

OPEN CALL FOR PROPOSALS

Guidelines for Sub-Grant Applicants

Contracting Authority: Gender Alliance for Development Center (GADC)

In partnership with: Together for Life (TFL) & Institute of Romani Culture in Albania (IRCA)

Title: "Opportunity for CSOs to Monitor and Advocate for the Implementation of Albania's National and International Commitments on Gender Equality and Gender-Based Violence in the Healthcare Sector at the Local Level"

Project:

"Advancing Gender Equality through Oversight and Reporting in Albania"
(AGORA)

Grant Contract: IPAIII/2023/452-488

Deadline for Application Submission: May 9, 2025, at 17:00

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ABBREVIATIONS

| | |
|--------------|--|
| EC | European Commission |
| EU | European Union |
| CSOs | Civil Society Organizations |
| GADC | Gender Alliance for Development Center |
| GBV | Gender-Based Violence |
| GE | Gender Equality |
| LGBTQ | Lesbian, Gay, Bisexual, Transgender, and Queer / Questioning |
| PHCC | Primary Health Care Centers |

1. AGORA PROJECT: SUB-GRANTS UNDER THE EU-FUNDED PROJECT

1.1. BACKGROUND

The Gender Alliance for Development Center, in cooperation with Together for Life and the Institute of Roma Culture in Albania, is implementing the project "Advancing Gender Equality through Oversight and Reporting in Albania" (AGORA). This project is funded by the European Commission, under reference EuropeAid/177069/DD/ACT.

The main objective of the project is to empower women's civil society organizations (CSOs) and groups (Roma and LGBTQI+) in Albania to effectively monitor and hold accountable the institutions responsible for implementing the legal framework on gender equality and gender-based violence (GE & GBV).

This will be achieved through the following **specific objectives (SOs)**:

SO1: To strengthen the capacities of women's organizations (CSOs), particularly those advocating for the rights of women and groups (Roma and LGBTQI+), to demand accountability from institutions for the implementation of the legal framework on gender equality and gender-based violence, as well as to empower women and girls in realizing their rights.

SO2: To enhance the capacities of public health and social protection institutions to provide quality services for women and girls, including those from marginalized groups (Roma and LGBTQI+).

SO3: To raise awareness among women and girls in the target municipalities—especially survivors of violence and individuals discriminated against due to sexual orientation or ethnic background—regarding access to coordinated and quality health and social services.

The targeted municipalities are: Tirana, Korça, Lezha, Kukës, Fier, Elbasan.

The targeted groups are:

- Women and girls (including survivors of gender-based violence, Roma women and girls, LGBTQI+ individuals);
- Women's CSOs (including Roma organizations and Roma women's groups, LGBTQI+ groups);
- Primary Health Care Centers (PHCCs) and healthcare workers;
- The Ministry of Health and Social Protection;
- Municipalities (especially mayors, GBV coordinators, and the referral mechanisms in these municipalities);
- The Parliament of Albania;
- Media.

The ultimate impact aimed to be achieved through this project and the respective sub-grants is: The improvement of the quality of social protection and healthcare services for survivors of violence, in line with Albania's legal framework and international commitments.

The expected final outcome: Women and girls, including those facing multiple forms of exclusion or discrimination, will have guaranteed access to quality healthcare and social protection services against gender-based violence.

In support of this call for grants, the study conducted within the framework of the project on assessing the challenges and institutional response to gender-based violence in primary healthcare services in Albania has served as a reference basis.

This study has made it possible to identify and analyze the existing gaps in the health sector's response to cases of gender-based violence, including alignment with the legal framework as well as the barriers that hinder the effective implementation of relevant policies and procedures. Based on the findings, the report offers concrete and actionable recommendations to improve the quality of services, strengthen accountability mechanisms, and increase institutional effectiveness in addressing cases of gender-based violence.

This call aims to support the practical implementation of these recommendations through interventions led by civil society organizations operating in the fields of human rights, health, and gender equality.

Within the framework of this project, a sub-granting scheme will be implemented, aiming to empower local civil society organizations—particularly those led by women, Roma women's organizations, and LGBTQI+ organizations—to contribute to achieving the project's general and specific objectives.

2. OBJECTIVES OF THE CALL AND PRIORITY ISSUES

Objectives of the Call for Sub-Grants

The purpose of this call for sub-grants is to support civil society organizations—particularly those led by women, Roma organizations, and LGBTQI+ organizations—to implement initiatives that contribute to:

- Improving the legal, regulatory, and institutional framework that defines and guides the role of the health sector in preventing, identifying, managing, and referring cases of gender-based violence, in alignment with national and international legal standards and obligations.
- Enhancing the engagement and active participation of women-led civil society organizations, particularly those representing marginalized groups such as the Roma and LGBTQI+ communities, in the monitoring and evaluation of institutional responses as part of the Coordinated Referral Mechanism (CRM), with a special focus on the role of healthcare institutions in addressing cases of gender-based violence.
- To strengthen the capacities of civil society organizations, particularly those led by women and representing Roma and LGBTQI+ communities, to carry out effective lobbying and advocacy in the health sector, with the aim of improving institutional responses to gender-based violence and ensuring equal access to quality services for survivors of violence.
- To support civil society organizations in designing and implementing training programs with innovative approaches and methodologies for healthcare professionals, with the goal of building their capacities and enhancing institutional responses to gender-based violence.
- To promote structured public information and awareness campaigns on the role of the health sector in preventing and addressing gender-based violence, with the aim of strengthening community cooperation and increasing public trust in healthcare institutions as part of the Coordinated Referral Mechanism (CRM).

Priority Issues of the Call

Proposals considered for funding must address one or more of the following priority issues:

- Improvement and harmonization of the legal and regulatory framework that defines the responsibilities of the health sector in preventing, identifying, managing, and referring cases

of gender-based violence, through analysis and the development of practical implementation guidance documents.

- Drafting or improving institutional protocols for handling cases of violence, ensuring they are standardized, practically applicable, supportive and respectful of survivors, and appropriate for different levels of healthcare services. The protocols should also include measures for protecting healthcare staff from threats or potential acts of violence by the perpetrators of reported cases, particularly in the context of interaction with law enforcement agencies.
- Development of a comprehensive package of all legal and regulatory frameworks for healthcare professionals, structured in a practical, accessible, and user-friendly format for daily practice.
- Clear definition of legal obligations and professional responsibilities for healthcare workers in cases of gender-based violence, as well as the creation of functional mechanisms for their implementation.
- Capacity building of healthcare personnel (doctors, nurses, social workers, psychologists, etc.) in the treatment of gender-based violence, through continuing education programs that use contemporary techniques and are based on standardized and innovative approaches and methodologies.
- Empowerment of civil society organizations, particularly those representing women, the Roma community, and LGBTQI+ individuals, to oversee the functioning of the Coordinated Referral Mechanisms (CRM) at the local level and to engage with healthcare institutions.
- Building intersectoral collaboration platforms between civil society organizations, healthcare institutions, law enforcement agencies, and social services to ensure an integrated and inclusive approach to cases of violence.
- Development and dissemination of informational materials for the public, clearly and inclusively drafted, on victims' rights, available services, and the role of the health sector—accessible in healthcare centers and community spaces.
- Support for the development of information and awareness campaigns targeting various population groups (e.g., women, youth, marginalized communities) to raise awareness on the signs of violence, reporting mechanisms, and access to health and psychosocial services.
- Establishment of sustainable monitoring and evaluation systems to track institutional compliance and effectiveness of the health sector in addressing cases of violence.
- Evidence-based advocacy for the effective implementation of the law on measures against gender-based violence and for the engagement of institutions in the implementation of the Istanbul Convention.

3. FINANCIAL GRANT PROVIDED BY THE CONTRACTING AUTHORITY

| | |
|--|---|
| Total indicative budget available for this call for proposals: | 138,000 EUR (one hundred thirty-eight thousand) |
| Number of grants: | 12 (twelve) |
| Minimum amount of contribution per project: | 11, 500 EUR (eleven thousand five hundred) |
| Maximum amount of contribution per project: | 11, 500 EUR (eleven thousand five hundred) |
| Coverage of costs: | The sub-grant scheme will cover 100% of eligible costs. |

| | |
|-----------------------------|---|
| Duration of the Action: | Min. 12 months Max. 14 months |
| The action must take place: | In Albania in the municipalities: Tiranë, Elbasan, Kukës, Fier, Korçë, Lezhë. |

During the implementation of the project, the sub-granting authority will provide the following support to sub-grantees:

- Support with financial and narrative reporting, to ensure compliance with donor requirements and assist organizations in effective fund management.
- Organization of regular exchange meetings, to foster collaboration among sub-grantees and facilitate learning from best practices.
- Assistance with communication and public outreach, to increase the visibility of the projects and their impact within the community.
- Provision of model materials for advocacy and awareness-raising, which can be adapted to the local context.
- Support in measuring the impact of activities, including tools for monitoring and evaluation.
- Assistance in building local partnerships with public institutions or other relevant stakeholders.

3.1. RULES OF THIS CALL FOR PROPOSALS

These guidelines set out the rules for the submission, selection, and implementation of actions funded under this call, in accordance with the practical guide applicable to this call.

(<https://wikis.ec.europa.eu/display/ExactExternalWiki/ePRAG>).

3.2. ELIGIBILITY CRITERIA

3.2.1. Eligibility of applicants

To be eligible for a sub-grant, the lead applicant and co-applicant(s) (if any) must:

- Be a non-governmental organization or a local civil society organization, legally registered and operating within the territory of Albania;
- Be a non-profit organization;
- Be directly responsible for the preparation and management of the action, together with the co-applicant(s) (if any), and not act as an intermediary.
- The lead applicant must sign the **Lead Applicant's Declaration (Annex 3)**.
- The lead applicant may apply individually or in partnership with co-applicant(s).
- Co-applicants (if any) must meet the same eligibility criteria as the lead applicant. They must be involved in the design and implementation of the action, and the costs they incur are eligible in the same way as those of the lead applicant.
- If selected for funding, co-applicants will become beneficiaries of the grant. Co-applicants must sign the **Co-applicant's Mandate (if applicable) (Annex 4)**.

If selected for a sub-grant, the lead applicant will be the beneficiary identified as the coordinator in the Special Conditions (part of the Sub-Grant Contract).

The coordinator is the sole point of contact for the contracting authority and represents all co-applicant(s) (if any), coordinating both the design and implementation of the action.

Collaboration and coordination between local, community-based CSOs is encouraged under this call for proposals, with priority given to projects implemented in partnership.

An applicant may submit only one application under this call for proposals.

An applicant may not be a co-applicant or an affiliated entity in another application at the same time.

3.2.2. Eligible activities

The activities proposed under this call must focus on achieving results related to the objectives outlined in Sections 1.1 and 1.2 of this document.

Non-exhaustive examples of eligible activities include:

- Development and implementation of standardized protocols for the identification, referral, and management of gender-based violence (GBV) cases within healthcare structures.
- Training of healthcare professionals on the legal framework, proper documentation, and the provision of trauma-informed care, in line with the Istanbul Convention.
- Advocacy for the improvement of the legal and institutional framework, in order to strengthen the role of the health sector in the prevention and treatment of GBV.
- Monitoring the implementation of coordinated referral mechanisms and supporting the oversight role of civil society organizations (CSOs) at the local level.
- Establishing monitoring and evaluation systems to track institutional compliance and effectiveness in addressing GBV cases.
- Development of common standards for case management within healthcare institutions, in accordance with principles of confidentiality and ethics.
- Strengthening the capacities of women's, Roma, and LGBTQI+ organizations to demand accountability and engage in evidence-based advocacy.
- Promoting inter-institutional cooperation between CSOs, healthcare institutions, and social services for a coordinated response.
- Building cooperation mechanisms with law enforcement agencies to provide integrated support for survivors of violence.
- Harmonizing national legislation with international standards, including the implementation of the Istanbul Convention in health policies.

*The following activities **are not eligible** for financial support:*

- Actions that consist solely or mainly of individual sponsorships for participation in workshops, seminars, conferences, or congresses;
- Actions that consist solely or mainly of individual scholarships for studies or training courses;
- Projects that consist entirely or predominantly of preparatory work or studies;
- Projects that support political parties, illegal activities, or religious activities;
- Funding for budget deficits or capital endowments;
- Activities carried out before the signing of the grant contract;
- Actions intended for profit;
- Activities related to charitable donations;
- Financial sub-grants to other organizations;
- Purchase of land, buildings, or offices / Renovation of buildings or offices;

- Retrospective funding for projects already underway or completed;
- Actions carried out outside the territory of Albania.

3.2.3. Eligibility of costs

Financial support will cover 100% of eligible costs, and no co-financing from third parties will be required. Grants awarded under this open call may cover administrative and personnel costs up to 30% of the requested amount. The remaining 70% of the funds must be allocated to programmatic activities of the project.

For each project proposal, 2% of the total proposed budget must be allocated to visibility-related activities.

Only “eligible costs” may be covered by the sub-grants. The categories of eligible and ineligible costs are defined below. The budget represents both an estimate of costs and a maximum ceiling for “eligible costs.”

During the contracting phase, the Contracting Authority will decide whether to approve the proposed amount based on the provisional budget submitted by the applicants, taking into consideration actual data from previously implemented grants by the applicants or similar actions.

Attention: The awarding of sub-grants is NOT permitted under this call for applications. All activities and costs must be managed and implemented directly by the lead applicant and/or the co-applicant(s) (if any).

Recommendations for the awarding of a sub-grant are subject to the uncontested condition that the checks conducted prior to the signing of the sub-grant contract do not reveal issues requiring significant changes to the budget (except for minor errors or arithmetic inaccuracies). These checks may result in requests for clarification and may lead the contracting authority to impose modifications or reductions to address such errors or inaccuracies. **It is not possible to increase the grant amount or the percentage of funding as a result of these corrections.** Therefore, it is in the applicants’ best interest to provide a realistic budget based on actual costs.

a) Eligible direct costs are the actual costs incurred by the Applicants that meet all of the following criteria:

- They are incurred during the implementation of the Action;
- Human resource costs: The cost of personnel assigned to the project, corresponding to actual gross salaries, including social security contributions and other related salary costs;
- Costs related to services and works must be directly linked to activities carried out during the implementation period;
- Incurred costs must be paid before the project’s end date;
- They are included in the overall estimated budget for the Action;
- They are necessary for the implementation of the Action;
- They are identifiable and verifiable, particularly recorded in the Beneficiaries’ accounting records and determined according to the accounting standards and usual accounting practices applied by the Beneficiaries;
- Cash payments are allowed only up to a maximum limit of **EUR 200**;
- They comply with applicable tax and social security legislation;
- They are reasonable, justifiable, and comply with the principles of sound financial management, particularly in terms of economy and efficiency.

b) Ineligible costs include the following:

- Debts and debt service charges (interest);
- Provisions for losses or potential future liabilities;
- Unpaid interest (losses from bank accounts);
- Costs declared by the beneficiary(ies) and financed by another action or work program receiving a grant from the European Union (including through the EDF);
- Purchase of land or buildings;
- Currency exchange losses;
- Fines, financial penalties, and legal expenses;
- Contributions in kind;
- Bonuses included in staff costs;
- Negative interest charged by banks or other financial institutions;
- Loans to third parties (not part of the targeted R/E group);
- Salary costs of national administration personnel;
- Value Added Tax (VAT), excise duties, and other specific consumption taxes or any similar taxes, duties, or charges with equivalent

3.2.4. Visibility

Applicants must take all necessary steps to acknowledge that the European Union is funding this action through the project “Advancing Gender Equality through Oversight and Reporting in Albania” (AGORA), which is implemented by a consortium led by the Gender Alliance for Development Center (GADC).

Proposals that are fully or partially funded by the European Union must ensure visibility of EU funding by displaying the EU emblem in accordance with the guidelines set out in the Operational Guidelines for EU Fund Beneficiaries, published by the European Commission.

The Gender Alliance for Development Center (GADC) will provide training and guidance to the selected organizations on the EU visibility requirements and standards, to ensure that their communication and promotional activities are in line with these guidelines.

All visibility-related measures and activities, and where applicable, communication efforts, must comply with the latest Communication and Visibility Requirements for EU External Actions, as defined and published by the European Commission. ([Communication and Visibility Requirements for EU External Actions | International Partnerships \(europa.eu\)](https://ec.europa.eu/europeaid/visibility-requirements)).

3.3. HOW TO APPLY AND PROCEDURES TO FOLLOW**3.3.1. Submission of the application**

The application package must be submitted in accordance with the guidelines provided in this call for proposals.

Applications must be submitted following the instructions of the grant application form, which is attached to these Guidelines (**Annex 1**), along with the corresponding project budget (**Annex 2**).

Applicants must prepare and submit their application in the **Albanian language**. Handwritten applications will not be accepted.

The project proposal must be prepared by strictly following the application instructions and the published templates (application form, budget). Therefore, **it is very important** that these documents include all relevant information regarding the proposed action.

3.3.2. Supporting documents:

Applicants (the lead applicant and co-applicant(s), if any) must submit the following documents in accordance with Albanian law:

- 1) Organization's registration certificate for the applicant (Court Decision);
- 2) Statute of the organization;
- 3) Historical extract from the Court;
- 4) A copy of the organization's Tax Identification Number (NIPT) document for the applicant;
- 5) The organization's most recent financial statements (last 2 years) in accordance with applicable legislation;
- 6) Certificate of tax obligations clearance (issued via e-Albania);
- 7) The legal representative of the lead applicant must sign and stamp: the Lead Applicant's Declaration (**Annex 3**);
- 8) The legal representative of the co-applicant(s) must sign and stamp: the Co-applicant's Mandate (**Annex 4**);
- 9) Organization's CV.

3.3.3. Where and how to submit applications

Applications must be submitted as one printed and bound original copy in A4 format.

All documents submitted for the application must also be provided in electronic format (USB or CD).

The electronic file must contain exactly the same content as the printed version of the application.

The last page of the application form must bear the **signature of the legal representative** of the lead applicant and the **official stamp** of the organization.

The envelope must clearly contain the following information on the outside:

- The reference number of the call for proposals: **IPAI/2023/452-488**
- The title of the call for proposals: **"Advancing Gender Equality through Oversight and Reporting in Albania"**
- The name of the lead applicant
- The address of the lead applicant
- The statement: **"Not to be opened before the official opening date."**

Applications must be submitted in sealed envelopes via registered mail, private courier service, or hand delivery (in the case of hand delivery, the sender will receive a signed and dated acknowledgment of receipt), to the following address:

Postal address:

Gender Alliance for Development Center (GADC)

Rr. "Abdyl Frashëri", P.10/1, Shk.1, Ap.3

Tirana, Albania

Applications sent by other means (e.g., by email) or delivered to other addresses will be rejected.

3.3.4. Further information regarding applications

Questions may be submitted via email no later than 30 April, 2025, at 17:00 to the following address, clearly indicating the reference of the call for proposals.

Email address: gadc@gadc.org.al

To ensure equal treatment of applicants, the contracting authority cannot give prior opinions on the eligibility of applicants or specific activities.

Questions that may be relevant to other applicants, along with the answers, will be published on the website where the call was announced: <https://www.gadc.org.al/>. Therefore, it is strongly recommended to consult the above-mentioned website regularly to stay informed about published questions and answers.

3.4. EVALUATION AND SELECTION OF APPLICATIONS

Applications will be reviewed and evaluated by the Evaluation Committee, composed of representatives from the Gender Alliance for Development Center and the two project partners: Together for Life and the Institute of Romani Culture in Albania.

The Evaluation Committee will be responsible for assessing the project proposals and determining which applicants meet the required score to receive financial support.

All applications will be evaluated according to the steps and criteria outlined below. If, during the review process, it is found that the proposed action does not meet the eligibility criteria set out in Section 1.5, the application will be rejected on that sole basis.

The evaluation process consists of the following steps:

Step 1: Administrative Check

During the opening and administrative check, the Evaluation Committee will verify whether the submission deadline has been respected and whether the application form meets all the criteria specified in the administrative checklist.

| Administrative criteria | Yes | No | Comments |
|--|-----|----|----------|
| 1. The project proposal is submitted within the deadline. | | | |
| 2. The application forms used are those published in the guidelines for the call for proposals (in Albanian language). | | | |
| 3. An original printed copy of the documents is included. | | | |
| 4. An electronic version of the proposal is attached (on a USB or CD) | | | |
| 5. All supporting documents are submitted in the required format. | | | |
| 6. The applicant is a registered CSO operating within the territory of Albania. | | | |
| 7. The requested grant is in line with the established threshold (up to 11,500 euros). | | | |
| 8. The duration of the action is not less than 12 months and not more than 14 months. | | | |

Applicants will be officially notified of the results of the first step.

Step 2: Evaluation of the application

The quality of the applications, including the proposed budget and the capacity of the applicants, will be evaluated using the assessment criteria presented in the evaluation grid below.

The evaluation grid is divided into sections and subsections. Each subsection will be scored on a scale from 1 to 5, as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Evaluation Grid

| Section | Maximum Score |
|---|---------------|
| 1. Financial and Operational Capacity | 15 |
| 1.1 Do the applicants and their co-applicants (if any) have sufficient experience in project management? | 5 |
| 1.2 Do the applicant and partners have sufficient professional capacity? (specific knowledge in the relevant field) <i>Organizations that have implemented at least 2 projects in the field for which they are applying receive the maximum score.</i> | 5 |
| 1.3 Do the applicant and partners (if any) have sufficient managerial capacity (including staff, equipment, and capacity for financial management)? <i>Organizations that have implemented at least 3 projects with values over 10,000 Euros receive the maximum score.</i> | 5 |
| 2. Relevance in the Context of the Call for Applications | 25 |
| 2.1 How important is the project in relation to the objectives and priorities defined in the call? | 5 |
| 2.2 Are the stakeholders (collaborators, final beneficiaries, target groups) clearly identified and strategically selected? | 5 |
| 2.3 Are the needs of the target group and final beneficiaries clearly defined, and does the project adequately address these needs? | 5 |
| 2.4 Does the project include added value, such as innovative approaches and models of good practices? <i>Maximum score is awarded to applications that introduce innovation in project implementation.</i> | 5 |
| 2.5 Does the project advocate for a rights-based approach and have a positive impact on marginalized groups? | 5 |
| 3. Methodology | 20 |
| 3.1 Do the activity plan and the proposed activities logically and practically align with the objectives and expected results? | 5 |
| 3.2 Does the project reflect a strong analysis of the issues involved? | 5 |
| 3.3 Are the proposed activities appropriate, practical, and aligned with the expected results? Is the timeline realistic? | 5 |
| 3.4 Does the project include objectively measurable indicators? <i>Applications that include clear and measurable indicators in the log frame receive the maximum score.</i> | 5 |
| 4. Sustainability of the project | 25 |
| 4.1 Will the proposed activities have a concrete impact on the target groups? | 5 |
| 4.2 Are the expected results consistent and sustainable? | 5 |
| 4.3 Are the expected results of the proposed activities institutionally sustainable? | 5 |
| 4.2 Is there potential for the project to have multiple effects, including project continuity, capitalization of experience, and knowledge sharing? | 5 |
| 4.5 Are the long-term results/achievements likely to impact local economic conditions and/or the quality of life in the target area? | 5 |
| 5. Budget and Cost-Effectiveness of the Project | 15 |
| 5.1 Are the activities properly reflected in the budget? | 5 |

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|---|------------|
| 5.2 Is the ratio between the estimated costs and the expected results satisfactory? | 5 |
| 5.3 Is the proposed cost necessary for the implementation of the project? | 5 |
| Total score | 100 |

Following the evaluation, a ranking table of applications will be prepared based on their scores. The highest-scoring applications will be provisionally selected until the available budget for this sub-grant call is fully allocated.

A reserve list will also be created using the same evaluation criteria. This list will be used in the event that additional funds become available during the validity period of the reserve list.

Hapi 3: Vlerësimi përfundimtar & marrja e vendimit

The Evaluation Committee will make the final decision, and the results of the evaluation process will be officially communicated to the applicants.

Before signing the contract, the Sub-Granting Authority reserves the right to negotiate with applicants in order to ensure cost-efficiency of the project, to maintain a fair balance between operational and non-operational costs, to reflect actual market costs, and to align costs with the proposed activities.

Once an agreement is reached, the sub-grant contract will be signed between the lead applicant and the contracting authority – the Gender Alliance for Development Center.

Hapi 4: Njoftimi i vendimit të autoritetit kontraktor

Lead applicants will be informed by email of the decision of the Contracting Authority regarding their application, and if rejected, the reason for the decision.

The lead applicant serves as the point of contact for all communications between the applicants and the contracting authority.

Appeal

If an applicant believes that the selection was negatively affected by an error or alleged irregularity during the evaluation process, or that the procedure was compromised by any form of mismanagement, they may submit a complaint no later than *five (5) working days* from the date of notification of rejection via email.

The Evaluation Committee will respond to the submitted complaint no later than *five (5) working days* from the date of receipt.

The response to the complaint constitutes the final decision regarding the request.

3.5. TIMELINE OF THE PROCESS

| Table of Deadlines | DATE |
|---|--|
| 1. Official publication of the Call for Proposals | 10 April 2025 |
| 2. Information sessions (3 meetings) | Kukës, 23 April 2025, Hotel Amerika, at 11 AM Tiranë, 25 April 2025, Xheko Imperial, at 11 AM Fier, 28 April 2025, Hotel Fieri, at 11 AM |
| 3. Deadline for requesting clarifications from the contracting authority | 30 prill 2025, at 5 PM |
| 4. Final date on which clarifications are provided by the contracting authority | 5 May 2025, at 5 PM |

| | |
|--|---------------------|
| 5. Final deadline for submission of applications | 9 May 2025, at 5 PM |
| 6. Notification to lead applicants on administrative and eligibility check | 23 May 2025 |
| 7. Notification to lead applicants on the evaluation of full applications | 9 June 2025 |
| 8. Contract signing | 12 June 2025 |

4. LIST OF ANNEXES

Annex 1: Project Application Form (in Albanian)

Annex 2: Budget Template (in Excel)

Annex 3: Lead Applicant's Declaration

Annex 4: Co-Applicant's Declaration

Annex 5: Administrative Identification Form

Annex 6: Financial Identification Form

Annex 7: Declaration of Compliance with Eligibility Criteria

Annex 8: Checklist