

**CEI Know-how Exchange Programme (KEP)  
KEP AUSTRIA  
Call for Proposals 2013**

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Deadline for the submission of applications: 28 December 2012



## 1. CEI Know-how Exchange Programme

The Central European Initiative (CEI) is the oldest and largest regional organisation in Europe, which since 1989 has been promoting cooperation among 18 Member States (Albania, Austria, Belarus, Bosnia and Herzegovina, Bulgaria, Croatia, the Czech Republic, Hungary, Italy, Macedonia, Moldova, Montenegro, Poland, Romania, Serbia, Slovakia, Slovenia and Ukraine). The CEI aims to promote a cohesive and united Europe and in particular to assist the least advanced CEI Member States in order to strengthen their capacities and promote their socio-economic development.

The CEI Know-how Exchange Programme (KEP) was launched in 2004 as a CEI cooperation instrument which aims to provide capacity building and technical assistance from the EU to the non-EU countries within the CEI region. The objective of the Programme is to promote the transfer of knowledge and best practices from the countries that have already gone through the EU accession to the non-EU CEI Member States.

## 2. KEP AUSTRIA

KEP AUSTRIA represents a specific component of the KEP Programme, which has been supported since 2008 by the Austrian government with the funding of the Austrian Development Cooperation, on the basis of an agreement between the CEI and the Austrian Development Agency (ADA). KEP AUSTRIA Programme is managed by the CEI Secretariat, which provides the administrative and conceptual support to the CEI structures and has its Headquarters in Trieste (Italy).

KEP AUSTRIA allows CEI EU countries and CEI non-EU countries (candidate countries, potential candidate countries, neighbouring countries) to work together in projects. KEP AUSTRIA offers grants to projects in which organisations from EU CEI countries or Croatia (know-how providers) transfer specific experience and know-how to organisations in the following CEI non-EU Member States: Albania, Bosnia and Herzegovina, Macedonia, Moldova, Montenegro and Serbia.

## 3. Priority areas of KEP AUSTRIA Call for Proposals 2013

The Programme focuses on areas of intervention where CEI EU countries have strong-rooted experience in order to provide the necessary know-how, and where CEI non-EU members have the strong need for assistance as beneficiary countries.

The priority areas have been defined by taking into account the country and sector strategies of International Organisations and International Financial Institutions operating in the region (i.e. EBRD, OECD, UNECE, the World Bank and others). These areas generally comply with development assistance priorities of most of the CEI EU Member States.

Within the scope of KEP AUSTRIA Call for Proposal 2013 the following priority areas apply:

### I. European Integration, Capacity Building and Market Economy

- European integration (preparing for the process of EU accession, including assistance in strategic documents; improving skills of the public administration; assistance in the drafting of laws in accordance with EU requirements);
- Strengthening the rule of law through the introduction of appropriate European standards;
- Strengthening capacities of central administration (including institution building, improvement of efficiency and performance of the State administration, application of high standards and transparency in civil service and provision of adequate professional training for civil service employees);

- Improvement of local labour market efficiency and development of micro, small and medium-size enterprise sectors (including support to the start-up of SME, promotion of spin-offs and innovative enterprises, development of micro-credit schemes, and SME financing);
- Addressing social inclusion (supporting labour rights, labour unions, social dialogue, tackling gender inequalities, social exclusion and vulnerabilities; inclusion of vulnerable and disadvantaged groups, ethnic minorities and youth; support youth participation in the economy, strengthen jobs creation especially for the youth);
- Strengthening administrative structures at regional and local levels (including assistance in the preparation of development strategies, implementation of transparency measures for local government finance system, and human resources development for local administration employees).
- Strengthening the social advancement of the recipient countries (support civil society knowledge and build capacities to act in the field of public awareness concerning social inclusion, pro-poor development, good governance [like accountability or transparency...], human rights-based approach, and alike; promotion of corporate social responsibility, etc.).

## II. Infrastructure Planning and Development

- Technical assistance for infrastructure development (provision of consultancy in planning, rehabilitation and development of transport, municipal and other infrastructure of high economic impact; support to the application of public-private partnership schemes).

## III. Agriculture, Energy, and Environment

- Energy (energy efficiency, renewable sources of energy, clean energy and climate change);
- Environment (protection of the natural environment, waste management, water management and water resource development);
- Sustainable agriculture and rural development (including food safety and food quality applications and regulatory standards, farm development plans, development of infrastructure for wholesale trade of agricultural products, training of specialists in farming-related areas; promotion of rural and environmentally sensitive tourism).

## 4. Eligible activities and organisations

### Activities

In general, projects should provide capacity building and assistance from the EU to the non-EU countries of the CEI Region. Projects should not promote general cooperation but focus on delivering specific results. It is recommended to propose activities which aim to solve specific problems or needs, rather than addressing more general topics. At the end of the project it is necessary that organisations, procedures or staff are upgraded and the functioning improved. Projects preparing the ground for investments from national, European or international financial institutions are also eligible.

### Know-how provider and Know-how recipient

The Programme is open to all public and private sector bodies, international and non-governmental organisations operating in the KEP AUSTRIA areas of intervention.

The minimum eligible partnership is composed of one organisation from an EU CEI member state or Croatia (know-how provider) and one from an eligible non-EU CEI member state (know-how recipient). One organisation will act as “Applicant organisation” and the other will act as “Main partner organisation”. Small and well-focused partnership is generally to be preferred to large partnership structure.

Both know-how provider and know-how recipient shall be from the CEI Member States. Within the scope of the KEP AUSTRIA Call for Proposals 2013:

- the organisation acting as know-how provider in a given project shall be from a CEI Member State being member of the European Union (Austria, Bulgaria, Czech Republic, Hungary, Italy, Poland, Romania, Slovakia and Slovenia) or Croatia<sup>1</sup>;
- the organisation acting as know-how recipient in a given project shall be from one of the following CEI non-EU Member States: Albania, Bosnia and Herzegovina, Macedonia, Moldova, Montenegro and Serbia.

### **Applicant**

Any project co-financed under the KEP Programme must be implemented by the organisation which plays a role of applicant. Within the scope of the KEP AUSTRIA Call for Proposal 2013, the possibility to act as applicant organisation has been extended to eligible non-EU Member States. Therefore, either know-how provider or know-how recipient can act as applicant organisation. The applicant organisation is responsible for project implementation and for the management of the CEI grant.

## **5. Budget and duration of projects**

### **Budget**

The indicative funding available under KEP AUSTRIA Call for Proposals 2013 amounts to EUR 100.000. Any grant awarded under this Call for Proposals shall not exceed 50% of the total cost of a given project. The maximum grant amount allocated to a single project cannot exceed EUR 40.000.

### **Duration of projects**

Project implementation should start after 1 March 2013. Project duration should not exceed 12 months.

## **6. Evaluation procedure**

The applications that pass the eligibility check (fulfilment of formal requirements) will undergo the evaluation procedure. During the evaluation, the CEI Executive Secretariat may request additional documentation or integrations to the application, which must be delivered by the applicant in writing by standard electronic means.

The decision on the approval of projects will be taken by the Committee of CEI National Coordinators (CNC), taking into account the results of the evaluation procedure and the limits of the available funding. After the approval of a project by the CNC, the applicant will be informed about the amount of the approved CEI contribution and the conditions of disbursement.

The evaluation procedure shall be carried out according to the evaluation criteria listed below. Six main aspects of project application shall be evaluated, each being attributed a score in the scale of 0-10, which will result in the final score in the scale of 0 – 60.

### **1. Relevance (score 0-10)**

- To which extent are the activities proposed in line with the KEP priority areas?
- To which extent does the project contribute to the country and sector strategies of international development cooperation and/or to national plans or strategies of the recipient country?

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<sup>1</sup> Considering that the Treaty concerning the accession of the Republic of Croatia to the EU is in the ratification process and that the accession of Croatia to the EU is envisaged for 1 July 2013.

## 2. Applicant and main partner's operational capacity (score 0-10)

- To which extent does the applicant and main partner's past expertise qualify them for a successful implementation of the project?
- What is the level of the ownership of the project and is there a full commitment of applicant and main partner to carry out the project?
- Have the applicant and the main partner sufficient knowledge and expertise about the problem the assignment is expected to solve?

## 3. Quality of information (score 0-10)

- Has the application been completed in all its parts?
- To which extent is the information in the application presented in complete, concise and clear way?

## 4. Cost-effectiveness and budget coherence (score 0-10)

- To which extent is the proposed budget sound and cost-effective?
- Could same results be obtained with less funding?

## 5. Objectives and Results (score 0-10)

- Are the proposed activities appropriate, practical, and consistent with the objectives and results set?
- Does the project contain specific and concrete outputs that will be delivered at the end of the project?

## 6. Impact and Sustainability (score 0-10)

- To what extent do the proposed activities contribute to the effective know-how transfer and to the building up of relevant expertise of the know-how recipient?
- To what extent will the action have a tangible impact in the recipient country?
- To what extent are the benefits of the project likely to continue after the cease of the current funding?

## 7. How to apply

Applications must be submitted by the applicant organisation, which can be represented by either know-how provider or know-how recipient. The applicant needs to be committed to successfully carry out and complete the project and it is responsible for the project implementation and the management of the CEI grant.

Before applying for a grant, applicants shall thoroughly read the KEP AUSTRIA Rules and Procedures and the Application form, available at: <http://www.cei.int/KEP>.

Application forms shall be submitted in the electronic format via an E-mail communication, the subject of which will be: **KEP AUSTRIA Call 2013 – Applicant's country - Project name**. The application form shall be submitted to the KEP AUSTRIA Office of the CEI Secretariat (E-mail: [kep@cei.int](mailto:kep@cei.int)) and in copy to the CEI National Coordinator of the applicant's country. Contact details of the CEI National Coordinators are available at: <http://www.cei.int/contacts/>

The application form shall be submitted in two files: i) the application form in Word format completed in all its parts and ii) the scanned last page of the application which shall bear signatures and stamps of the legal representative of both the applicant organisation and the main partner organisation.

Deadline for submission of applications is 28 December 2012 (midnight CET). Applications submitted after the deadline shall be considered as non eligible.

For more information please contact:

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## 8. Indicative timetable

Publication of KEP AUSTRIA Call for Proposals 2013	29 October 2012
Deadline for the submission of applications	28 December 2012 (midnight CET)
Envisaged date for project evaluation	January – February 2013
Envisaged date for official approval of projects by the Committee of CEI National Coordinators (CNC)	February 2013
Tentative beginning of project implementation	Not before 1 March 2013