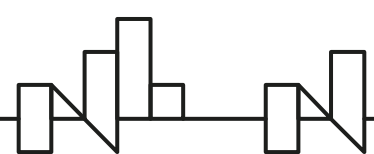


Terms of Reference



Programme objective

Civil society and active citizenship strengthened and vulnerable groups empowered



What can be supported?



Areas of support (1.3)	Programme Area Specifics (1.4)		Country-specific concerns (1.6)
<p>(1) Democracy, active citizenship, good governance and transparency</p> <p>(2) Human rights and equal treatment through combating any discrimination on the grounds of racial or ethnic origin, religion or belief, gender, disability, age, sexual orientation or gender identity</p>	<p>At least a third of the regranting amount shall be allocated to areas of support (1) and (2)</p>	<p>Youth inclusion</p>	<p>Strengthen the capacity and sustainability of the civil society sector</p>
<p>(3) Social justice and inclusion of vulnerable groups</p>	<p>Special conditions for welfare service provision; only as part of wider actions for awareness-raising, advocacy, empowerment and reform initiatives</p>	<p>At least 15% to capacity building</p>	<p>Improve outreach to under-served geographic areas and target groups</p>
<p>(4) Gender equality and gender-based violence</p>			<p>Minimum 60% of the regranting amount shall be allocated to projects implementing activities outside the capital city of Budapest.</p>
<p>(5) Environment and climate change</p>	<p>Only as part of civic participation, advocacy, social innovation and active citizenship</p>		

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Main responsibilities of the Fund Operator



Build the capacity and sustainability of civil society



Support project preparation, selection and implementation



Promote exchange and network through regional civil society initiatives



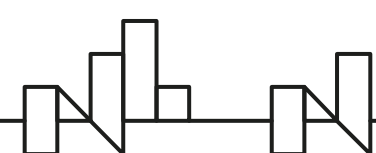
Promote and facilitate bilateral cooperation



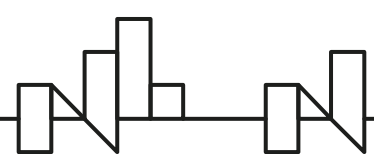
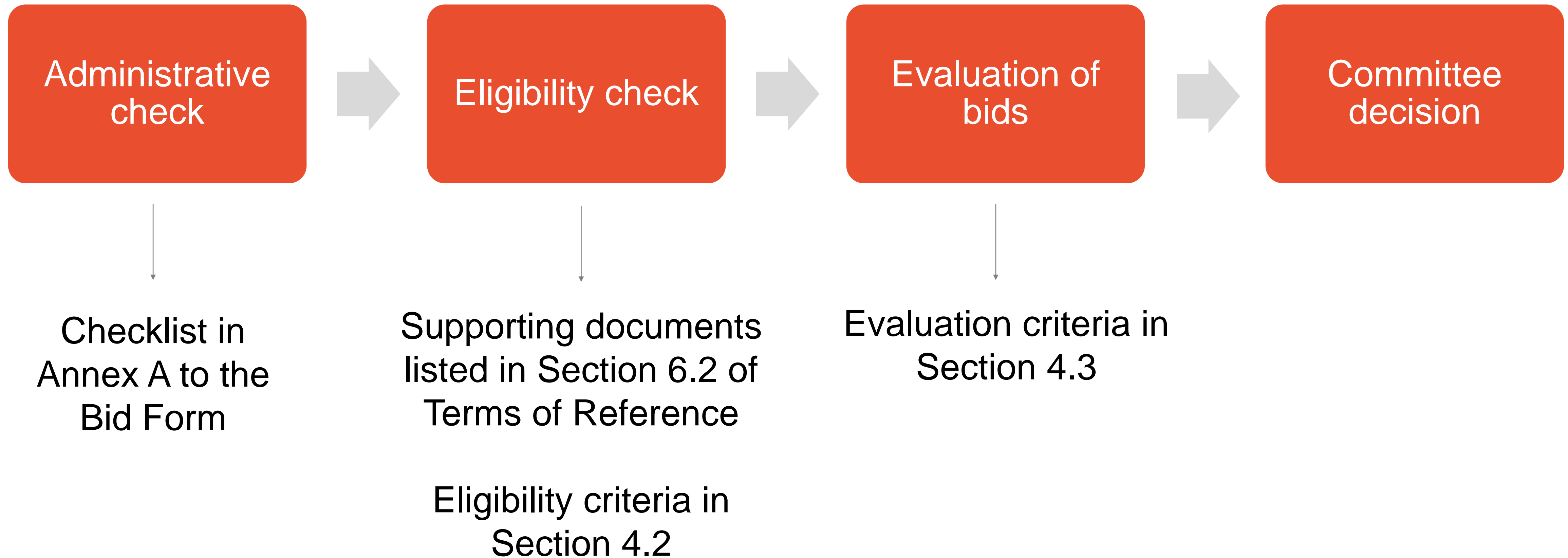
Communicate and provide information on the programme



Establish systems to manage, control and evaluate

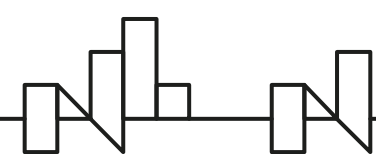


Selection process



Eligibility requirements

- Bidders must form a consortium
- **All organisations submitting a bid must:**
 - Be legal entities established in the European Economic Area; and
 - Be non-governmental and independent; and
 - Be financially sustainable; and
 - Have civil society sector experience from Hungary
- The **lead bidder/sole bidder** must:
 - Be non-profit making with a non-commercial purpose
- In addition, **the bidder (at least one organisation)** must:
 - Have re-granting experience
 - Have experience in capacity building

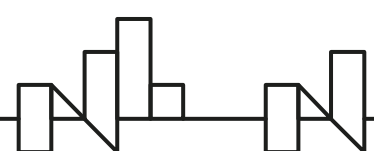


Submitting a bid

- Instructions in the **Terms of Reference** and **Bid Form (Annex A)**
 - Administrative checklist in bid form – use it!
 - Max. 25 pages (minus annexes)
- **Supporting documents** to the bid
 - English translations of statutes/articles of association
 - External audit report of the lead bidder
 - A copy of the lead bidder's latest accounts
 - CVs of staff designated to the programme
 - Chart/organigram of management setup
 - Declaration of the bidder (Annex A section 8)
 - Consortium member statement (Annex A section 9)
 - Budget (Annex B)
- Submit bid via email to **acf@efta.int**



**10 May 2021
12:00 CET**



Bid Form and Evaluation Criteria



Evaluation criteria

1. Competence, expertise and experience (30 points)

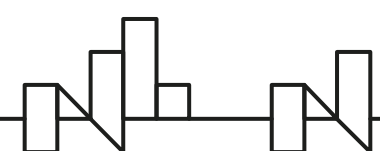
- Experience and technical expertise of bidder's designated staff
- Experience, technical expertise, goals, history and key partnerships of the bidder

2. Management setup of the consortium (20 points)

- Composition and division of roles within the consortium
- New organisations

3. Programme description and justification (50 points)

- Programme relevance and justification
- Programme focus
- Bilateral ambition
- Modalities and design
- Capacity building and sustainability
- Budget and cost-effectiveness



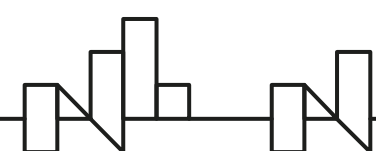
(1) Competence, expertise and experience

Evaluation criteria

1.1. Experience and technical expertise (knowledge of the issues to be addressed) of bidder's **designated staff**; adequate **capacity** of staff designated to the programme (10 points)

1.2. Experience, technical expertise, goals, history and key partnerships of the **bidder**. The consortium's experience **implementing activities** outside of the capital city of Budapest is clearly explained (20 point)

- Section 5.1 of the **Bid Form**: Experience and technical expertise of the bidder's designated staff
 - Describe the project and programme management experience, technical expertise and knowledge of the issues to be addressed of the staff proposed
- Attach CVs of all designated staff are attached
- Align list of staff in section 5.1 with the organigram and attached CVs
- **Bid Form**
 - A *detailed* description in the tables of actions/programmes showing the organisations' experience in working with the civil society sector in the beneficiary country (2.1), in civil society capacity building (2.2) and regranting (3)
 - Management structure, Executive Board and key partnerships (5.2)
 - Explain the consortium's experience implementing activities outside the capital city of Budapest.



(2) Management set-up of the consortium

Evaluation criteria

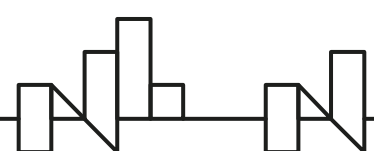
2.1. The composition and division of roles within the consortium are

- **clearly explained,**
- **strategically designed** and
- **leverage respective skills and capacities** of consortium members.

The **contribution of each member** of the consortium to achieving Programme and Grants objectives, including outreach to under-served geographic areas, target groups and thematic areas, is clearly explained. The level of proposed **involvement and participation** of the members in the development and implementation of the Programme is satisfactory (10 points)

2.2. The consortium includes at least **one organisation that was not a member** of the operating consortium of the EEA and Norway Grants NGO programme in the previous programming period. The consortium is **led** by an organisation that did not hold the lead/sole operator role during the preceding EEA and Norway Grants programming period (10 points)

- Section 6 of the **Bid Form** (management setup) and **organigram**
- Clearly describe *how* each consortium member will contribute to the programme



(3) Programme description and justification

Evaluation criteria

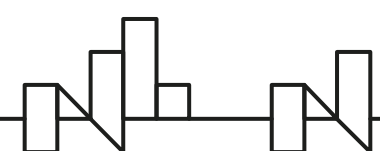
3.1. Programme relevance and justification. Bid provides a clear and well-founded description of the

- **main challenges and needs of civil society** in the country that the programme will address, and
- identifies **synergies and complementarities** with other EU, national and/or donor policies and programmes that are relevant to the justification of the Programme's strategy.

The bid clearly explains how the programme is intended to build on **existing initiatives**, and/or **lessons** from similar programmes (where relevant).

The problem analysis and justification are supported by recent reliable **research and consultation**, indicating **sources of information** (7 points)

- Section 7.1 of the Bid Form
- Assessment of the main challenges and needs of civil society, relevant to the **areas of support** and **country-specific concerns** of the programme
- Indicate sources of information



(3) Programme description and justification

Evaluation criteria

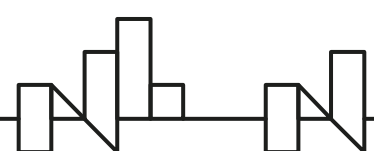
3.2. Programme focus. The description of the programme is **clear, well justified** and **relevant** to the needs and challenges that are identified.

The bid explains how the programme will achieve the **programme objective** and address the **Programme Area Specifics** and **country-specific areas and concerns** outlined in sections 1.4 and 1.6.

The proposed **target groups (end beneficiaries, as well as direct target groups)** are clearly identified, and the benefits of the programme to the target groups are explained.

The **selection of proposed areas of support** and **target groups** is grounded in recent reliable **research and consultation**, indicating sources of information. (8 points)

- Section 7.2 of the Bid Form
- Alignment between the proposed programme focus and the **areas of support**
- Explain how the programme will address each of the **Programme Area Specific** and **country-specific concerns**
- Indicate sources of information



(3) Programme description and justification

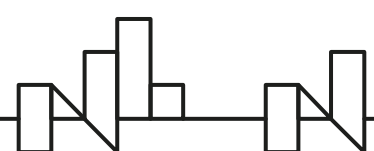
Evaluation criteria

3.3. **Bilateral ambitions.** The bid describes **how** the programme will strengthen bilateral relations between civil society organisations and other entities in the beneficiary country and in the donor states.

Where relevant, previous bilateral cooperation with the donor states is described.

The bid assesses the **key topics/areas** in which bilateral cooperation can address some of the needs and challenges facing civil society, and provides a **justification** to support this assessment (5 points)

- Section 7.3 of the Bid Form
- Make sure to assess **key topics/areas** and briefly justify why these are relevant for bilateral cooperation



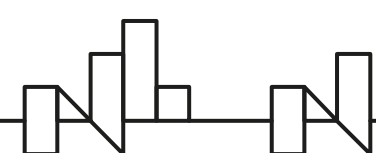
(3) Programme description and justification

Evaluation criteria

3.4. **Programme modalities and design.** The proposed programme design (including use of open calls and pre-defined projects, types of financial instruments, methods for reaching specific target groups and achieving the programme's outcomes and objective) are **clearly described, well justified, coherent** and demonstrates an **innovative approach**. Sufficient information on proposed pre-defined projects (where relevant) is provided.

The bid describes the programme's **intervention logic**, including proposed activities, expected outcomes for the target groups and relevant outcome indicators for each outcome, based on the Guidance on Outcomes and Outcome Indicators for the Active Citizens Fund (Annex D). The bid identifies **key risks** that may affect the achievement of expected outcomes, using the template provided for the intervention logic. The bid provides **a narrative description of the intervention logic**, stating how the proposed activities will contribute to the selected outcomes, and describes the proposed capacity and method for carrying out **results monitoring** and **risk management** (10 points)

- Section 7.4 of the Bid Form
- Consider **timeframe** available
- Sufficient information on **open calls**: grant size, duration, aim/purpose, link to the areas of support
- Pre-defined projects (PDPs) – see section 7.8 of the Manual for Fund Operator
 - Exceptional
 - The project promoter is normally selected on a competitive basis
- Align **outcomes** with budget
- Narrative description of the **intervention logic**



(3) Programme description and justification

Evaluation criteria

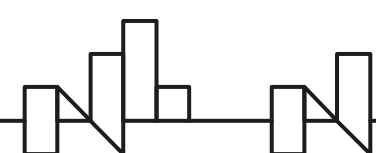
3.5. **Capacity building and sustainability** of civil society. Proposed approaches to developing the capacity and sustainability of civil society organisations and the sector at large are **clearly described** and **strategically chosen**.

The bid provides a well justified description of proposed support for **project preparation** and **implementation**, in terms of the need to reach out to particular geographic areas, target groups, organisational types and thematic areas.

The **benefits** that the proposed capacity development will have for civil society and for the target groups are clearly described. The bid describes how the Programme will contribute to the **sustainability** of civil society organisations and the sector, in terms of financial, institutional and policy-level sustainability.

The bid describes the proposed approach to capacity development through regional exchange, transfer of learning, good practice and knowledge, networking and dissemination of successful approaches **across civil society** (10 points)

- Section 7.5 of the Bid Form
- Clear description of the Fund Operator's vision and plan for capacity building in the programme
 - Project preparation
 - Project implementation
 - Wider civil society sector
- Fund Operator's capacity building
- Open calls on capacity building

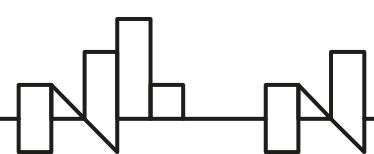


(3) Programme description and justification

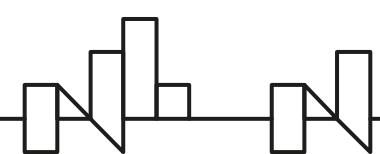
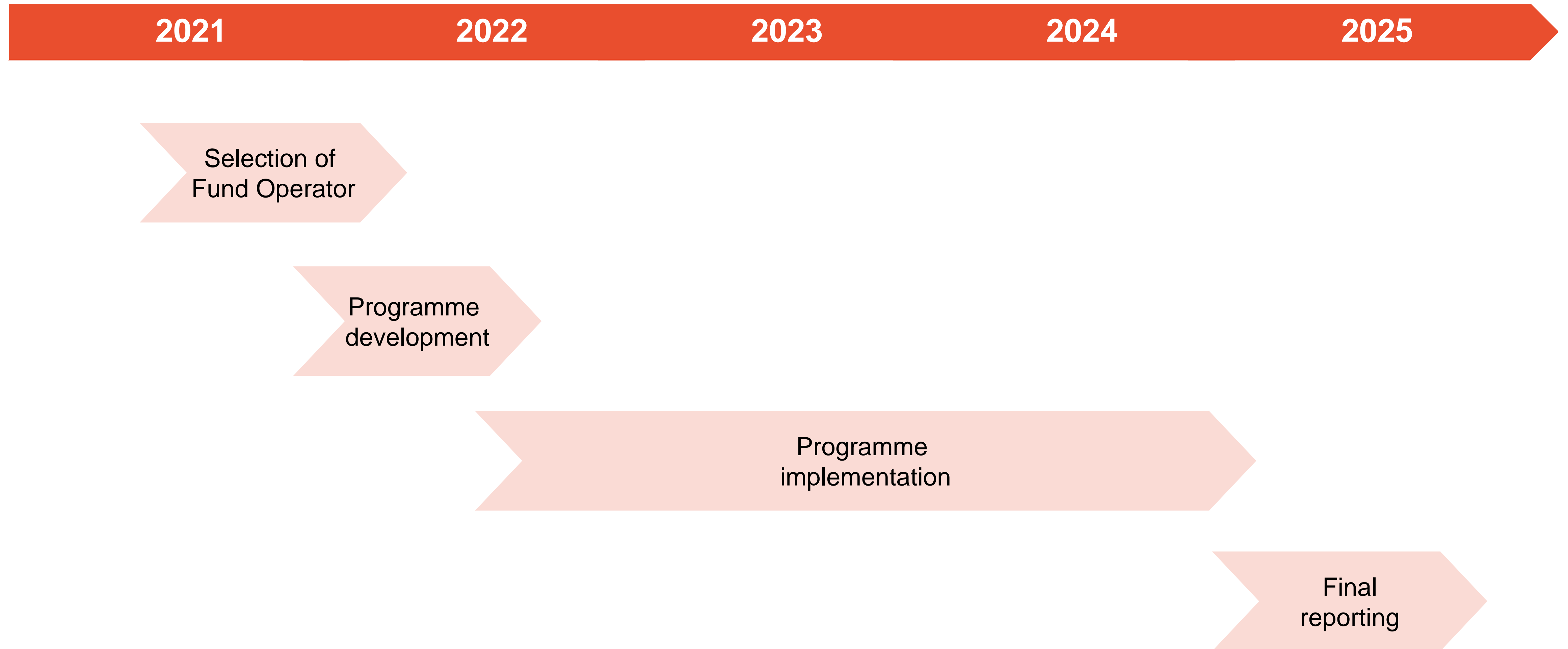
Evaluation criteria

3.6. **Budget and cost-effectiveness.** The bid states clearly the proposed expenditures per budget heading and provides a rationale for why they are necessary to achieve the Programme objective and results. The proposed budget is realistic and cost-effective, and provides the **maximum level of transparency and clarity.** The bid includes **detailed assumptions, justifications** and **specifications** of how the amounts for each budget heading will be spent (10 points)

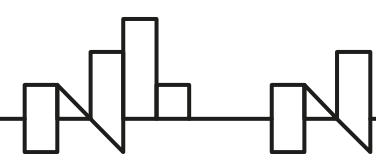
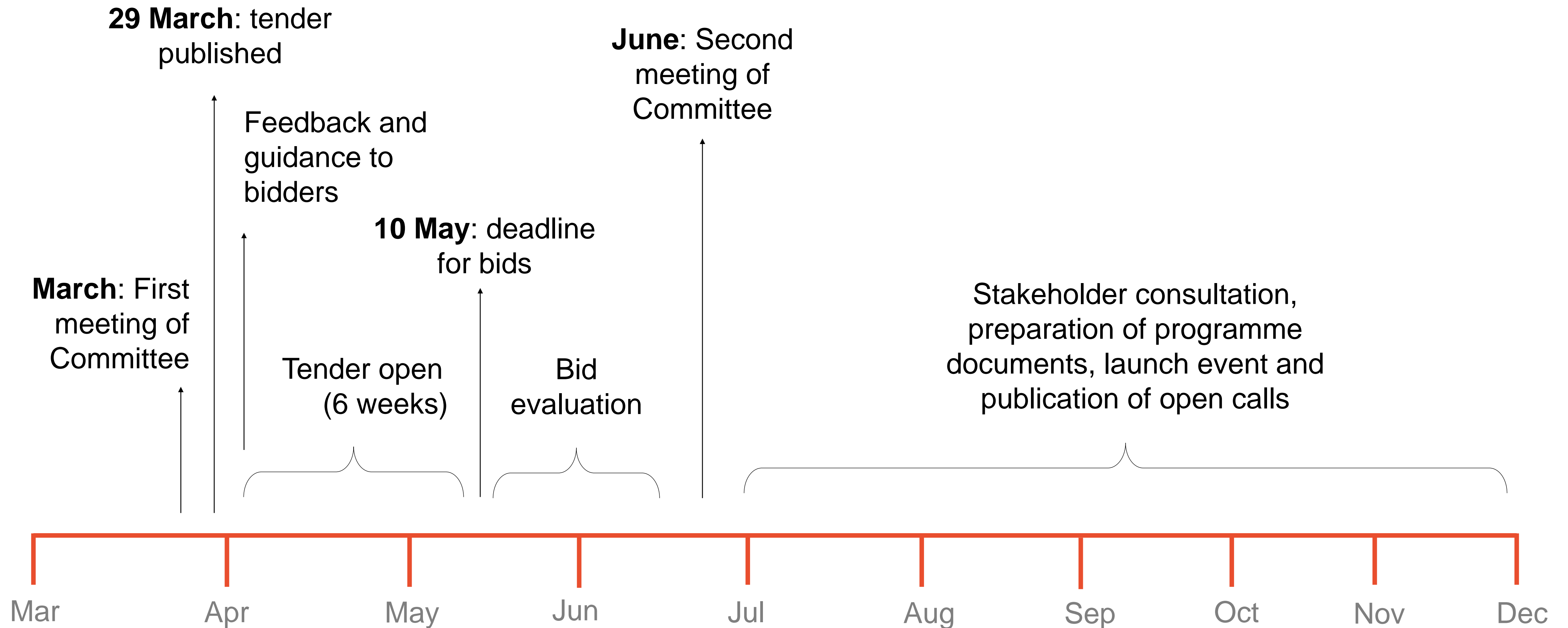
- Section 7.6 and the budget
- Indicate the proposed expenditures for each budget heading and
- Present how the management fee will be shared among consortium members in accordance with each organisation's tasks
- Indicate part-time or full-time basis of staff



Programming period

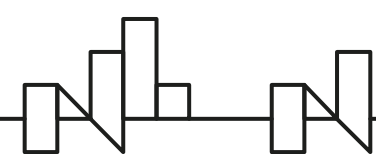


Tentative timeline for Fund Operator selection and programme development



Questions?

- Q&A
- Questions and answers published on EEA and Norway Grants Active Citizens Fund website: <http://www.eeagrants.org>





Questions and Answers

Please submit your questions through the Q&A box below.





Thank you!

www.eeagrants.org
acf@efta.int

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