

“Environment, Climate Change and Low Carbon Economy” Programme

PROGRAMME OPERATOR: Secretary General of the Environment

PROGRAMME PARTNER: Innovation Norway

OPEN CALL

Small Grant Scheme # 3 – Projects to strengthen climate change adaptation at local level.

The ‘Environment, Climate Change and Low Carbon Economy Programme’ shall finance innovative and structuring projects for the Country in the areas of Environment, Climate Change and Low Carbon Economy (“Environment Programme”), with the aim of promoting the good environmental state of the ecosystems and reducing the adverse effects of pollution and other human activities, being climate change one of the main concerns expressed in the Memorandum of Understanding (MoU), signed in Lisbon on 22 May 2017.

The ‘Environment Programme’ selects as one of its priority areas climate change adaptation measures in an integrated fashion with various sectors, in line with the [National Climate Change Adaptation Strategy 2020 \(ENAAC 2020\)](#) and the [Action Programme for Adaptation to Climate Change \(P-3AC\)](#) which identifies eight main vulnerabilities in Portuguese territory and determines the lines of action and the respective adaptation measures, creating a reference framework for national action in terms of adaptation to climate change.

Actually, the development of national, regional and local adaptation plans and strategies is the basis for action on adaptation to climate change. The appropriate planning for future climate changes allows decision-makers and local entities to prioritise measures and investments, reducing long-term environmental, social and economic costs.

On the other hand, since the start of the ENAAC 2020, the municipal action on adaptation to climate change was considered a key factor, since many of the vulnerabilities have a high and differentiated territorial expression. In addition, an integrated territorial approach and planning for adaptation to climate change on inter municipal basis increases potential resources and allows the coordination of strategies.

The ‘Environment Programme’ will also further expand the drawing up of strategies and plans for adaptation at a local level, based on the experiences gained in the context of the Climate Change

Adaptation Programme - AdaPT – financed by the Financial Mechanism of the European Economic Area 2009-2014 (MFEED – EEA Grants 2009-2014) (<https://eeagrants.org/project-portal/project/PT04-0007>).

Under the AdaPT Programme, 27 municipalities drew up Municipal Adaptation Strategies for Climate Change (EMAAC). In addition, the AdaPT Programme developed a system to support municipalities in the drawing up of municipal adaptation strategies for climate change and extensive training material to provide training and qualification on adaptation to climate change at a local level. The AdaPT Programme drew up, inter alia, guidelines for:

- Identifying, analysing and assessing risk and opportunities;
- Planning measures and actions in accordance with the vulnerabilities identified;
- Implementing the planned measures and actions;
- Integrating on Territorial Management Tools adaptation solutions at a municipal or inter municipal level;
- Monitoring and reviewing its adaptation strategy for climate change.

The outcomes of the AdaPT Programme must be considered by the applicant projects and they are available at <http://www.apambiente.pt/index.php?ref=16&subref=81&sub2ref=118&sub3ref=395>.

The 'Environment Programme' will also update and develop local adaptation plans and strategies, for example, with the integration of adaptation into territorial management tools and other planning and management tools on a local scale.

When drawing up and developing adaptation plans and strategies, the necessary coordination and complementarity with ENAAC 2020 and P-3AC must be safeguarded, but also between the adaptation plans and strategies already in place on a municipal and inter municipal scale.

The selected projects must promote participation mechanisms in the fields of science, politics and society and bear in mind the uncertainties associated with the threats and opportunities deriving from climate change relevant to the adaptation plan or strategy or to the sectorial policies or plan at a local level to be developed.

When defining adaptation measures, particularly in terms of physical interventions with a direct impact on the territory, due consideration must be given to the Action Programme for Adaptation to Climate change (P-3AC), drawn up in the context of ENAAC 2020. The actions set out in this plan were identified in local and regional strategies and plans, as well as by the sectors of ENAAC 2020, with a view to reducing the main vulnerabilities in national territory, increasing their resilience and contributing to the welfare of the population, in particular of the most vulnerable groups.

Within the scope of the EEA Grants 2014-2021, Iceland, Liechtenstein and Norway, in the capacity of Donors, have financed initiatives and projects in 15 European Union Member States with the aim of reducing social and economic disparities and strengthening bilateral relations with beneficiary states.

The Secretary General of the Environment (SGE) was appointed Operator of the Environment, Climate Change and Low Carbon Economy Programme in accordance with the MoU, with a total allocation of €28,235,294 (€ 24,000,000 EEA Grants + €4,235,294 from SGE).

The projects selected shall contribute to the implementation of Objective 3. of the Programme: “Increased climate change resilience and responsiveness in targeted areas” and of Output 3.1 of the Programme, “Strengthened climate change adaptation at local level”, in accordance with Annex I of the Programme Agreement signed on 27 May 2019.

The table below sets out the indicators to which the projects financed will contribute.

Programme Area / Objective	Expected result	Indicator	Unit of measurement	Source of Verification	Frequency of reporting	Baseline value	Baseline year	Target value
Outcome 3	Increased climate change resilience and responsiveness in targeted areas	Number of people benefitting from the development of adaptation strategies	Number	Project promoter’s records	Annually (APR)	0	N/A	2600000
Output 3.1	Strengthened climate change adaptation at local level	Number of targeted municipalities with adaptation plans developed	Number	Project promoter’s records	Semi-annually	0	N/A	30

The present Open Call establishes the specifications that are applicable to the submission of applications. The electronic application platform can be found at the website <https://www.eeagrants.gov.pt/en/calls/>.

PROGRAMME OPERATOR: Secretary General of the Environment (SGE).

DONOR PROGRAMME PARTNER: Innovation Norway (IN).

1. PRIORITY AREAS

In the present Open Call, each application only pertains to a Priority Area. The applicant entity must not submit more than one application. This limitation does not apply to the project partners.

Applicant projects must demonstrate their contribution to the [Adaptation Strategy for Climate Change 2020 \(ENAAC 2020\)](#)¹, namely its Objective II. “Implementing adaptation measures” and Objective III. “Promoting the integration of adaptation in Sectorial Policies” and their coordination with those adaptation strategies and plans already in place at municipal and inter municipal level and with the [Action Programme for Adaptation to Climate Change \(P-3AC\)](#)².

¹ Diário da República (*Statute Book*), 1st series — no. 147 — enacted on 30 July 2015, p.5160

² Cabinet Decision no. 130/2019 – enacted on 2 August 2019

The project must demonstrate its sustainability for at least one year post funding in terms of integrated planning, by building up synergies a strengthening local policies on integrating adaptation across the policies and tools on territorial planning and management.

Applications will be valued if use the climate data available at the Climate Portal (<http://portaldoclima.pt/pt/>) and adopt the output from the Programme for Adaptation to Climate change - AdaPT – financed by MFEEE – EEA Grants 2009-2014 - PT04-0007 / EEA Grants 2009-2014 (<https://eeagrants.org/project-portal/project/PT04-0007>), available at (<http://www.apambiente.pt/index.php?ref=16&subref=81&sub2ref=118&sub3ref=395>, for mainstreaming of procedures.

In order to ensure that the specific territorial characteristics are addressed municipalities must have an active participation involving entities and personalities that represent the economic, social, cultural and environmental assets of the region.

This Open Call has two Priority Areas:

A. Drawing up Climate Change Adaptation Plans and Strategies on a local scale.

This priority area aims to drawing up of adaptation plans and strategies on a local scale, as well as the integration of adaptation actions and measures in municipal and inter municipal territorial management plans and in sectorial policy tools on a local scale.

In this priority area, applicants may include projects to draw up municipal and inter municipal strategies and plans for adaptation to climate change on a local scale in regions not yet covered by this type of tool.

This priority area may also include integrating these adaptation strategies or plans into public and sectorial policies which are relevant locally, including spatial planning and sustainable urban development instruments, and planning and management instruments in sectors such as agriculture, biodiversity, economy, tourism, energy, forests, Municipal Forest Fire Protection Plans - health, safety of persons and security of property, transport, communications, coastal protection, water resources, research and innovation.

Adaptation Strategies must include, at least:

- A diagnosis of the current situation, including the identification of vulnerabilities under various climate scenarios for the region;
- The identification of adaptation measures and options;
- The evaluation and prioritisation of adaptation measures;
- Cost estimate;

- A short, medium and long-term implementation schedule proposal;
- Main entities to be involved on implementation and monitoring;
- Guidelines for the integration of adaptation in Territorial Management Tools at a municipal or inter municipal level and in other sectorial management and planning tools at a local level.

The Adaptation Plans must include, at least:

- A diagnosis of the current situation, including the identification of vulnerabilities under various climate scenarios for the region;
- The identification of adaptation measures and options and their prioritisation;
- Main entities to be involved on implementation and monitoring;
- Detailed schedule for the implementation of measures;
- Financing sources and costs;
- Project files with a description of the adaptation measures and detailing of actions as well as implementation indicators;
- Monitoring plan for the measures and actions and a communication and training component.

B. Operationalising Climate Change Adaptation Plans and Strategies on a local scale.

This priority area aims to implement the adaptation measures foreseen on the Climate Change Adaptation Plans and Strategies, applicable to the territory under evaluation, and aligned with the vulnerabilities and measures identified in the Action Programme for Adaptation to Climate change (P-3AC).

The focus is to develop actions and projects for adaptation to climate change, presented in the various existing planning exercises, of a territorial nature (local or regional), acting on the vulnerabilities related to climate change in national territory in the following specific components:

- Increase in the frequency and intensity of rural fires;
- Increase in the frequency and intensity of heatwaves;
- Increase in the frequency and intensity of drought and water shortage periods;
- Increase in susceptibility to desertification;
- Increase in maximum temperature;

- Increase in the frequency and intensity of extreme precipitation events;
- Rising of the sea levels;
- Increase in the frequency and intensity of extreme phenomena, which lead to coastal erosion and overtopping.

The projects to be developed must also promote the adoption of structural, naturally based solutions, deploying, whenever possible, services based on ecosystems and integrating good practices for climate change adaptation in a demonstrative nature and replicable way.

2. PERIOD FOR SUBMITTING APPLICATIONS

(in accordance with Article 7.3, no. 2.b. of the of the “Regulation on the implementation of the European Economic Area (EEA) Financial Mechanism 2014-2021” – EEA FM 2014-2021 Regulation).

Applications must be submitted using the electronic application platform available on the EEA Grants website <https://www.eeagrants.gov.pt/en/programmes/environment/calls/> between 02.12.2019 until 12:00:00 (GMT) of 30.04.2020.

3. TOTAL AVAILABLE ALLOCATION

The allocation available for this Call is €2,650,000.

Minimum grant amount of financing for each project: €5,000.

Maximum grant amount of financing for each project: €200,000.

4. DURATION OF THE PROJECTS

Between 18 and 30 months. The deadline for expenditure eligibility is 30 April 2024.

5. TERRITORIAL SCOPE

The Environment Programme shall finance projects in mainland Portugal and in the Autonomous Regions of the Azores and Madeira, without prejudice to the activities that are developed in the Donor States (Iceland, Liechtenstein and Norway) under partnerships established in the selected projects.

6. FINANCING RATE

The eligible costs of the selected project shall be financed up to 85%, except when the entities that promote the project are non-governmental organizations, henceforth referred as NGOs, or social partners in accordance with article 1.6 (n) and (y) of the “Regulation on the implementation of the

European Economic Area (EEA) Financial Mechanism 2014-2021”, in which case eligible costs shall be financed up until a maximum rate of 90%.

The project rate shall in all cases be set at a level that complies with state Aid rules in force and takes into account any and all other forms of public support granted to projects. Any remaining costs of the project shall be provided or obtained by the project promoter.

Accordingly, with Article 6.4 Grant rates and minimum size of project grants “Regulation on the implementation of the European Economic Area (EEA) Financial Mechanism 2014-2021”, Co-financing shall be in the form of cash, including electronic transfers.

7. ELIGIBLE PROMOTER ENTITIES

In this Call the eligible promotor entities are local authorities responsible for climate change adaptation and mitigation plans and measures, established as legal persons in Portugal.

8. PARTNER ENTITIES

The rules on eligibility of project promoters and project partners are set in Article 7.2 of the Regulation. In accordance with Article 7.2.2 of the “Regulation on the implementation of the European Economic Area (EEA) Financial Mechanism 2014-2021 a project partner shall be any public or private entity, commercial or non-commercial, along with non-governmental organizations that have been legally established as a legal person in the donor states, or any international organization that is actively involved in implementing the proposed project.

9. ELIGIBILITY OF EXPENDITURE

(According to Articles 8.2 and 8.3 of the of the “Regulation on the implementation of the European Economic Area (EEA) Financial Mechanism 2014-2021”)

9.1. Eligible project costs

9.1.1. Eligible project costs must 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; and

(f) they comply with the requirements of applicable tax and social legislation.

9.1.2. 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. Overheads and depreciation of equipment are considered to have been incurred when they are recorded on the accounts of the Project Promoter and/or project partner.

9.1.3. Where new or second hand equipment is purchased, only the portion of the depreciation corresponding to the duration of the project and the rate of actual use for the purposes of the project may be considered eligible expenditure.

9.1.4. The Project Promoter's internal accounting and auditing procedures must permit direct reconciliation of the expenditures and revenue declared in respect of the project with the corresponding accounting statements and supporting documents.

9.2. Eligible direct expenditure in a project:

9.2.1. The eligible direct expenditures for a project are those expenditures, which are identified by the Project Promoter, and/or the project partner, in accordance with their accounting principles and usual internal rules, as specific expenditures directly linked to the implementation of the project and which can therefore be booked to it directly. The following direct expenditures are eligible provided that they satisfy the criteria set out in 9.1.1:

(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, on the basis of defined rules approved by the Programme Operator;

(c) cost of new or second hand equipment. In case the Programme Operator determines that the equipment is an integral and necessary component for achieving the outcomes of the project, the

entire purchase price of that equipment may, by way of exception from the rule contained in 9.1.3., be eligible;

(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 public procurement and “Regulation on the implementation of the European Economic Area (EEA) Financial Mechanism 2014-2021”;

(f) costs arising directly from requirements imposed by the project contract for each project.

9.2.2. Where the entire purchase price of equipment is eligible in accordance with point (c) of paragraph 9.2.1., the Programme Operator shall ensure that the Project Promoter:

(a) keeps the equipment in its ownership for a period of at least five years following the completion of the project and continues to use that equipment for the benefit of the overall objectives of the project for the same period;

(b) keeps the equipment properly insured against losses such as fire, theft or other normally insurable incidents both during project implementation and for at least five years following the completion of the project; and

(c) sets aside appropriate resources for the maintenance of the equipment for at least five years following the completion of the project.

9.3. Indirect eligible costs in projects (overheads): indirect costs shall be eligible in accordance with Article 8.5 of the “Regulation on the implementation of the European Economic Area (EEA) Financial Mechanism 2014-2021”.

9.4. Non-eligible costs: the costs mentioned in Article 8.7 of the “Regulation on the implementation of the European Economic Area (EEA) Financial Mechanism 2014-2021” are not eligible.

10. SUBMISSION OF THE APPLICATION

10.1. Applications should be submitted using the electronic application platform available for this call on the EEA Grants website <https://www.eeagrants.gov.pt/en/programmes/environment/calls/>, between 02.12.2019 until 12:00:00 (GMT) of 30.04.2020.

10.2. It shall be noted that in what the Term of Responsibility is concerned, in case the applicant entity is not capable of using digital signature shall instead send the original copy of the Term of Responsibility duly signed and initialled by the person who has powers to legally bind the company with one copy of the electronic application form (in Portuguese or in English), to the Programme

Operator via registered mail with acknowledgement of receipt stamped no later than the date of 30.04.2020.

Address: Secretary General of the Environment– EEA Grants 2014- 2021, Rua de "O Século" n.º 63, Piso 3, 1200-433 Lisbon, PORTUGAL.

Email: ambiente.eeagrants@sgambiente.gov.pt

10.3. Only fully completed applications including the Term of Responsibility shall be considered for assessment and selection purposes.

10.4. The applicant entities are responsible for the veracity and authenticity of all the submitted documents and are expressly informed that they may be obliged to submit the original documents to the Programme Operator during any phase of the application process.

11. PROJECT SELECTION

The project selection procedures follow Chapter 7 of the '*Regulation on the implementation of the European Economic Area Financial Mechanism 2014-2021*' (EEA FM 2014-2021 Regulation).

11.1. Administrative and eligibility criteria: the application must be accompanied by the following documents (for project promoters and partners):

- a) Statement containing the name of the entity, tax number, taxation address, name of the legal representatives and copy of the statute;
- b) Statement attesting to the fact that there are no debts to the Taxation Authorities and Social Security Authority;
- c) VAT situation;
- d) Copy of the latest Annual Report.

11.2. The application shall contain the following information:

- a) Project title;
- b) Activities, including execution indicators of the project (specific, measurable, attainable, realistic, relevant and time limited) and proposed targets to be attained;
- c) Geographic coverage and partnerships, particularly between local authorities (individually or in the form of public associations) leveraging the geographic expression of the applicant projects;

- d) Expected results and forecast of the impact on the organization, territory and/or target group, as applicable, including a forecast of the contribution to the output and outcome level indicators of the 'Environment Programme';
- e) Plan guaranteeing financial sustainability of the project, if applicable;
- f) Communication Plan;
- g) Project and activities timeline;
- h) Budget (included in Part D of the electronic form);
- i) Summary (Part B of the electronic form);
- j) Please indicate if there were any external consultants involved in the preparation of the initiative application. If yes, who, included in part A.
- k) Annexes, which contain supplementary information for the application:
- Part A – Administrative Information (including CV of the members of the team allocated to the project, namely if there were any external consultants involved in the preparation of the application);
 - Part B – Description and Summary of the project drafted in Portuguese and in English, maximum 500 words (including a brief description of the entity's experience and the team of the project in the priority areas of this call, along with the identified needs);
 - Part C – Detailed Technical Description;
 - Part D – Financial Information (including the detailed version of the Budget broken down by year and a statement attesting to the fact that the amounts stated are those that are normally practiced by the entity, e.g., salaries that correspond to the average remuneration of the Promoters; statement pertaining to the partnership commitment between the applicant entity and the respective partner entities, and the Term of Responsibility).

11.3. The Programme Operator will review the applications in order to verify compliance with the administrative and eligibility criteria. Applicant entities whose applications are rejected during this phase may file a complaint in accordance with article 121 and 122 of the Code of Administrative Procedure.

12. SELECTION CRITERIA

Applications are evaluated in accordance with the **following criteria**, to which a score of 0 points (minimum) to 100 points (maximum) is awarded:

A – Technical Capacity of the Promoter and the Project Team;

B – Technical Quality of the Project Proposal;

C – Project Structure and General Objectives;

D – Partnerships with entities from the Donor States;

E – Specific criteria.

The total score of each application is obtained from the following formula:

$$\text{Total Score (PG)} = [(A \times 0.10) + (B \times 0.25) + (C \times 0.20) + (D \times 0.05) + (E \times 0.40)] = 100$$

Only applications whose value of A, B, C, and E obtains at least 50 points for each of said criteria and in which the Total Score (PG) value is equal to or greater than 50 points are eligible for the awarding of financing.

12.1. The **selection criteria** and respective **weighting** shall be as follows:

Selection criteria	Weighting (%)	Score
<p>A. <u>Technical Capacity of the Promoter and the Project Team</u></p> <p>Technical knowledge of the project team: applicant entity and partner entities involved (including partner entities from Donor States).</p> <p>- Priority Area A: municipalities (whether or not integrated in Inter municipal Communities and Metropolitan Areas) which do not have any strategies or plans for adaptation to climate change, or for which the latter are not integrated in sectorial tools and policies on a local scale.</p> <p>- Priority Area B: municipalities (whether or not integrated in Inter municipal Communities and Metropolitan Areas) which have strategies or plans for adaptation to climate change, forming part of the Network of Municipalities for Local Adaptation to Climate change or which have developed adaptation strategies or plans in the context of POSEUR.</p>	10	0 - 100
<p>B. <u>Technical Quality of the Project Proposal</u></p> <p>General quality of the application submitted: activities, budget, schedule, Communication Plan, Sustainability Plan for the post-financing project, gender equality.</p>	25	0 - 100
<p>C. <u>Project Structure and General Objectives</u></p>	20	0 - 100

The consistency between Objectives, activities and results is evaluated, including the alignment between the 'Environment Programme' objective, the outcome and the outputs to which the project will contribute.		
D. <u>Partnerships with entities from the Donor States</u> Inclusion of partner entities of the Donor States (Norway, Iceland and/or Liechtenstein).	5	0 - 100
E. <u>Specific criteria</u> Specific aspects are evaluated deriving from the type of projects aimed at by the Call.	40	0 - 100
TOTAL	100	

The **specific criteria** and respective sub-criteria shall be the following:

Priority Area A. To draw up and update Climate change Adaptation Plans and Strategies on a local scale.
The applicant project demonstrates it contributes to Objective III of ENAAC.
The applicant project demonstrates the use of the tools produced in the context of the Programme for Adaptation to Climate change – AdaPT, including the use of the climate data available at the Climate Portal.
The applicant project demonstrates the coordination with other adaptation strategies and plans in place on inter municipal or municipal scale.
The applicant project demonstrates its national contribution to the number of municipalities with adaptation strategies or plans for climate change developed or for the number of people who will benefit from the development of adaptation strategies and plans.
The applicant project properly justifies the plans and sectors selected for the integration of adaptation to climate change, contributing to the number of local adaptation strategies integrated into local management and planning tools.
The applicant project is endowed with appropriate diversity of relevant organic units between the entities that will benefit from training or which will be involved in the preparation or integration of the adaptation plan or strategy.
The applicant project sets out a proposed index for the adaptation plan or strategy, which is suitable and consistent.

Priority Area B. Operationalising Climate change Adaptation Plans and Strategies on a local scale.
The applicant project demonstrates it contributes to Objective II of ENAAC.
The applicant project demonstrates it contributes to P3AC.
The applicant project demonstrates coordination with the adaptation strategies and plans in place on inter municipal or municipal scale.
The applicant project demonstrates the use of the tools produced in the context of the Programme for Adaptation to Climate change – AdaPT, including the use of the climate data available at the Climate Portal.
The applicant project demonstrates its national contribution to the number of people who benefit from the implementation of adaptation measures.
The applicant project is endowed with appropriate diversity of entities, which will be involved in the operationalisation of the adaptation plan or strategy.
The applicant project is of an innovative nature, with the adaptation of the methodologies and technologies deployed to achieve the best results and a potential for replicability of the adaptation measures to be implemented.

12.2. The detailed description of the application selection and evaluation model can be found in Annex I.

13. SELECTION PROCEDURES

13.1. The Programme Operator shall be responsible for evaluating the project and granting funding.

13.2. The Programme Operator shall establish a Selection Committee that shall recommend the projects to be funded within the programme. The Selection Committee shall consist of at least three environment experts, two from Programme Operator and one from DPP. The FMC and the National Focal Point shall be invited to participate in the meetings of the Selection Committee as observers.

The Programme Operator shall 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.

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

The experts shall separately score the project according to the selection criteria published with the call. For the purposes of ranking the projects, the average of the scores awarded by the experts shall be used.

If the difference between the scores given by the two experts is more than 30% of the higher score, a third expert shall be commissioned by the Programme Operator to score the project independently. In such cases the average score shall be used for the ranking of the projects.

The Programme Operator shall provide the Selection Committee with a list of the ranked projects. The Selection Committee shall review the ranked list of projects. It may modify the ranking of 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 shall be informed in writing about the justification for the modification. The Selection Committee shall submit the list of recommended projects to the Programme Operator.

The Programme Operator shall verify that the selection process has been conducted in accordance with the "Regulation on the implementation of the European Economic Area (EEA) Financial Mechanism 2014-2021" and that the recommendations from the Selection Committee comply with the rules and objectives of the programme, following such verification, the Programme Operator shall, 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, it shall inform the applicants affected and provide them with a justification.

The Programme Operator shall notify the applicants about the results of the selection process within a reasonable time and publicize the results.

13.3. In accordance with Article 21 of the 'Applicants Guide for Financing of Projects Supported by Environment, Climate Change and Low Carbon Economy Programme', notification shall be provided concerning the reasons, duly justified and substantiated, for rejection of applications based on the verification of the formal admissibility and eligibility requirements. The decision may be appealed within 10 working days.

13.4. In accordance with Article 23 of the 'Applicants Guide for Financing of Projects Supported by Environment, Climate Change and Low Carbon Economy Programme', after the technical assessment of the accepted applications, the Programme Operator will provide the Selection Committee with a list of projects classified for review. In duly justified cases, the Selection Committee may decide to change the ranking of projects and the ordering of applications. The justification for the changes will be detailed in the Selection Committee meeting minutes. If the change results in the rejection of a project, the applicant will be informed in writing. The Selection Committee will submit the list of projects recommended for funding to the Programme Operator.

13.5. The Programme Operator shall verify that the selection process has been conducted in accordance with the "Regulation on the implementation of the European Economic Area (EEA)

Financial Mechanism 2014-2021” and that the Selection Committee's recommendations are in accordance with the rules and objectives of the Programme. After such verification, the Programme Operator shall decide, on the basis of the decision of the Selection Committee, which projects will be selected. If the Programme Operator modifies the Selection Committee's decision, the affected applicants will be informed.

14. COMMUNICATION OF RESULTS

14.1. Within 90 days, the results of the selection process will be communicated individually to each applicant by the Programme Operator and the final list of selected projects will be disclosed.

14.2. If the project is approved, a draft contract shall be sent to the promoter, specifying all the terms and conditions of the approved funding.

14.3. The draft contract must be returned to the Programme Operator, duly signed and initialled by the applicant's legal representatives, within a maximum period of 20 working days, counted from the date of its receipt, under penalty of revocation of the approval decision.

14.4. All rejected applications will be notified to respond within a maximum of 10 days in accordance with the Portuguese Administrative Code of Procedure.

14.5. Projects must start no later than 30 working days after the date of signature of the project contract.

14.6. Upon receipt of all signed contracts, the Programme Operator will prepare the final list of selected projects and promoters and publish it on the EEA Grants website (<https://www.eeagrants.gov.pt/en/programmes/environment>).

15. PAYMENT METHODS

15.1. The Programme Operator shall be responsible for processing payments to projects in a timely manner. Interim and final payments will be made after the approval of the respective project reports.

15.2. Payments to the promoter shall take the form of advance payments, interim payments and final payment. The level of advance payment shall be set out in the project contract. The maximum level of payment shall be as follows:

- first advance payment, up to 25%, interim payments, 65% and
- final payment 10%.

The first advance instalment shall be payed following the signature of the project contract. Subsequent payments shall be payed after the approval of the interim reports. The final payment will be paid after the approval of the final report.

Upon approval of the final project report a balance payment, if applicable, shall be made within 1 month.

The approval of project interim and final reports take place 2 months from the submission of the required information.

15.3. Structure of the Final Report

The Final Project Report must contain:

- i. Detailed description, namely: summary of the activities carried out; information regarding the involvement of partners, in particular with regard to partners from Donor Countries; information regarding the participants in the Project;
- ii. Results achieved, namely: evaluation of the Project's results (at each reporting date);
- iii. Description of costs and financial impact assessment;
- iv. Description of the Project's contribution to achieving the overall objectives of EEA Grants and the 'Environment Programme'.

15.4. The frequency and deadline of all reports (interim and final) to be submitted will be half- yearly, and both must be sent within 30 (calendar) days after the respective reference period.

16. ADDITIONAL INFORMATION:

Prior to submitting applications, applicants are encouraged to consult the EEA Grants website (<https://www.eeagrants.gov.pt/en/programmes/environment>) for information on the Environment, Climate Change and Low Carbon Economy Programme, particularly the following documents:

- Electronic Application Form, Annexes and Promoter's Manual;
- 'Memorandum of Understanding on the Implementation of the EEA Financial Mechanism 2014-2021';
- 'Regulation on the implementation of the European Economic Area (EEA) Financial Mechanism 2014-2021';
- 'Applicants Guide for Financing of Projects Supported by Environment, Climate Change and Low Carbon Economy Programme'.
- Information contacts:

e-mail address: ambiente.eeagrants@sgambiente.gov.pt

Telephone: (+351) 213 231 644 (José Manuel Pinto) – Available from Monday to Friday, from 10:00 to 12:00 and 14:30 to 16:30.

- Any changes made to the contents of this call shall be announced on the website of the Programme Operator (<https://www.eeagrants.gov.pt/en/programmes/environment/calls/>)
- A section of Frequently Asked Questions (FAQ) will be published on the Website of the Program Operator (<https://www.eeagrants.gov.pt/en/programmes/environment/calls/>) and frequently updated based on the queries from the potential applicants and partners.
- Any information regarding this call will be published in the EEA Grants Website within its specific area (<https://www.eeagrants.gov.pt/en/programmes/environment/calls/>)
- All questions shall be answered by email in a timeframe of 3 working days.

17. DATA PROTECTION

All personal data will be processed in accordance with the General Data Protection Regulation (GDPR) of 25 May 2018 and the Personal Data Protection Act (PLPD) – Law 67/98 of 26 October 1998 in its current wording.

ANNEX I. Application's Selection Framework

Applications are evaluated in accordance with the following criteria to which a score from 0 points (min.) to 100 points (max.) is awarded:

- A – Technical Capacity of the Promoter and the Project Team;
- B – Technical Quality of the Project Proposal;
- C – Project Structure and General Objectives;
- D – Partnerships with entities from the Donor States;
- E – Specific criteria.

The weighting of the criteria is as follows:

- A. Technical Capacity of the Promoter and the Project Team – 10%
- B. Technical Quality of the Project Proposal- 25%
- C. Project Structure and General Objectives - 20%
- D. Partnerships with entities from the Donor States – 5%
- E. Specific criteria - 40%.

Selection criteria	Weighting (%)	Score
<p>A. <u>Technical Capacity of the Promoter and the Project Team</u></p> <p>Technical knowledge of the project team: applicant entity and partner entities involved (including partner entities from Donor States).</p> <p>- Priority Area A: municipalities (whether or not integrated in Inter municipal Communities and Metropolitan Areas) which do not have any strategies or plans for adaptation to climate change, or for which the latter are not integrated in sectorial tools and policies on a local scale.</p> <p>- Priority Area B: municipalities (whether or not integrated in Inter municipal Communities and Metropolitan Areas) which have strategies or plans for adaptation to climate change, are part of the Network of Municipalities for Local Adaptation to Climate change or which have developed adaptation strategies or plans in the context of POSEUR.</p>	10	0 - 100
<p>B. <u>Technical Quality of the Project Proposal</u></p>	25	0 - 100

General quality of the application submitted: activities, budget, schedule, Communication Plan, Post-financing project Sustainability Plan, gender equality.		
C. <u>Project Structure and General Objectives</u> The consistency between the objectives, activities and results of the project is evaluated, including the alignment between the 'Environment Programme' objective, the outcome and the outputs to which the project will contribute.	20	0 - 100
D. <u>Partnerships with entities from the Donor States</u> Inclusion of partner entities of the Donor States (Norway, Iceland and/or Liechtenstein).	5	0 - 100
E. <u>Specific criteria</u> Specific aspects are evaluated deriving from the type of projects aimed at by the Call.	40	0 - 100

The total score of each application is obtained from the following formula:

$$\text{Total Score (PG)} = (A \times 0.10) + (B \times 0.25) + (C \times 0.20) + (D \times 0.05) + (E \times 0.40) = 100$$

Or considering the sub-criteria:

$$\text{Total Score (PG)} = (A \times 0.10) + [(B1+B2+B3+B4+B5) / 5] \times 0.25 + (C \times 0.20) + (D \times 0.05) + (E \times 0.40)$$

Only applications whose value of A, B, C and E obtains at least 50 points and in which the Total Score (PG) value is equal to or greater than 50 points are eligible for the awarding of financing.

The score of each criterion and sub-criterion shall be awarded in accordance with the tables below:

A – Technical Capacity of the Promoter and the Project Team

Description	Score
There are not sufficient elements to evaluate this criterion as a whole.	0
The knowledge and experience of the applicant entity, of the partner entities and of the project team are not relevant for the assets as a whole required for the smooth implementation of the project, namely, in the areas of climate change, local planning and project management.	20
The knowledge and experience of the applicant entity, of the partner entities and of the project team are relevant for the assets as a whole required for the smooth implementation of the project, namely, in the areas of climate change, local planning	50

Description	Score
and project management.	
The knowledge and experience of the applicant entity, of the partner entities and of the project team are relevant for the assets as a whole required for the smooth implementation of the project, namely, in the areas of climate change, local planning and project management.	80
The knowledge and experience of the applicant entity, of the partner entities and of the project team are highly relevant for the assets as a whole required for the smooth implementation of the project, namely, in the areas of climate change, local planning and project management.	100

B – Technical Quality of the Project Proposal

The score of this criterion consists of the arithmetic mean of the score awarded to each sub-criterion.

B1. Adequacy to the pursuit of the project objectives and goals

Description	Score
There are not sufficient elements to evaluate this sub-criterion.	0
The project is appropriate but there are inadequacies in terms of the budget, scheduling and the participative process to be adopted.	20
The project is appropriate but there are inadequacies in terms of scheduling and the participative process to be adopted.	50
The project is appropriate but there are inadequacies in terms of the participative process to be adopted.	80
The project is appropriate for the pursuit of the objectives and goals defined and it is well detailed, duly well founded and structured in terms of the activities to be carried out, respective budget, schedule and participative process to be adopted.	100

B2. Capacity to provide the co-financing for a smooth project implementation

Description	Score
It fails to demonstrate the co-financing capacity of the non-financed component (it cannot be evaluated owing to incomplete information or non-verifiable information).	0
It has no co-financing.	50
Co-financing already guaranteed (demonstration).	80

Co-financing based on own capital (demonstration).	100
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B3. Adequacy of the project Communication Plan

Description	Score
There are not sufficient elements to evaluate this sub-criterion.	0
The Communication Plan fails to meet the requirements defined in the Promoter's Manual and the graphic standards, namely, the use of logos.	10
The Communication Plan meets the requirements, but it does not meet the communication Objectives of the Environment Programme defined in the Promoter's Manual nor does it properly identify the target public and the means of communication and dissemination.	30
The Communication Plan meets the requirements and meets the communication Objectives of the Environment Programme defined in the Promoter's Manual but it does not properly identify the target public and groups and the means of communication and dissemination.	50
The Communication Plan meets the requirements and meets the communication Objectives of the Environment Programme defined in the Promoter's Manual and it properly identifies the target public and groups of the project but it fails to provide appropriate means of communication and dissemination.	80
The Communication Plan meets the requirements defined and meets the communication Objectives of the Environment Programme defined in the Promoter's Manual and the graphic standards, as well as properly identifying the target public and groups of the project and providing appropriate means of communication and dissemination.	100

B4. Adequacy of the Post-financing project Sustainability Plan

Description	Score
There are not sufficient elements to evaluate this sub-criterion.	0
The Sustainability Plan ensures the sustainability of the project in terms of the prioritisation of measures and investments, cutting long-term environmental, social and economic costs.	20
The Sustainability Plan ensures the sustainability of the project in terms of the prioritisation of measures and investments, cutting long-term environmental, social and economic costs and boosting opportunities deriving from climate change.	50
The Sustainability Plan ensures the sustainability of the project in terms of the	80

Description	Score
decision-making capacity regarding local policies, in terms of the prioritisation of measures and investments, cutting long-term environmental, social and economic costs and boosting opportunities deriving from climate change.	
The Sustainability Plan ensures the sustainability of the project in terms of the decision-making capacity regarding local policies in view of future climate changes, in terms of the prioritisation of measures and investments, cutting long-term environmental, social and economic costs and boosting opportunities deriving from climate change.	100

B5. Gender equality

Description	Score	
The candidate project highlights the balanced representation of women and men in the project team.	No	0
	Yes	100

C – Project Structure and General Objectives

Description	Score
There are not sufficient elements to evaluate this sub-criterion.	0
The applicant project has an organised structure in terms of Objectives, clearly defined and aligned with the outcome and the outputs of the Environment Programme.	20
The applicant project has an organised structure in terms of Objectives, activities and results that are clearly defined, consistent and measurable.	50
The applicant project has an organised structure in terms of Objectives, activities and results that are clearly defined, consistent, measurable and viable.	80
The applicant project has an organised structure in terms of Objectives, activities and results that are clearly defined, consistent, measurable, viable and feasible.	100

D. Partnerships with entities from Donor States

Description		Score
The applicant project includes partner entities from MFEEE Donor States (Norway, Iceland and/or Liechtenstein).	No	0
	Yes	100

E – Specific criteria

The score for this criterion consists of the sum of the score awarded to each sub-criterion by Priority Area covered by the project.

Priority Area A. Drawing up and updating Climate Change Adaptation Plans and Strategies on a local scale.		Score
The applicant project demonstrates it contributes to Objective III of ENAAC.	No	0
	Yes	20
The applicant project demonstrates the use of the tools produced in the context of the Programme for Adaptation to Climate change – AdaPT, including the use of the climate data available at the Climate Portal.	No	0
	Yes	20
The applicant project demonstrates the coordination with other adaptation strategies and plans in place on inter municipal or municipal scale.	No	0
	Yes	10
The applicant project demonstrates its national contribution to the number of municipalities with adaptation strategies or plans for climate change developed or for the number of people who will benefit from the development of adaptation strategies and plans.	No	0
	Yes	20
The applicant project properly justifies the plans and sectors selected for the integration of adaptation to climate change, contributing to the number of local adaptation strategies integrated into local management and planning tools.	No	0
	Yes	20
The applicant project is endowed with appropriate diversity of relevant organic units between the entities that will benefit from training or which will be involved in the preparation or integration of the adaptation plan or strategy.	No	0
	Yes	5
The applicant project sets out a proposed index for the adaptation plan or strategy, which is suitable and consistent.	No	0
	Yes	5

Priority Area B. Operationalising Climate Change Adaptation Plans and Strategies on a local scale.		Score
The applicant project demonstrates it contributes to Objective II of ENAAC.	No	0
	Yes	20
The applicant project demonstrates it contributes to P3AC.	No	0
	Yes	20
The applicant project demonstrates coordination with the adaptation strategies and plans in place on inter municipal or municipal scale.	No	0
	Yes	10
The applicant project demonstrates the use of the tools produced in the context of the Programme for Adaptation to Climate change – AdaPT, including the use of the climate data available at the Climate Portal.	No	0
	Yes	20
The applicant project demonstrates its national contribution to the number of people who benefit from the implementation of adaptation plans.	No	0
	Yes	20
The applicant project is endowed with appropriate diversity of the entities that will be involved in the operationalisation of the adaptation plan or strategy.	No	0
	Yes	5
The applicant project is of an innovative nature, with the adaptation of the methodologies and technologies deployed to achieve the best results and a potential for replicability of the adaptation measures to be implemented.	No	0
	Yes	5