

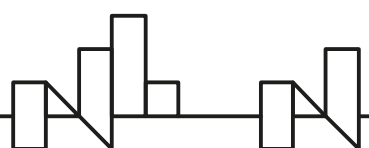
Invitation to Bid: Fund Operator for the Active Citizens Fund in Hungary

Information Session, 12 January 2021 at 13:00 CET

Agenda

1. **Why?** Context
2. **What?** Programme objective, conditions and country-specific concerns
3. **Who?** Fund Operator responsibilities and requirements
4. **How?** Selection procedure and evaluation criteria
5. **When?** Implementation period and timeline

Questions and answers

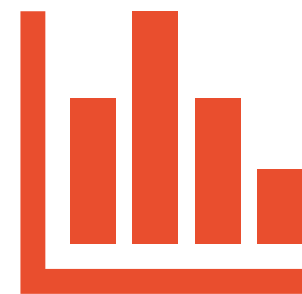


1. Why?

Context

- **EEA and Norway Grants**

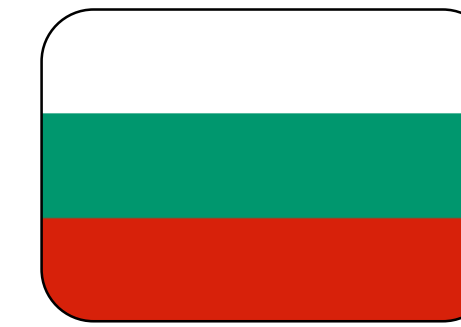
- Part of the European Economic Area (EEA) Agreement between **Iceland, Liechtenstein** and **Norway** and the European Union
- Current funding period (2014-2021): **€2.8 billion** across 15 beneficiary countries
- 10% of EEA Grants earmarked for civil society



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



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



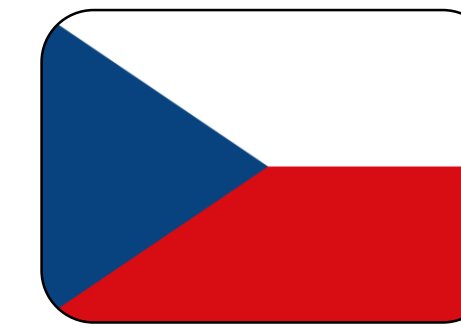
Bulgaria



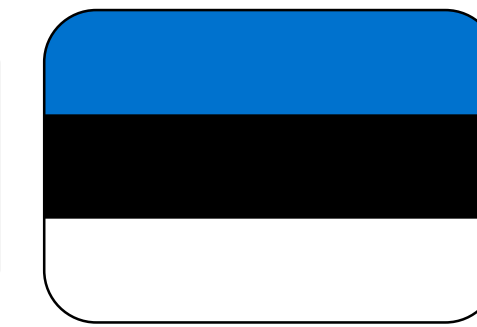
Croatia



Cyprus



Czech Republic



Estonia



Greece



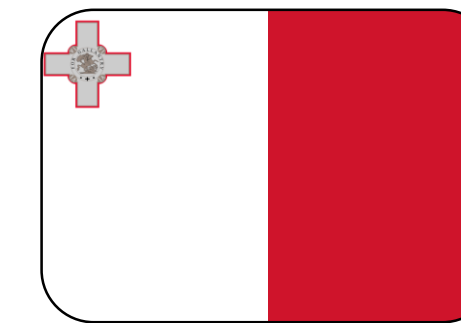
Hungary



Latvia



Lithuania



Malta



Poland



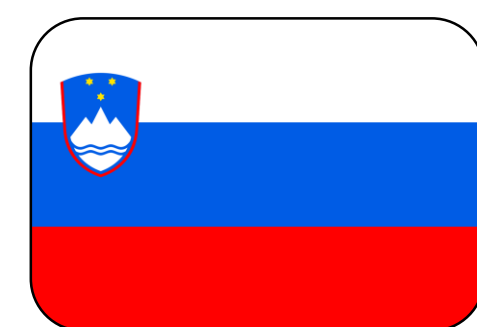
Portugal



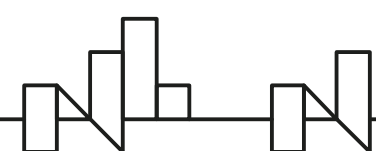
Romania



Slovakia



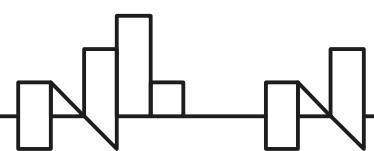
Slovenia



2. What?

Active Citizens Fund in Hungary

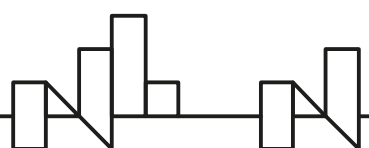
- Memorandum of Understanding for Hungary signed 21 December 2020
- Total programme allocation: €10,890,000
- The Financial Mechanism Office (FMO), the Brussels-based secretariat of the donor countries, is Programme Operator
- An independent Fund Operator is directly contracted by the FMO
- Programme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



2. What?

Principles of Implementation

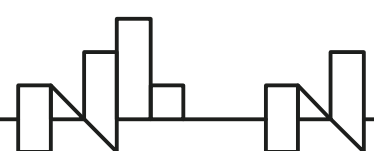
- The programme shall be based on the common values of respect for human dignity, freedom, democracy, equality, the rule of law and respect for human rights, including the rights of persons belonging to minorities.
- The programme shall follow the principles of good governance; it shall be participatory and inclusive, accountable, transparent, responsive, effective and efficient. There shall be zero-tolerance towards corruption.
- The programme shall be consistent with sustainable development, long-term economic growth, social cohesion and environmental protection.
- The programme shall follow a results and risk management approach.



2. What?

Programme Objective

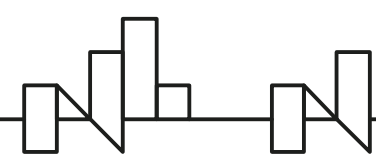
Civil society and active citizenship strengthened and vulnerable groups empowered



2. What?

What can be supported?

Areas of Support	Programme Area Specifics	
1. Democracy, active citizenship, good governance and transparency	At least 1/3 shall be allocated to Areas of Support (1) and (2)	Youth inclusion
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		
3. Social justice and inclusion of vulnerable groups	Special conditions for welfare service provision; only as part of wider actions	At least 15% contributes to capacity development and sustainability of the civil society sector
4. Gender equality and gender-based violence	Only as part of raising awareness, advocacy, promoting active citizenship etc.	
5. Environment and climate change		

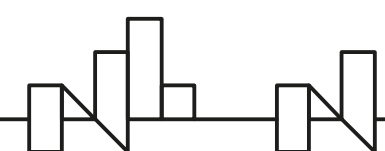


2. What?

Country-specific concerns

The programme shall address the following country-specific areas and concerns:

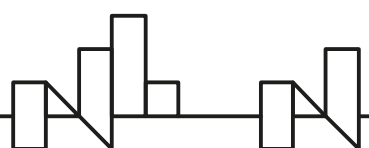
- Strengthen the capacity and sustainability of the civil society sector
- Improve outreach to under-served geographic areas and target groups
- Minimum 60% of the regranting amount shall be allocated to projects implementing activities outside the capital city of Budapest.



Additional country-specific concern

- In addition to the country-specific concerns covered in Section 1.6. of the Terms of Reference, the following country-specific concerns shall be observed:

In Hungary, entities and persons managing funds and/or implementing activities under the Active Citizens Fund – exclusively for their activities from the Active Citizens Fund resources – are not subjects of legislation to the special immigration tax regarding activities to promote immigration; as well as of legislation to foreign-supported organisations and their future amendments or new regulatory to the same effect, in order to ensure implementation of the Active Citizens Fund in Hungary in line with the principles set in the legal framework of the Financial Mechanisms 2014-2021.



3. Who?

Main responsibilities of the Fund Operator



Build the capacity and sustainability of civil society



Support project preparation, selection and implementation



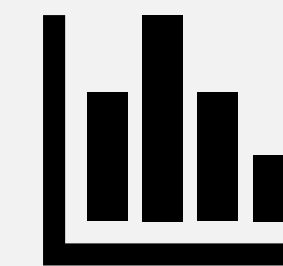
Promote exchange and network through regional civil society initiatives



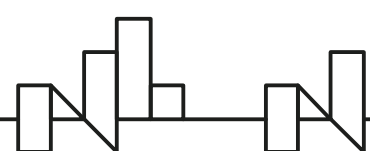
Promote and facilitate bilateral cooperation



Communicate and provide information on the programme



Establish systems to manage, control and evaluate

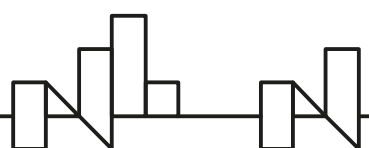


3. Who?

Main responsibilities of the Fund Operator

1. Support project preparation, selection and implementation

- Establish a system for launching open calls and implementing projects
 - tools and procedures for the project application and selection phase
 - propose procedures and support which will cater for different needs within the sector
- Provide information, mentoring, coaching and guidance to applicants
- Support and follow up with organisations implementing projects.

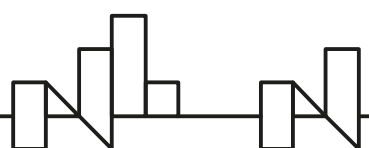


3. Who?

Main responsibilities of the Fund Operator

2. Build the capacity and sustainability of civil society organisations and the sector

- Capacity building should be integrated across the whole programme
- A minimum of 15% of the re-granting funds shall be earmarked for capacity building
 - At the level of individual organisations, e.g. to build specific skills
 - At the level of the sector, e.g. networking and partnerships, policy and advocacy, research and civic infrastructure.

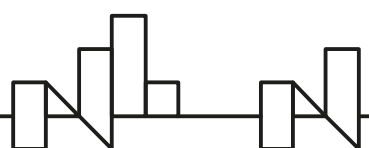


3. Who?

Main responsibilities of the Fund Operator

3. Support regional exchange through regional civil society initiatives

- Activities that contribute to the programme objective and aim to promote regional exchange and networking
 - Promoting mutual learning, adoption and use of knowledge and best practice across civil society
- Organised by at least two Fund Operators or in cooperation with another EEA and Norway Grants Programme Operator in the beneficiary state)

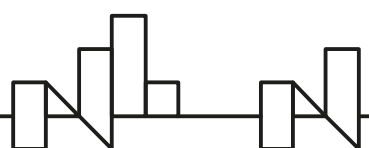


3. Who?

Main responsibilities of the Fund Operator

4. Promote and facilitate bilateral cooperation

- Project and programme level partnerships
- Networking, exchange, sharing of knowledge, experience and best practice
- Donor Contact Points in Iceland and Norway will support the Fund Operator's bilateral cooperation efforts and facilitate contact with relevant entities
 - Icelandic Human Rights Centre (www.humanrights.is)
 - Norwegian Helsinki Committee (www.nhc.no)

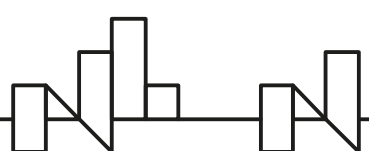


3. Who?

Main responsibilities of the Fund Operator

5. Communicate and provide information on the programme

- Opportunities offered by the Active Citizens Fund
- Public engagement with the objective, supported activities and issues addressed by the programme
- Visibility and communication of results and achievements
- Transparency about how the funding is used
- Public awareness about the contribution and role played by the donors
- Information and communication obligations at project level

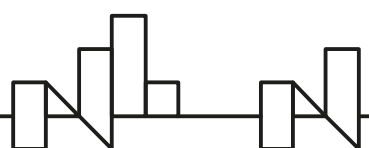


3. Who?

Main responsibilities of the Fund Operator

6. Establish a system to manage, control and evaluate the programme

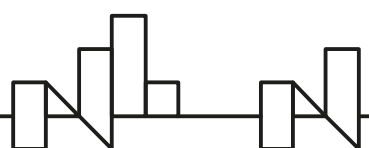
- Ensure transparent and accountable management of the funds and the principles of economy, efficiency and effectiveness.
- A detailed description of the management and control systems, accompanied with an audit report and opinion shall be submitted to the FMO within three months of signing the Programme Implementation Agreement.



3. Who?

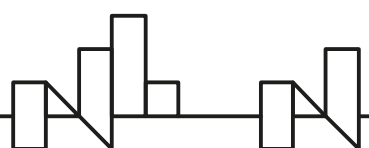
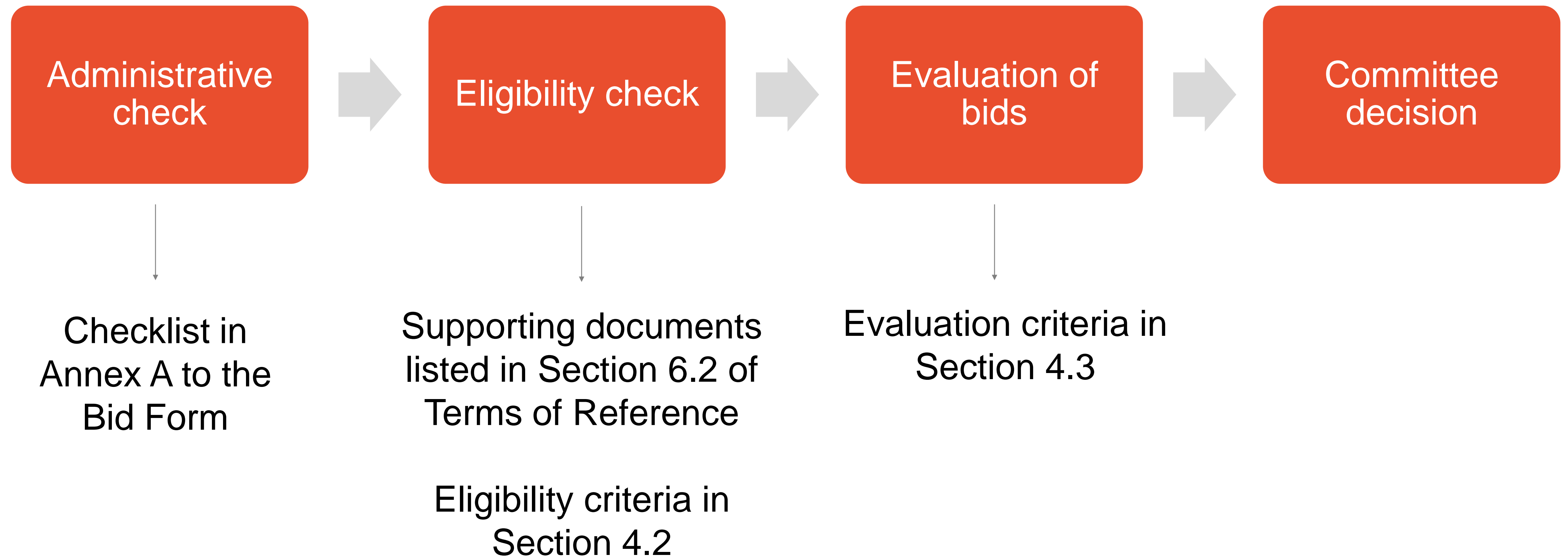
Requirements for the Fund Operator

- 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



4. How?

Selection process



4. How?

Evaluation criteria

1. Competence, expertise and experience (30 points)

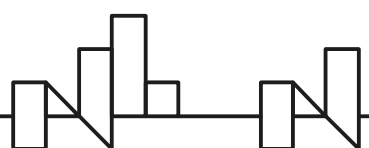
- Experience and technical expertise of bidder's designated staff
- Experience, technical expertise, goals, history and key partnerships of the bidder

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



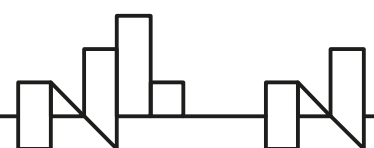
4. How?

Submitting a bid

- Instructions in the **Terms of Reference** and **Bid Form (Annex A)**
 - Use administrative checklist in bid form
 - 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

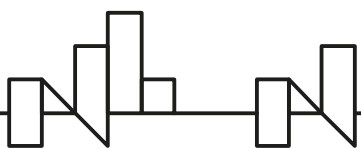
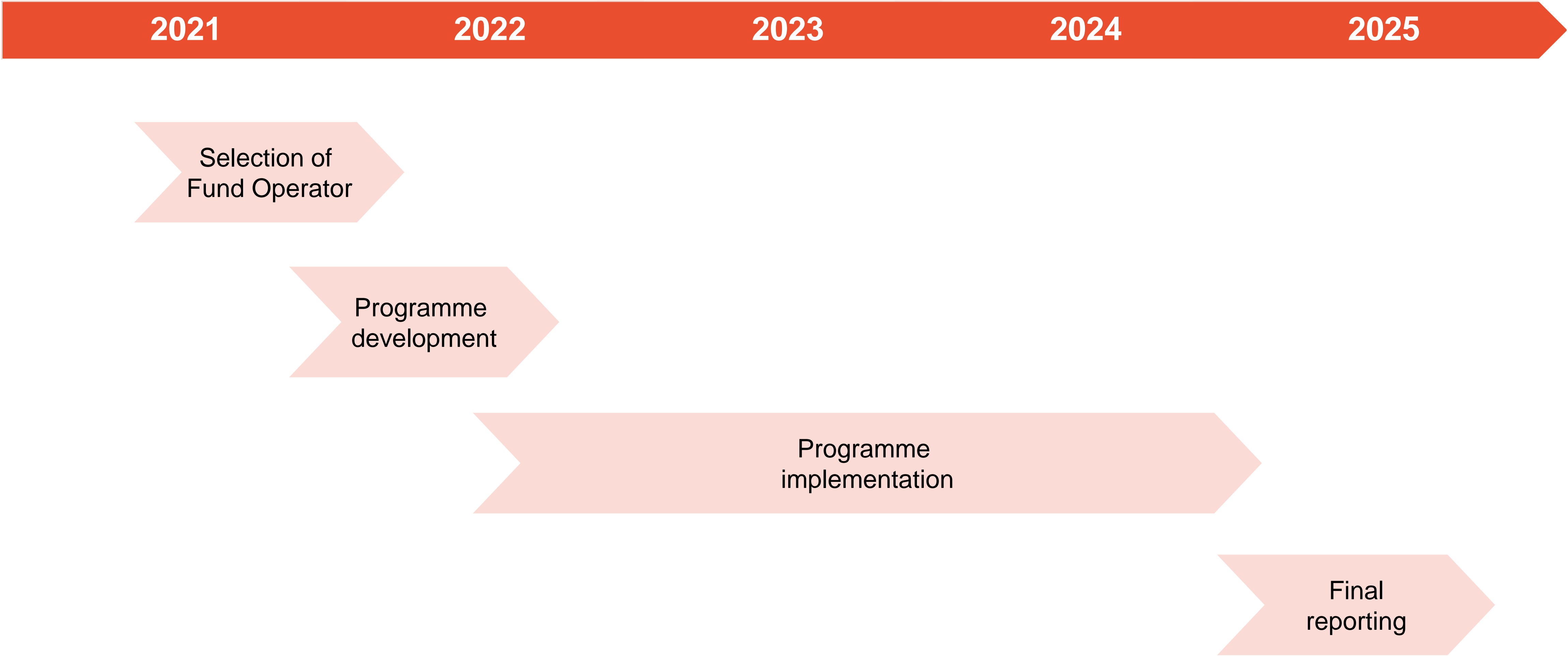


**16 February 2021
12:00 CET**



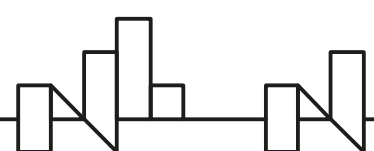
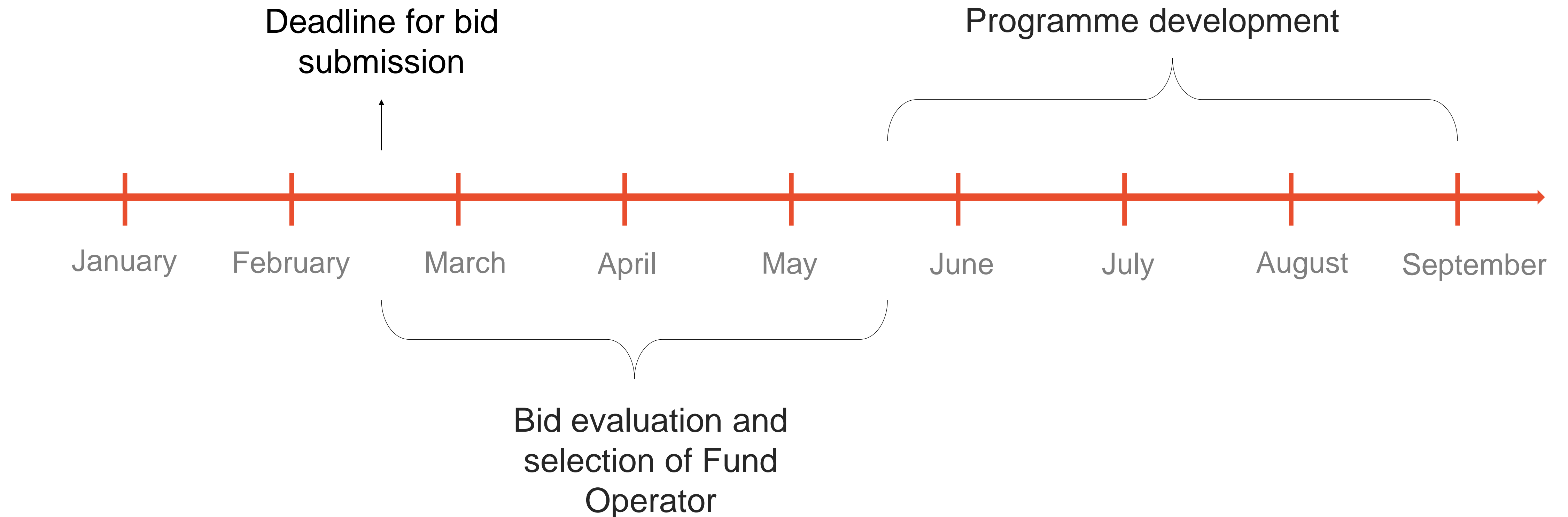
5. When?

Programming period



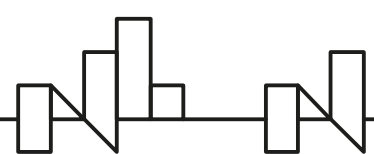
5. When?

Tentative timeline for selecting Fund Operator and developing the programme



Questions?

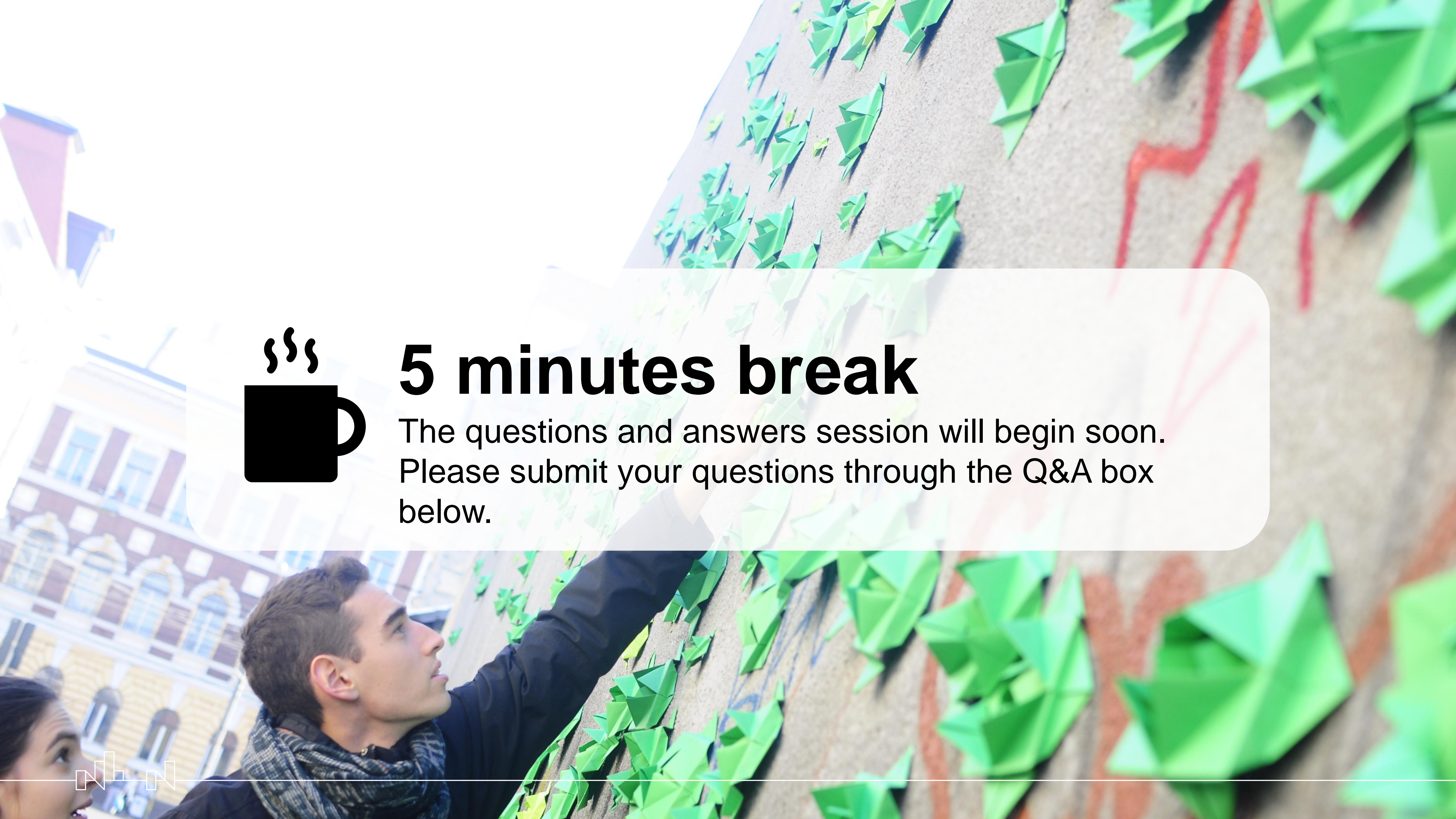
- Second information session on **3 February 2021 at 14:00 CET**
- Questions to **acf@efta.int** up to 10 business days before the deadline for submitting bids, 16 February 2021.
- Questions and answers published on EEA and Norway Grants Active Citizens Fund website: <http://www.eeagrants.org>





5 minutes break

The questions and answers session will begin soon.
Please submit your questions through the Q&A box
below.

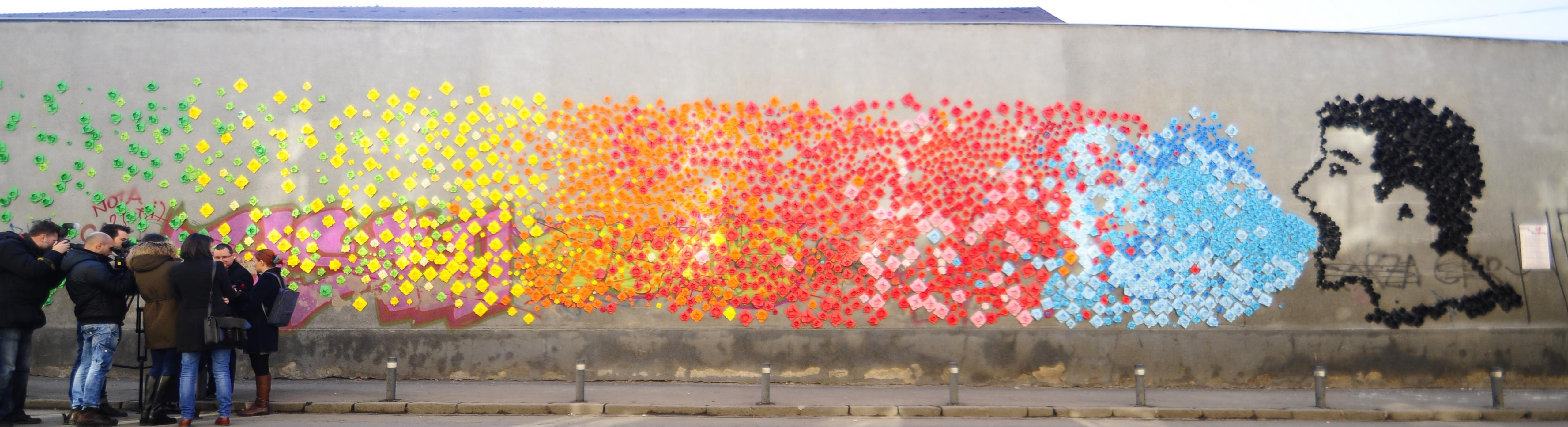




Questions and Answers

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





Thank you!

www.eeagrants.org
acf@efta.int

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