

**Guidelines**

**For sub-grant applicants**

**ENI CBC MED Programme**

**IP Capacities for Smart, Sustainable and Inclusive Growth in the MEDiterranean Region**

**A\_A.1.1\_0181 IPMED**

**Reference: 1/2022**

 **Irbid Region - Deadline for submission of application: December 13, 2022**

 **Tunis - Deadline for submission of application: December 13, 2022**

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.enicbcmed.eu/home> ).

* 1. Background

The use of registered intellectual property (IP) has become increasingly important over the last 2 decades as awareness of the value of protecting and leveraging innovations though registered IP in the form of trade marks, patents, and industrial designs has been increasing. This is especially the case for micro and small and medium sizes enterprises (MSMEs) which in most economies accounts for the significant number of companies and contributor to employment and economic growth.

In the effort of enhancing this awareness and building IP capacities for young and women entreprenures, innovative startups, and mSMEs, Jordan Enterprise Development Corporation (JEDCO - Jordan) in cooperation with the Thessaloniki Chamber of Commerce and Industry (TCCI - Greece), Finanziaria Ligure per lo Sviluppo Economico (FILSE spa - Italy), and the Chamber of Commerce and Industry of Tunis (CCIT - Tunisia), implement the EU-funded project titled “**Intellectual Properties Capacities for Smart, Sustainable and Inclusive Growth in the Mediterranean Region”(IPMED). The project is implemented in the framework of the EU Programme ENI CBC MED** ,and in particular under the Overarching Objective‘’Promote economic and social development’’, the Thematic Objective ‘’Business and SMEs development’’ and the Priority ‘’Support innovative start-up and recently established MSMEs”.

IPMED intends to contribute to the innovation potential of start-ups, young and women entrepreneurs through enhancement of Intellectual Property Rights (IPR) support and capacities and to help local authorities understand how they can better support entrepreneurs in accessing, using and optimizing the growth potential of IPR, and enhancing the IPR of young entrepreneurs.

Sub-grants under **IPMED** shall be used for supporting proof of concept projects in ***Irbid region in Hashimite Kingdom of Jordan and in Tunis (Tunisia)*** for the purpose of capitalizing of results and pilot project implementation

This Guideline aims to demonstrate the sub-grants scheme ; accordingly a Call for proposals will be launched for the provision of the sub-grant .

* 1. Objectives of the call for sub-grants

The **objective** of this call for sub-grant proposals is to:

* Contribute to the innovation potential of start-ups, young and women entrepreneurs through enhancement of Intellectual Property Rights (IPR) support and capacities, this can be achieved by strengthenining IP related knowledge and awareness of those segments.
* Boost Knowledge transfer to bring innovation idea, product, technology or service to a marketable form.
* Verify the market feasibility of promising ideas and research concepts with particular attention to priority sectors in Jordan and Tunis (i.e. energy and environmemt, biotech, agro-food, creative Industries).
	1. Financial allocation

The overall indicative amount made available under this call for sub-grant proposals is EUR 120,000. Jordan Enterprise Development Corporation – **JEDCO** /Chamber of Commerce and Industry of Tunis-**CCIT**reserves the right not to award all available funds.

Size of sub-grants

Any Grant awarded under this call for proposals will be a maximum of EUR 10,000 (Ten thousand)

Number of Sub-grants across the project territories will be awarded as it follows:

* Irbid region, Jordan – 6 Grants \*EUR 10,000= EUR 60,000
* Tunis, Tunisia – 6 Grants \*EUR 10,000= EUR 60,000

JEDCO/CCIT maximum contribution will be 90% of the total eligible cost of an action undertaken in the Irbid region/Hashimite Kingdom of Jordan or Tunis {Euro 10,000 or 90% which ever is less}

* 1. Eligibility criteria

The guidelines set out the rules for the submission, selection and implementation of the action financed under this call (available on hpp://www.enicbcmed.eu/projects/ipmed and on [www.jedco.gov.jo](http://www.jedco.gov.jo) and [www.ccitunis.org.tn](http://www.ccitunis.org.tn))

There are three sets of eligibility criteria, relating to:

1. the actors:
* The **Applicant’**, i.e. the entity submitting the application form (1.4.1),
1. the activities:
* Type of activities for which the sub-grant may be awarded (1.4.2)
1. 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. Eligibility of applicants

**The Applicant**

(1) In order to be eligible for a sub-grant, the sub grant Applicant must be:

* Be a resident and legally constituted start up or MSME (micro, small and medium-sized enterprises), as per Jordan and Tunisia defenition **[and]**
* Be established in Irbid region/ Jordan or in the greater Tunis area (Tunis, Ariana, Ben Arous & Manouba) in Tunisia.
* 100% privately owned, and
* directly responsible for the preparation and management of the proposed action and not acting as an intermediary.

In the case of legal persons (already in activity), resident companies legally constituted in Jordan and Tunisia must meet the following additional conditions:

♣ Comply with European Commission recommendation 2003/361/EC2 and the SME user guide. In summary, the criteria that define an SME are:

a) Independent (not affiliated or owned by another company), in accordance with Recommendation 2003/361/CE.

 b) Workforce in Annual Work Unit (AWU) less than 250.

 c) Annual turnover less than or equal to 50 million euros or annual balance sheet total less than or equal to 43 million euros.

 ♣ Startups that do not yet have a turnover or annual balance sheet are also considered eligible given that they meet criteria (a) and (b) of the above section at the time of submission of their applications.

♣ Not to exceed, with the sub-grant of the IPMED project, the ceiling of 200,000 euros of State aid over a period of three financial years, according to the de minimis rule set by Regulation (EC) 1407/2013.

♣ The date of their establishment must be less than 2 years from the closing date of this call.

* **MSMEs and starups will be asked to provide the following supporting documents:**
1. An official document proving that the applicant is a business entity established in Irbid region / Jordan or Tunis.
2. A certified copy of their registration at the relevant authority.
3. An official document proving that the applicant is created and registered before the deadline of the call.
4. An official document reporting the number of employees, minimum 1 and maximum 250 (the employment eligibility criteria will be applied to the number of employees registered at the Social Security Corporation any date before the deadline of the call for proposals.
5. Any proof of applicant’s capacity to finance from its own resources the amount of the action not covered by the grant {Bank Account, Financial Statements showing good financial viability}.
6. A Legal Entity Sheet conforming to the model attached at Annex 3 of these Guidelines duly completed and signed by the applicant, accompanied by the justifying documents which are requested therein, and
7. A Financial Identification Form conforming to the model attached at Annex 4 of these Guidelines.

 (2) Applicants, and, in case of legal entities, persons who have powers of representation, decision-making or control over the lead applicant, the co-applicants and the affiliated entities are informed that, should they be in one of the situations of early detection or exclusion according to article 52.2.vi of the ENI CBC Implementing Rules[[1]](#footnote-1).Personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the early detection and exclusion system, and communicated to the persons and entities concerned in relation to the award or the execution of a grant contract.

In the declaration included in the sub-grant application form, the lead applicant must declare that himself is not in any of these situations.

If awarded the sub-grant contract, the lead applicant will become the sub-grantee, who is the main interlocutor of the project beneficiary / partner awarding the sub-grant. It may represent and act on behalf of any other co- sub-grantee (if any) and coordinates the design and implementation of the action.

* + 1. Eligible actions: actions for which an application may be made

Definition

An action (the project) is composed of a set of activities, defined and managed in relation to the objectives, outputs, results and impacts which it aims at achieving within a defined time period and budget.

Duration

The initial planned duration of an action may not be lower than 2 months nor exceed 6 months (no extensions allowed).

Sectors or themes

This call for proposal is addressed to MSMEs and startups in all sectors in Irbid region/Jordan and Tunis (i.e. energy and Environment, ICTs, biotech, agrofood, Creative Industries) except wholesale and retail trade and real estate. Priority will be given to MSMEs owned by women or youth entrepreneurs less than 35 years old.

Location

Actions must take place in **Jordan (Irbid region) or Tunisia (**Tunis, Ariana, Ben Arous & Manouba**)**.

Types of action

The sub-grant may not be used to finance actions which have already been completed. Financed activities cannot commence prior to the award of the sub-grant.

Any proposed actions MUST be related to this Call Objectives and to the development and protection of intellectual property assets {Trademark, Patents, Industrial Design}. These include, but are not limited to, the following examples:

* New product/Process Improvement / Validation
* IP business consultancy
* Trade Mark/Patency / Industrial Design Governmental Application and Registration Fees {locally or in target markets}
* IP Attorney Fees
* IP agent Fees
* Translation Fees
* Applied Research and Development studies
* Design and production of Marketing Materials related to trade mark/patency promotion
* Prototyping expenses
* Software and related IT issues relevant to the applicant object of the sub-grant .

Types of activity:

* Any activity related to the above listed actions.

The following types of action are ineligible:

* Actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses, and
* actions concerned only or mainly with individual scholarships for studies or training courses.

Visibility

Sub-grant applicants must comply with the objectives and priorities and guarantee the visibility of the EU financing (see the [Communication and Visibility Requirements for EU External Actions](https://ec.europa.eu/europeaid/sites/devco/files/communication-visibility-requirements-2018_en.pdf)).

Number of applications and sub-grants per applicant(s)

* The applicant may submit more than one application(s) under this call for sub-grant proposals.
* The applicant may not be awarded more than one sub-grant(s) under this call for sub-grant proposals. In case of more than one application by the same applicant, the sub-grant will be awarded to the application with the higher score, if it falls within the available budget for this call of proposals.
	+ 1. Eligibility of costs: costs that can be included

The sub-grant shall take the forms of reimbursement of cost with pre-financing and final payments.

Payments to sub-grant applicants shall be made as follows:

* Initial pre-financing payment will be 60% from the grant approved at the latest 30 days after signing the sub-grant contract.
* Balance of the amount of the grantwill be 40% upon acceptance of the final report by JEDCO/CCIT. The amount of the balance payment shall be determined by submittingall supporting documents and deliverables to JEDCO/CCIT.

Only eligible costs can be covered by the sub-grant. The categories of costs that are eligible and non-eligible are indicated below. The budget is both a cost estimate and an overall ceiling for eligible costs. Note that the eligible costs must be based on real costs based on supporting documents (except for the indirect costs where flat-rate funding applies).

Eligible direct costs

Any eligible/relevant costs category related to the action implementation should be under specific budget lines “Travel, Equipment, works, utilised resources and sub-contracted services ... see annex 2” the Budget” The applicant will use the Annex 2 “Budget” to provide a detailed budget based on unit costs covering all or certain specific categories of the following eligible costs:

1. Human resources: total number of person-days expected to be needed to develop the actions.[[2]](#footnote-2) Amounts estimated in detailed budget proposals for human resources will not exceed 20% of the total direct costs.
2. Travel and subsistence costs: which covers costs related to local travel to develop actions? These cost can be requested based on predefined rates[[3]](#footnote-3):
3. Daily allowances for day trips to the pilot areas (which include transport, meals and sundry expenses)
4. Accommodation costs for visits requiring overnight stay.

Amounts estimated in detailed budget proposals for travel and subsistence cost will not exceed 15% of the total direct costs.

1. Equipment: any small equipment which is strictly necessary for a good development of the actions. These must be carefully described and justified in the application and the budget forms. Equipment paid for by the budget of the sub-grant will remain ownership of the sub-grantee as final recipient of the sub-grant actions. Amounts estimated in detailed budget proposals for Equipment will not exceed 15% of the total direct costs.
2. External services: these are costs paid on the basis of contracts or written agreements , against invoices or requests for reimbursement to external service providers who are subcontracted to carry out certain tasks/activities linked to the delivery of the project

The applicant will refer to chapter 7 of the ENI CBC Med programme’s Implementation Manual on financial management for further details of eligible costs and supporting documents for expenditure verification.[[4]](#footnote-4)

Recommendations to award a grant are always subject to the condition that the checking process which precedes the signing of the contract does not reveal problems requiring changes to the budget (for instance arithmetical errors, inaccuracies or unrealistic costs and other ineligible costs). The checks may give rise to requests for clarification and may lead JEDCO/CCIT to impose modifications or reductions to address such mistakes or inaccuracies. The amount of the grant and the percentage of co-financing as a result of these corrections may not be increased.

To be eligible under this call for proposals, costs must comply with the provisions of Article 3 and 9 – ‘’Eligible costs“of the sub-grant contract.

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| **Article 9** 9.1 Eligible costs are actual costs incurred and paid by the sub-grant BENEFICIARY which are compliant with the programme rules and meet the following criteria:a. they are incurred during the implementation of the action and paid before the submission of the final report;b. they are indicated in the budget for the action;c. they are necessary for the implementation of the action;d. they are identifiable and verifiable, in particular being recorded in the accounting record of the sub-grant Beneficiary;e. they comply with the requirements of applicable tax and social legislation;f. they are reasonable, justified and comply with the requirement of sound financial management, in particular regarding economy and efficiency;g. they are supported by adequate proving documents;9.2 Only the costs related to the cost categories identified in the budget are eligible. Duties, taxes and charges, including VAT are not eligible in CBC partner countries. VAT is eligible in EU Member States when it is non-recoverable.9.3 If the implementation of the action requires procurement of services, goods or works, they shall comply with the instructions on procurement set by the Programme.  |

The sub-grant applicant(s) agree that the expenditure verification(s) referred to in Article 10 - Accounting System and checks - of the sub-grant contract will be carried out by the auditor contracted for the project by JEDCO *or* CCIT.

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| **Article 10****Article 10 – Accounting system and checks**10.1 The sub-grant beneficiary shall keep accurate and regular accounts of the implementation of the action by using an appropriate accounting and double-entry book-keeping system.10.2 The accounting shall enable income and expenditure relating to the project to be easily traced, identified and verified.10.3 The sub-grant beneficiary shall ensure that the financial report can be easily reconciled with the underlying accounting.10.4 The contracting body and any other competent body according to its grant contract reserves the right to check the conformity of the action’s funds with the programme rules and the provision in this contract. For that purpose, the sub-grant beneficiary shall take all measures to facilitate its work and give access to any premises, documents and information requested.  |

The sub-grant beneficiary shall keep records and supporting documents related to the contract for five years after the final payment …see article 11 from the annex “sub-grant Contract“.

The originals must be kept by the sub-grantee, and JEDCO/CCIT shall keep a copy of all of them, at least in scanned format.

During the period of compulsory record and document keeping, the sub-grant may receive checks from the Managing Authority and the Audit Authority of the programme, as well as the European Commission, the European Court of Auditors and any other competent body.

Eligible indirect costs

The indirect costs incurred in carrying out the action may be eligible for flat-rate funding, but the total must not exceed 7 % of the estimated total eligible direct costs. Indirect costs are eligible provided that they do not include costs assigned to another budget heading in the sub-grant contract. The applicant may be asked to justify the percentage requested before the sub-grant contract is signed. However, once the flat rate has been fixed, no supporting documents need to be provided.

**NB**: If any of the applicants is in receipt of an operating grant financed by the EU, it may not claim indirect costs on its incurred costs within the proposed budget for the action.

Ineligible costs

The following costs are not eligible:

* debts and debt service charges (interest);
* provisions for losses or potential future liabilities;
* costs declared by the applicants and financed by another action or work programme receiving a European Union grant;
* purchases of land or buildings;
* currency exchange losses;
* duties, taxes and charges, including VAT, except when non-recoverable under the relevant national tax legislation unless otherwise provided in appropriate provisions negotiated with partner countries, as per the provisions of the related Financing Agreement;[[5]](#footnote-5)
* loans to third parties;
* fines, penalties and expenses of litigation;
* contributions in kind;
* Any costs incurred prior to signature of the sub-grant contract;
* Any costs incurred after the end of the contracting period;
	+ 1. 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 Beneficairy 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. JEDCO/CCIT 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

JEDCO/CCIT 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. How to apply and the procedures to follow
		1. Applications

Sub-grant applicants are invited to submit an application using the model of application form annexed to these guidelines (Annex 1). **Applicants must apply in English for Irbid region and in English or French for Tunis**

Please complete the application form carefully and as clearly as possible so that it can be assessed properly. Any error related to the points listed in the checklist 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 **JEDCO** *or* by **CCIT** 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, description of activities and / or any other relevant annex*) will be evaluated. It is therefore of utmost importance that these documents contain ALL the relevant information concerning the action. **No additional annexes should be sent**

**Where and how to send applications**

Modalities for the submission of the subgrant applications are defined by **Jordan Enterprise Development Corporation-JEDCO** *or* by **Chamber of Commerce and Industry of Tunis – CCIT** issuing the call.

As an example: jedco potential applicants will apply as per the folllowing procedure:

* Potential sub-grant applicants should visit JEDCO’s website <http://jedco.gov.jo>
* Upload the “application , budget , the registration document in the Ministry of Industry and trade or relevant industry , official document that the applicant is a business entity in Irbid , official document “social security showing # of employees , Proof of applicant capacity to finance its share from the project , Legal entity form , Financial Identification form “

Prospective **CCIT** candidates will apply in the following procedure:

• Potential sub-grant applicants should register via the link <https://rb.gy/st1w2d>

 • Press the **"Register"** button and carefully fill out the form

• Upload the "application, the budget, the document from the national business register, the document from the national social security fund indicating the number of employees, proof of the applicant's ability to finance its share from the project, the financial identification form »

• After uploading all required documents; press “**submit” button.**

***Applications sent by any other means[[6]](#footnote-6) (e.g. by fax hand, or by e-mail) or delivered to other addresses will be rejected.***

*Where applicants send several different applications (if allowed to do so by the guidelines of the call),* ***each one must be sent separately.***

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

* + 1. Deadline for submission of applications

**December 21, 2022 for** For Irbid region and **Tunis (**Tunis, Ariana, Ben Arous & Manouba).

Any application submitted after the deadline will be rejected.

* + 1. Further information about applications

Questions may be sent by e-mail no later than 21 days before the deadline for the submission of applications to the following e-mail address ipmed.crm@jedco.gov.jo “for Jordan “ and **cooperation@ccit.com.tn**For Tunis, indicating clearly the reference of the call for sub-grants.

JEDCO *or* CCIT has no obligation to provide clarifications to questions received after this date. Replies will be given no later than 11 days before the deadline for the submission of applications.

To ensure equal treatment of applicants, JEDCO/CCIT cannot give a prior opinion on the eligibility of applicants, co-applicants, or an action.

No individual replies will be given to questions. All questions and answers as well as other important notices to applicants during the course of the evaluation procedure, will be published on the website [www.enicbcmed.eu/projects/ipmed](http://www.enicbcmed.eu/projects/ipmed) as the need arises. It is therefore advisable to consult the abovementioned website regularly in order to be informed of the questions and answers published.

Customer complains may be sent as well to ipmed.crm@jedco.gov.jo for Jordan and **cooperation@ccit.com.tn** For Tunis, JEDCO/CCIT should reply and resolve all complains before official award.

* 1. Evaluation and selection of applications

Applications will be examined /assessed by a group of local examiners and endorsed by an Evaluation Committee composed by representatives of JEDCO, CCIT and other partners as follolws:

JEDCO/CCIT will assign internal examiners **“Assessors “to** evaluate received sub-grants applications as per the evaluation grid, then will send the results to the Evaluation Committee which will review and endorse the examiners results.

Assessors and Evaluation Committee members must have no conflict of interest with applicants that may affect sub-grants applications’ evaluation. All Assessors and Evaluation Committee members will have to sign a confidentiality and not conflict of interest declaration prior to be involved in the evaluation process.

Accordingly, the main role of the Evaluation Committee ”JEDCO and Partners Representatives” will be :

* Approve and endorse or reject the applications Assessors results
* Assess all reports submitted by the examiners during the evaluation process; mainly the final Evaluation Report which will include:
	+ - Date of the call
		- Information session presentations and # of audience per each
		- # Of applications received
		- Filled Evaluation scores
		- Lists of **winners**
		- Reserve List
		- All communications with applicants from launching the call till the completion of the evaluation process.
* Endorse the final results and the names of the awarded MSMEs {Final Award Decision}

All documents that will be submitted to the evaluation committee should be in **English.**

* + 1. Evaluation process:

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 section 1.4.1 “Eligibility of applicants “on the basis of the supporting documents requested. 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.
1. **STEP 2 : EVALUATION OF THE APPLICATION and VERIFICATION OF ELIGIBILITY Of Actions/Costs**

The applications that pass the opening and administrative checks will be transferred to the “Evaluation of the application, and the Verification of Eligibility of costs and actions will be 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. There are two types of evaluation criteria: selection and award criteria.

**The selection criteria** help to evaluate the applicant(s)'s operational capacity and financial capacity and are used to verify that they:

* Have stable and sufficient sources of finance to maintain their activity throughout the proposed action and, where appropriate, to participate in its funding.
* Have the management capacity, professional competencies and qualifications required to successfully complete the proposed action. This applies to all applicants.

**The award criteria** help to evaluate the quality of the applications in relation to the objectives set forth in the guidelines, and to award sub-grants toprojects which maximise the overall effectiveness of the call for proposals. They help to select applications which JEDCO/CCITs can be confident will comply with its objectives and priorities. They cover the relevance of the action, its consistency with the objectives of the call for proposals, quality, expected impact, sustainability and cost-effectiveness.

**Evaluation Grid**

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| --- | --- |
| **Section** | **Maxi Scores** |
| 1. **Financial and operational capacity**
 | Max Sub-score | 10 |
| **1.1** Does the sub-grant applicant have sufficient experience of projectmanagement, technical expertise, and sufficient management (including staff, equipment and ability to handle the budget for the action)? | 5 |  |
| 1.2 Does the sub-grant applicant have stable and sufficient sources of finance?(Bank account, Financial Statements showing good financial viability) | 5 |  |
| 1. **Description of the sub-grant-Effectiveness and Feasibility of the action**
 | Max Sub-score | 20 |
| 2.1 Identifications of needs | 5 |  |
| 2.2. Are the activities proposed appropriate, practical, and consistent with the objectives and expected results? | 5 |  |
| 2.3 Is the action plan clear and feasible? | 5 |  |
| 2.5 Does the proposal contain objectively verifiable indicators for the outcome of the action? | 5 |  |
| 1. **Relevance of the action**
 | Max Sub-score | 5 |
| 3.1 The relevance of the proposal to the objective(s) of the call for sub-grant proposals, added-value elements. | 5 |  |
| 1. **Sustainability of the action**
 | Max Sub-score | 5 |
| 4.1 Expected impact of the action with quantified data where possible, at technical, economic and social levels. How these activities can be continued after completion of the action. | 5 |  |
| 1. **Costs/effectiveness of proposed budget**
 | Max Sub-score | 10 |
|  5.1 Are the activities appropriately reflected in the budget? | 5 |  |
| 5.2 Are the estimated costs eligible?Are the estimated costs reasonable in light of the prevailing market prices? Does the action plan provide “value for the money” | 5 |  |
| **TOTAL SCORE** |  | **50** |

* ***5 extra scores will be added to MSMES owned by women or young entrepreneurs (less than 35 years).***

Only the applications which have been given a score of a minimum of 30 points will be considered for pre-selection.

*Scoring:*

The evaluation grid is divided into Sections and subsections. Each subsection will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

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.

* 1. Notification of the Results of the evaluation
		1. Content of the decision

Applicants will be informed in writing of JEDCO/CCIT’s 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. Indicative timetable

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| --- | --- | --- |
|  | **DATE** | **TIME** |
| **1. Launching the sub-grant call**  | November 21, 2022 | 3:00 pm |
| **2. Awareness Session** | November 24 (Jordan) -25 (Tunis) 2022 | - |
| **3. Deadline for requesting any clarifications from JEDCO *or* CCIT** | November 29, 2022 | 3:00 pm |
| **4. Last date on which clarifications are replied and issued by JEDCO / CCIT**  | December 02, 2022 | - |
| **5. Deadline for submission of applications** | December 21, 2022 | 3:00 pm |
| **6. Information to applicants on the evaluation and Notification of award** | January 16, 2023 | - |
| **7. Deadline for signing the contract** | January 23, 2023 | - |

*This indicative timetable refers to provisional dates and may be updated by JEDCO / CCIT during the procedure. In such cases, the updated timetable will be published on the project web site* [*http://www.enicbcmed.eu/projects/ipmed*](http://www.enicbcmed.eu/projects/ipmed) *and at* [*www.JEDCO.GOV.JO*](http://www.JEDCO.GOV.JO) *and* [*www.ccitunis.org.tn*](http://www.ccitunis.org.tn)

List of annexes

**Note that all annexes must be adapted as foreseen to the call and published together with the guidelines**

Documents to be completed

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

Annex2 : Budget

Annex 3:Legal Identification Form

Annex 4: Financial Identification Form

Documents for Information

Annex 5: Standard Subgrant Contract

Annex 6: Activity Report

Annex 7: Financial Report

1. EC Regulation 897/2014. [↑](#footnote-ref-1)
2. Accepted predefined Daily Rates per country are those used by EASME H2020 Unit Cost for SME Owners [↑](#footnote-ref-2)
3. Accepted predefined Daily subsistence allowances and accommodation cost ceilings are those based in the relevant European Commission Decisions and used in several of their actions. [↑](#footnote-ref-3)
4. Chapter 7, Financial Management, of the programme’s project implementation manual can be accessed online <http://www.enicbcmed.eu/projects/support-to-implementation> and in Annex H “Financial Management”. [↑](#footnote-ref-4)
5. For details on VAT and tax provisions set in Financing Agreements (FA), the potential applicants may refer to the specific national provisions. [↑](#footnote-ref-5)
6. Applications might also be submitted through a secure e-submission system, provided that it ensures no access to any member of the staff of the project beneficiary before the opening session of the proposals. [↑](#footnote-ref-6)