

Programme Work-Life Balance and Gender Equality

OPEN CALL#5 FOR APPLICATIONS:

Deadline for applications postponed to 31.05.2019

Open- Call#5 – Intervention projects to promote gender equality at local level

Through the Financial Mechanism of the European Economic Area 2014-2021, Norway, Iceland and Liechtenstein, as Donor States, in 15 European Union Member States, initiatives and projects will be funded with a view to reduce economic and social disparities and strength bilateral relations with Beneficiary States.

The Commission for Citizenship and Gender Equality was designated Programme Operator of the Work-Life Balance and Gender Equality in accordance with the Memorandum of Understanding on the Implementation of the EEA Grants 2014-2021 signed on 22 may 2017, in Lisbon, with a total amount of €7 million (€6 million EEA Grants + €1 058 824 CIG).

This Programme will support innovative and sustainable projects in Portugal on the following priority fields: Work-Life Balance, Domestic and Gender-based Violence and Good Governance, aligned with the National Strategy for Equality and Non- discrimination 2018-2030 – “Portugal + Igual”.

The selected projects shall contribute to the Programme Outcome 2 “Improved accountability systems for women's equal participation” and to the Programme Output 2.2 “Gender equality mainstreaming at local and regional level supported” in accordance with the Annex I of the Programme Agreement.

This notice for Open- Call#5 lays down the rules applicable for the submission of applications.

The application form and annexes are available in EEA Grants website, in www.eeagrants.gov.pt

PROGRAMME OPERATOR: Commission for Citizenship and Gender Equality (CIG)

DONOR PROGRAMME PARTNER: Norwegian Equality and Anti-discrimination Ombud (LDO)

1. PRIORITY AREAS:

In this Open-Call, each applicant is entitled to present not more than one proposal per priority area. This limitation does not apply to project partners.

A) Implementation of tools to promote equality between women and men in sectoral local policies

Intervention projects to disseminate and test instruments/methodologies to promote gender equality mainstreaming, including work-life balance, in sectoral local policies (e.g. health, social work, culture, sports, youth, leisure, employment, human resource management and work-life balance management systems based on NP4552:2016, training and employment, communication, participatory citizenship, security and mobility plans, urban planning, housing, environment, transportation, education, etc.).

The Programme Operator recommends the use of the existing instruments produced under PT07/ EEA Grants 2009-2014 (<https://eeagrants.cig.gov.pt/resultados/>).

Projects must include training of staff, including policy officers and managers, on the implementation of these instruments.

B) Projects to promote political and civic participation of girls and women at a local level

Promote intervention/action projects that put in place participatory processes at local and regional levels, empowering girls and women through mentoring, women in politics networks, promoting the creation of associations and training for political intervention. The Projects should be innovative and have impact, privileging partnerships with local authorities and civil society/community based organisations (this will be considered in project selection), with a focus on inland areas and women and girls from minorities and/or from disadvantaged/vulnerable groups, to promote their civic and political participation.

2. OPEN CALL:

(In line with Article 7.3, nº 2 b. of the EEA Grants 2014-2021 Regulation)

Applications can be submitted any time between **08.03.2019** until **31.05.2019**, GMT 18:00:00 (Please note: the deadline 10.05.2019 initially announced has been postponed to 31.05.2019).

The applications shall be submitted electronically to eeagrants@cig.gov.pt, using the applications forms and Annexes available on the website www.eeagrants.gov.pt

3. TOTAL AMOUNT AVAILABLE: €1.200.000

A) Implementation of tools to promote equality between women and men at the sectoral local policies: €600.000

B) Projects to promote political and civic participation of girls and women at a local level: €600.000

Minimum grant amount per project: €200.000

Maximum grant amount per project: €250.000

4. DURATION OF PROJECTS: up to 36 months

5. TERRITORIAL APPLICATION:

The Programme aims to support projects in mainland Portugal and the Autonomous Regions of the Azores and Madeira, without prejudice to actions that are developed in the Donor States (Norway, Iceland and Liechtenstein) under the partnerships of the selected projects.

6. PROJECT GRANT RATE:

Grants from the Programme will be up to 100% of total eligible project costs, except where the Project Promoter falls under the definition of non- governmental organisations or social partners as stated in 1.6 (n) and (y) of the Regulation, where the grant from the Programme will not exceed 90% of total eligible project costs. The remaining 10% of the costs shall be provided or obtained by the Project Promoter.

In this case of co-financing, the Promoter's financial contribution may be made in cash or kind. Contribution in kind may be made through volunteer work in NGO up to a maximum of 50% of the necessary contribution value. To calculate the value per hour of voluntary work for the purpose of contribution in kind please consult the article 6.4.5 and 6.4.6 of the EEA Grants 2014-2021 Regulation.

7. ELIGIBILITY OF APPLICANTS:

According to Article 7.2.1 of the Regulation: any entity, public or private, commercial or non-commercial and non-governmental organisations, established as a legal person in Portugal are considered eligible project promoters.

In the Priority Area A, the Programme Operator will value applications from municipalities.

In the Priority Area B, the Programme Operator will value applications from municipalities, schools, vocational schools, higher education intuitions, research centres, NGOs, Civil Society Organisations and central public administration entities.

8. PROJECT PARTNERS:

According to Article 7.2.2 of the Regulation: any public or private entity, commercial or non-commercial, as well as non-governmental organisations established as a legal person either in the Donor States, Beneficiary States or a country outside the European Economic Area that has a common border with the respective Beneficiary State, or any international organisation or body or agency thereof, actively involved in, and effectively contributing to, the implementation of a project, are considered eligible project partners.

In the Priority Area A, the Programme Operator will value partnership with municipalities.

In the Priority Area B, the Programme Operator will value partnership with municipalities, schools, vocational schools, higher education intuitions, research centres, NGOs, Civil Society Organisations and central public administration entities.

The Programme Operator strongly encourages partnership between national project partners, such as municipalities (alone or in the form of public associations), that maximise the geographical diversity.

9. ELIGIBILITY OF THE EXPENDITURE:

(In line with Article 8. 2 and 8.3 of the EEA Grants 2014-2021 Regulation)

9.1 Eligible expenditures of projects are those actually incurred within the project, which meet the following criteria:

- a) they are incurred between the first and final dates of eligibility of a project as specified in the project contract;
- b) they are connected with the subject of the project contract and they are indicated in the detailed budget of the project;
- c) they are proportionate and necessary for the implementation of the project;
- d) they must be used for the sole purpose of achieving the objective(s) of the project and its expected outcome(s), in a manner consistent with the principles of economy, efficiency and effectiveness;
- e) they are identifiable and verifiable, in particular through being recorded in the accounting records of the project promoter and/or project partner and determined according to the applicable accounting standards of the country where the Project Promoter and/or project partner is established and according to generally accepted accounting principles;
- f) they comply with the requirements of Portuguese applicable tax and social legislation;
- g) expenditures are considered to have been incurred when the cost has been invoiced, paid and the subject matter delivered (in case of goods) or performed (in case of services and works). Exceptionally, costs in respect of which an invoice has been issued in the final month of eligibility are also deemed to be incurred within the dates of eligibility if the costs are paid within 30 days of the final date for eligibility.

9.2 Eligible direct expenditures in a project:

- a) 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. The corresponding salary costs of staff of national administrations are eligible to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the project concerned were not undertaken;
- b) travel and subsistence allowances for staff taking part in the project. Having regard to the principle of proportionality, travel costs, including subsistence allowance, may be calculated as a lump sum, approved by the Programme Operator. Expenditure with the transportation and travel allowances should not exceed the referential applied to the Portuguese Public Administration;

- c) cost of new or second hand equipment: 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. It should be made clearly visible that the equipment is an integral and necessary component for achieving the outcomes of the project, in a manner consistent with the principles of economy, efficiency and effectiveness;
- d) costs of consumables and supplies, provided that they are identifiable and assigned to the project;
- e) costs entailed by other contracts awarded by a Project Promoter for the purposes of carrying out the project, provided that the awarding complies with the applicable rules on Portuguese public procurement.
- f) Costs arising directly from requirements imposed by the project contract for each project (publicity, evaluation, interpretation, translation and reproduction).

9.3 Indirect costs in projects (overheads):

Indirect costs are eligible according to the article 8.5 of the EEA Grants 2014-2021 Regulation.

9.4 Excluded costs:

Excluded costs are those laid down on article 8.7 of the EEA Grants 2014-2021 Regulation.

10. SUBMISSION OF THE APPLICATION:

10.1. The applications should be submitted electronically, by e-mail, through the application form and annexes available in the EEA Grants website, in www.eeagrants.gov.pt.

10.2. One copy of the application and the original term of responsibility (which must be signed by one of entity official representative) must be sent to the Programme Operator's office, by registered mail with advice of receipt, or deliver in the CIG's office, in 10 days from the submission date, to the address below:

Address:

Commission for Citizenship and Gender Equality

Programme Work-Life Balance and Gender Equality – EEA Grants 2014- 2021

Open- Call#5 - Intervention projects to promote gender equality at local level.

Priority area:

A) Implementation of tools to promote equality between women and men at the sectoral local policies
or

B) Projects to promote political and civic participation of girls and women at a local level

Av. da República, 32- 1º

1050-193 Lisboa, Portugal

10.3. Just the applications with the term of responsibility signed and received within the deadline limit fixed could be accepted to evaluation.

10.4. The applicants are fully responsible for the veracity and legality of the information transmitted, and, at any moment, may be asked to provide additional information during the selection process.

11. PROJECT SELECTION:

(In line with Article 7 of the EEA Grants 2014-2021 Regulation)

11.1. Administrative and eligibility criteria:

Applications must be accompanied by the following documents.

- a) Declaration indicating the entity's name, tax number, registered office and names of the people with legal powers to represent it, plus a copy of its articles of association;
- b) Declaration that it has no debts to the tax authority and Social Security;
- c) Certificate attesting to the applicant's VAT rate;
- d) Last approved financial report.

Only complete applications would be accepted.

11.2 The applications should cover the following elements:

- a. Project title, description of the project, including its framework and pertinence to National Strategy for Equality and Non- discrimination 2018-2030 – “Portugal + Igual” and the objectives and outputs of the Work-life Balance Programme and with local and regional strategies, namely within municipal plans for equality and non-discrimination;
- b. Communication and Information Plan;
- c. Activities, including indicators and targets (specific, measurable, relevant, realistic and timely defined);
- d. Geographical coverage and partnerships, particularly between local authorities (alone or in the form of public associations) that enhance the geographical expression of candidate projects;
- e. In priority area B, target groups, including indicators and targets (specific, measurable, relevant, realistic and timely defined);
- f. Expected outcomes and demonstration of the impact in the organization, territory and/or target group, as applicable.
- g. Methodology to evaluate changes in perceptions/motivations of project participants and/or acquisition of knowledge/skills by project participants. This should define concrete including, as applicable:
 - That at least 75% of participants in the training actions demonstrate acquisition of knowledge/skills in the areas under training.
 - That at least 75% of project participants demonstrate a positive change in perceptions and motivation towards political and civic participation.
- h. Plan to ensure the sustainability after the project's completion;

- i. Timeline of project and activities;
- j. Budget (attach detailed annual version and demonstrate that the amounts introduced are those operated in the entity, ex: salaries that correspond to average remuneration of the Promoters);
- k. Summary (both in English and Portuguese), covering a brief description of how the project will respond to the needs identified, including aims and outcomes of the project;
- l. Please indicate if there were any external consultants involved in the preparation of the initiative application. If yes, who.
- m. Annexes:
 - Brief description of the experience of the entity and project team in the open-call priority areas;
 - CV of key personnel of the project promoter, project partners and donor project partners;
 - A Letter of Intent from the project partners/donor project partners;
 - Term of responsibility.

11.3 The Programme Operator will review the applications for compliance with administrative and eligibility criteria. Applications not accepted at this stage will be given a 10 days legal period to react, in accordance with the articles 121º e 122º of the Portuguese Code of Administrative Procedure (CAP).

12. SELECTION CRITERIA:

The **selection criteria** and the respective **score** shall be as follows:

Selection criteria	Score
Compliance between the identified objectives, activities, results and impact of the project and the National Strategy for Equality and Non- discrimination 2018-2030 – “Portugal + Igual”, and with the objectives and outputs of the <i>Programme Work-Life Balance and Gender Equality</i> and local and regional strategies, namely within municipal plans for equality and non-discrimination	15
Expertise and previous experience of the applicant organisation and of partners, as valued in points 7 and 8 above, particularly the project's team	10
Inclusion of partner entities of the Donor States(s)	10
Plan to ensure the sustainability of the project's completion	10
The budget, timeline and proposed activities are relevant and clearly defined	10
Specific criteria*	45
TOTAL	100

*The specific criteria will be:

Specific criteria	Score
Priority area A and B:	
- Geographic coverage of the project through partnerships with local authorities (municipalities, alone or in the form of public associations) and/or civil society/community based organisations.	
- Plan to ensure feasibility, impact, scalability and sustainability of the project.	
- Size and diversity of the target groups.	
- Methodology for evaluating change in perceptions/motivation and acquisition of knowledge/skills and satisfaction.	
Evidence of balanced participation of women and men in the project team	5
TOTAL	45

13. SELECTION PROCEDURES:

13.1 The project evaluation and award of grants is accordance with Article 7.4 of the Regulation.

13.2 The Programme Operator will be responsible for project evaluation and for the award of grants.

13.3 The Programme Operator will establish a Selection Committee that will recommend the projects to be funded within the programme. The Selection Committee consists of three gender equality specialists. One of them will be external to and independent from the Programme Operator and its Partners. The Donor Programme Partner, the Financial Mechanism Office and the National Focal Point will be invited to participate in the meetings of the Selection Committee as observers.

13.4 The Programme Operator will review the applications for compliance with administrative and eligibility criteria. Applicants whose applications are rejected at this stage shall be informed and given a reasonable time to appeal that decision.

13.5 Each application that meets the administrative and eligibility criteria will be reviewed by two experts appointed by the Programme Operator, who are impartial and independent of the Programme Operator and the Selection Committee.

13.6 The experts will separately score the project according to the selection criteria published with the call for proposals. For the purposes of ranking the projects, the average of the scores awarded by the experts will be used. If the difference between the scores given by the two experts is more than 30% of the higher score, a third expert will be commissioned by the Programme Operator to score the project independently. In such cases the average score of the two closest scores will be used for the ranking of the projects.

13.7 The Programme Operator will provide the Selection Committee with a list of the ranked projects. The Selection Committee will review the ranked list of projects. It may modify the ranking of the projects in justified cases. The justification for the modifications shall be detailed in the minutes of the meeting of the Selection Committee. If such a modification results in a project's rejection, the affected applicant will be informed in writing about the justification for the modification. The Selection Committee will submit the list of recommended projects to the Programme Operator.

13.8 The Programme Operator will verify if the selection process has been conducted in accordance with the Regulation and that the recommendations from the Selection Committee comply with the rules and objectives of the programme. Following such verification, the Programme Operator will, based on the decision of the Selection Committee, make a decision on which projects shall be supported. If the Programme Operator modifies the decision of the Selection Committee, the applicants affected will be informed.

14. COMMUNICATION OF THE SELECTION RESULTS

14.1 The Programme Operator will notify the applicants about the results of the selection process within 90 days and publicize the results. Decisions on the applications are communicated individually to the respective applicants.

14.2 In the case of approval of funding, a proposal for contract should be send to the Promoter, where all terms and conditions of the approved funding are specified.

14.3. If the conditions of the approved funding are accepted, the Promoter must return the proposed contract to the Programme Operator within 20 working days from the date of receipt, duly signed and initialled by those responsible, under the law, for the entity, at the risk of having the decision revoked.

14.4. All rejected applications will be notified to react within 10 days, according to the Code of Administrative Procedure.

14.5. Project promoters must start the project no more than 30 working days after signing the contract of the project.

14.6. Upon receipt of all contracts signed, the Programme Operator prepares the final list of selected projects and Promoters and advertises it on the EEA Grants website.

15. PAYMENT FLOWS:

15.1 The Programme Operator will ensure that payments to projects are made in a timely manner. Interim and final payments to the projects shall be based on approved project reports.

15.2 Payments of the project grant shall take the form of advance payments, interim payments and a final payment. The level of advance payment to projects shall be set out in the project contract. After approval of projects, the Programme Operator will disburse the first instalment of advances to promoters as approved in the application. The project promoters will receive next interim payments only when 50% of the previously provided payment has been reported as incurred in the project interim reports. The last 10% of funding will be paid after approval of the final report.

15.3 The periodicity of reporting periods, and deadlines for reporting will be further detailed in the description of the Programme Operator's management and control systems.

16. ADDITIONAL INFORMATION:

Before applying please consult in the website of EEA Grants, **all information related with the *Programme Work-Life Balance and Gender Equality***, particularly the following documents:

- Application Form, Annexes and User Guide;
- Memorandum of Understanding;
- Regulation of the EEA Financial Mechanism 2014- 2021;

- Contact e-mail: eeagrants@cig.gov.pt. An answer will be given by email within 10 working days.
- Contacts through telephone number **217983000** available Tuesdays and Thursdays, from 10:00 to 12:30.
- Any modification to this notice will be published in the website of EEA Grants, at least three working days before the date of entry into force.