



**Project: Cultural Routes for Sustainable Social and economic Development in Mediterranean - CROSSDEV
Financed by the ENI CBC MED Programme**

Ref. n. A_A.1.3_0090

Sub-grants for local authorities

CROSSDEV Project, Palestine

CISP

Guidelines for sub-grant applicants

Deadline for submission of applications: 27/12/2020

These guidelines set out the rules for the submission, selection and implementation of the actions financed under this call, in conformity with the ENI CBC MED Programme rules, which are applicable to the present call (available at <http://www.enicbmed.eu/home>).

1.1. BACKGROUND

CISP – Comitato Internazionale per lo Sviluppo dei Popoli - www.cisp-ngo.org - is an international NGO based in Italy (Rome) that has been implementing humanitarian, development and emergency projects in Palestine since 1997.

CISP is currently implementing the action “Cultural Routes for Sustainable Social and economic Development in Mediterranean (CROSSDEV)”, funded by the ENI CBC MED Programme and implemented by a consortium led by CISP, in partnership with Palestinian Heritage Trail (Palestine), CoopCulture Society (Italy), University of Science and Technology (Jordan), Association for the Protection of Jabal Moussa (Lebanon), The Royal Marine Conservation Society (Jordan), and the Ministry of Cultural Heritage, Cultural activities and Tourism (Italy). The CROSSDEV project aims at promoting socio-economic development by increasing the touristic attractiveness of less known destinations and rural areas in the countries involved, while also protecting and valorizing the environment and the cultural heritage.

In Palestine, CISP works with Palestinian Heritage Trail (PHT) a local non-profit community-based tourism union that develops the “Masar Ibrahim Trail”, an hiking trail crossing different Palestinian localities.

As part of CROSSDEV project, CISP and PHT are working to expand the existing Masar Ibrahim trail to include the area located between the villages of Beit Mersim and Battir, in the governorates of Bethlehem and Hebron, establishing new hiking segments and improving the provision of touristic services in the area. This is expected to increase local/international tourism in the 16 marginalized communities located along the new segments of the path.

Within this framework, CISP, in close coordination with PHT, is launching a call for proposals for sub-grants to be awarded to local authorities in the communities along the new segment between Battir and Beit Mersim of the Palestinian Heritage trail.

1.2. OBJECTIVES OF THE CALL FOR SUB-GRANTS

The objective of this call for sub-grant proposals is to **support the initiatives of the local authorities in the targeted areas aimed at:**

- 1.improving / enhancing the Palestinain Heritage trail;**
- 2.creating / improving the services available for tourists and visitors;**
- 3. improving / promoting the cultural - historical sites in the targeted area.**

The proposals are expected to integrate existing plans for tourism promotion and heritage protection for the interested area, or to contribute to the development of plans for tourism promotion and heritage promotion where such plans do not already exist.

1.3. FINANCIAL ALLOCATION

The overall indicative amount made available under this call for sub-grant proposals is 72000 NIS. CISP reserves the right not to award all available funds.

Size of sub-grants

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

- minimum amount: 3.700 NIS
- maximum amount: 11.100 NIS

The sub-grant shall take the form of a lump sum.¹

In any case, the applicant shall provide the following information:

- a) justification concerning the appropriateness of such forms of financing with regard to the nature of the projects.
- b) identification of the costs or categories of costs covered by lump sums, unit costs or flat-rate financing, which shall exclude ineligible costs.
- c) description of the methods for determining lump sums, unit costs or flat-rate financing

1.4. ELIGIBILITY CRITERIA

Three sets of eligibility criteria were established for the proposals, relating to:

(1) the actors:

- The 'lead applicant', i.e. the entity submitting the application form (1.4.1);

(2) the activities:

- Type of activities for which the sub-grant may be awarded (1.4.2);

(3) the costs:

- Forms of financing and types of cost that may be taken into account in setting the amount of the subgrant (1.4.3).

1.4.1. Eligibility of applicants

Lead Applicant

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

- Be one of the registered local authorities (Local Council, Community Council or Municipalities) belonging to one of the following 16 target communities located between Beit Mersim and Battir: Beit Mirsim, al Kom, Sikeh, Deir el Assal, Deir Samet, Beit Roush alfoqa and Beit Rosh altahta, Beit awa, Tarkomia, Sooreif, Beit Ola, Edna, Jaba'a, Hussan, Wad Fokeen and Battir.
- Be directly responsible for the preparation and management of the proposed action.

1.4.2. Eligible actions: actions for which an application may be made

Definition

An action is composed of a set of activities.

Duration

¹In the case of lump sums, all eligible costs or part of eligible costs of an operation are calculated on the basis of a preestablished lump sum (the setting up of the lump sum should be justified by the Lead beneficiary / partner), in accordance with predefined terms of agreement on activities and/or outputs.

The initial planned duration of an action may not exceed 4 months after signing the sub-grant contract.

Sectors or themes

Promotion of Community Based Tourism

Improvement, protection, and promotion of the local cultural and historical heritage

Location

Actions must take place in one of the following villages / cities: Beit Mirsim, al Kom, Sikeh, Deir el Assal, Deir Samet, Beit Roush alfoqa and Beit Rosh altahta, Beit awa, Tarkomia, Sooreif, Beit Ola, Edna, Jaba'a, Hussan, Wad Fokeen and Battir.

The accessibility of the location for people with disability is not a condition for the action' eligibility but will be positively taken into consideration during the evaluation.

Types of action

Types of action which may be financed under this call are the actions that are directly contributing to the achievement of the objective as per section 1.2 above.

The following types of action **are ineligible**:

- actions which do not demonstrate a clear and direct reference to the provision of services and information to tourists and hikers, or to the improvement/promotion of the local historical and cultural heritage, in the targeted areas.
- The sub-grant may not be used to finance actions which have already been completed.
- The sub-grant may not be used to finance actions which represent a duplication of already existing similar/same actions, implemented by the lead applicant or by other actors in the targeted areas.
- Financed activities cannot commence prior to the award of the sub-grant:

The below types of activities which may be financed under this call are indicative and not exhaustive.

Activities aimed to provide services for hikers & tourists and improve/protect the cultural sites in the target communities may include, for example:

- Develop or improve an Interpretation center in one of the communities of Hebron to provide the hikers / visitors with information about the trail, the cultural heritage, the historical sites of the target communities
- Install information points, develop, or enhance one of the public parks, rest areas and other services for hikers & tourists on the Palestinian Heritage trail in the targeted areas
- Enhance, rehabilitate, clean, and protect cultural and historical sites in the targeted area and make them more accessible to receive visitors, including people with disabilities. Priority is given to the sites located on the new segment of the trail.

Visibility

Subgrant applicants must comply with the objectives and priorities set in the EU guidelines for visibility (see the [Communication and Visibility Requirements for EU External Actions](#)).

The proposal should include a brief description of how the action will ensure the visibility of the EU financing.

Number of applications and subgrants per applicant(s)

- Each applicant cannot submit more than 1 application under this call for proposals.
- Each applicant will not be awarded more than one sub-grant under this call for proposals.

1.4.3. Eligibility of costs: costs that can be included

The sub-grant shall take the form of **simplified cost**.

They may take the form of:

- **unit costs:** covering all or certain specific categories of eligible costs which are clearly identified in advance by reference to an amount per unit costs (e.g. an amount of money for each person participating in environmental awareness raising events or for the number of days of a research stage).
- **lump sums:** covering in global terms all or certain specific categories of eligible costs which are clearly identified in advance (e.g. a fix amount of money to support the set-up of a new company or to pay specific equipment).

Simplified costs options for the sub-grants financed by this call must be **output-based**. They include costs linked to outputs, activities, or deliverables (for example the determination of a lump sum for the realisation of a determined output/activity).

The sub-grant may take the form of a single lump-sum covering the entire eligible costs of an action.

1.4.4. Ethic clauses and Code of Conduct

a) Absence of conflict of interest

The applicant must not be affected by any conflict of interest and must have no equivalent relation in that respect with other applicants or parties involved in the actions. Any attempt by an applicant to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or the project Lead Beneficiary / partner during the process of examining, clarifying, evaluating and comparing applications will lead to the rejection of its application and may result in administrative penalties.

b) Respect for human rights as well as environmental legislation and core labour standards

The applicant and its staff must comply with human rights. In particular, and in accordance with the applicable act, applicants who have been awarded contracts must comply with the environmental legislation including multilateral environmental agreements, and with the core labour standards as applicable and as defined in the relevant International Labour Organisation conventions (such as the conventions on freedom of association and collective bargaining; elimination of forced and compulsory labour; abolition of child labour).

Zero tolerance for sexual exploitation and sexual abuse:

The European Commission applies a policy of 'zero tolerance' in relation to all wrongful conduct which has an impact on the professional credibility of the applicant.

Physical abuse or punishment, or threats of physical abuse, sexual abuse or exploitation, harassment and verbal abuse, as well as other forms of intimidation shall be prohibited.

c) Anti-corruption and anti-bribery

The applicant shall comply with all applicable laws and regulations and codes relating to anti-bribery and anti-corruption. The project Lead Beneficiary / partner and the Programme bodies reserve the right to suspend or cancel the sub-grant if corrupt practices of any kind are discovered at any stage of the award process or during the execution of the contract. For the purposes of this provision, 'corrupt practices' are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or execution of a contract already concluded.

d) Breach of obligations, irregularities, or fraud

The project Lead Beneficiary / partner and the Programme bodies reserve the right to suspend or cancel the procedure, where the award procedure proves to have been subject to breach of obligations, irregularities, or fraud. If breach of obligations, irregularities or fraud are discovered after the award of the contract, the project beneficiary may refrain from concluding the contract.

1.5. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

1.5.1. Applications

Subgrant applicants are invited to apply using the model of application form annexed to these guidelines (Annex A). Applicants should then keep strictly to the format of the sub-grant application form and fill in the paragraphs and pages in order.

Applicants must apply in Arabic or in English.

Subgrant applicants are invited to complete the full application form carefully and as clearly as possible so that it can be assessed properly. Any error related to the points listed in the checklists of the sub-grant application form or any major inconsistency may lead to the rejection of the application. Clarifications will only be requested when information provided is unclear and thus prevents CISP from conducting an objective assessment.

Hand-written applications will not be accepted.

Please note that only the application form and the published annexes which have to be filled in (Budget and Description of activities) will be evaluated. It is therefore of utmost importance that these documents contain ALL the relevant information concerning the action.

1.5.2. Where and how to send applications

Applications (i.e. the application form, the budget and the declaration by the applicant) must be submitted by email to the following address: subgrantsCROSSDEVpal@cisp-ngo.org.

The subject of the e-mail must be: *CISP CROSSDEV subgrant proposal local authorities*

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

1.5.3. Deadline for submission of applications

The deadline for submission of the application is 27/12/2020 by 5:00PM

Any application submitted after the deadline will be rejected.

1.5.4. Further information about applications

Questions may be sent by e-mail no later than 7 days before the deadline for the submission of applications to the following e-mail address subgrantsCROSSDEVpal@cisp-ngo.org, clearly indicating the reference of the call for proposals.

CISP has no obligation to provide clarifications to questions received after this date. Replies will be given no later than 5 days before the deadline for the submission of full applications.

To ensure equal treatment of applicants, CISP cannot give a prior opinion on the eligibility of applicants or an action.

1.6. EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by an evaluation committee set up for this purpose, including at least some members of the Project' Steering Committee. All applications will be assessed according to the following steps and criteria.

If the examination of the application reveals that the proposed action does not meet the eligibility criteria stated in Section 1.4, the application will be rejected on this sole basis.

(1) STEP 1: OPENING & ADMINISTRATIVE CHECKS

During the opening and administrative check, the following will be assessed:

- If the deadline has been met. Otherwise, the application will be automatically rejected.
- If the application satisfies all the criteria specified in the checklists in the sub-grant application form. This also includes an assessment of the eligibility of the action. If any of the requested information is missing or is incorrect, the application may be rejected on that sole basis and the application will not be evaluated further.

(2) STEP 2: EVALUATION OF THE APPLICATION

The applications that pass the opening and administrative checks will be further evaluated on their quality, including the proposed budget and capacity of the applicants. They will be evaluated using the evaluation criteria in the evaluation grid below.

Scoring:

The evaluation grid is divided into Sections. Each Section will be given a score between 1 and 5 as follows:

1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Section	Maximum Score
<p>1. Financial and operational capacity: does the applicant has sufficient experience, in-house technical expertise, management, and financial capacity respect to the service it provides and to the subgrant to manage?</p>	
<p>Previous experience in managing similar grants</p>	
<p>Previous experience in tourism development in the area</p>	
<p>List of previous experiences in heritage promotion/protection in the area</p>	
<p>2. Relevance and design of the action: How relevant is the proposal to the objectives of the call and to the applicant service provider?</p>	
<p>Are the activities proposed appropriate and feasible?</p>	
<p>Is the action likely to provide visitors / hikers with a good service and/or valid information about the cultural heritage and history of the area?</p>	
<p>Is the action likely to contribute to enhance the community-based tourism in the area?</p>	

Is the action coherent with formal tourism development plans or heritage protection and promotion plans already existing?	
Is the action expected or at risk to have any negative impact on the environment?	
3. Sustainability and long-lasting effects	
Is the action likely to continue and/or produce long lasting effects after the end of the subgrant?	
Is the applicant capable to cover future operating and maintenance costs, if any, after the end of the subgrant?	
Did the action received approval and encouragement from community's members, MOTA and other stakeholders?	
4. Implementation approach, budget and cost-effectiveness of the action	
Is the action plan for implementing the action clear and feasible?	
Is the timeline realistic?	
Are the activities appropriately reflected in the budget?	
Is the ratio between the estimated costs and the results satisfactory?	
Maximum total score	

After the evaluation, a table will be drawn up listing the applications ranked according to their score.

The highest scoring applications will be provisionally selected until the available budget for this call for proposals is reached. In addition, a reserve list will be drawn up following the same criteria. This list will be used if more funds become available during the validity period of the reserve list.

CISP in close collaboration with Palestinian Heritage Trail team will conduct a field visit or individual meeting for the highest scoring applications, to evaluate the project' status according to the checklists, and after the field visits evaluation, the final decision will be taken.

(3) STEP 3: VERIFICATION OF ELIGIBILITY OF THE APPLICANTS

The eligibility verification will be performed according to the criteria set out in Section 1.4 on the basis of the supporting documents requested. It will by default only be performed for the applications that have been provisionally selected according to their score and within the available budget for this call for proposals.

- Any missing supporting document or any incoherence between the declaration by the applicant and the supporting documents may lead to the rejection of the application on that sole basis.
- The eligibility of applicants will be verified according to the criteria set out in Section 2.1. and after the field visits to be sure that the applicants have met most of the criterias

Any rejected application will be replaced by the next best placed application on the reserve list that falls within the available budget for this call for proposals.

1.7. NOTIFICATION OF THE RESULTS OF THE EVALUATION

1.7.1. Content of the decision

Applicants will be informed in writing of CISP decision concerning their application and, if rejected, the reasons for the negative decision. An applicant believing that it has been harmed by an error or irregularity during the award process may lodge a complaint.

1.7.2. Indicative timetable

	DATE	TIME
1. Deadline for requesting clarifications	20/12/2020	
2. Last date on which clarifications are provided	22/12/2020	
3. Deadline for submission of applications	27/12/2020	5:00PM
4. Notification of award	17/01/2020	

This indicative timetable refers to provisional dates and may be updated by CISP in coordination with PHT during the procedure. In such cases, the updated timetable will be published on the project web site.

ANNEXES:

Annex 1: Sub-grant application form (Word format)

Annex 2: Budget (Excel format)

Annex 3: Evaluation tool - Field Visits (Word format)