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Euro-Mediterranean Regional Programme For Local Water Management

Guidelines for Applicants
to Call for Proposals 2001

BUDGET LINE B7- 4100

Table of Contents

Page

I. THE EUROMEDITERRANEAN REGIONAL PROGRAMME FOR LOCAL WATER MANAGEMENT	2
1.1 Historical Background	2
1.2 Objectives of the Programme and Priority Issues for the period 2002 – 2006.....	3
1.2.1 Overall Objective.....	3
1.2.2 Specific Objective.....	3
1.2.3 Priority Issues	4
1.2.4 Expected Results.....	4
1.2.5 Areas of Action and Indicative Topics	6
1.2.6 Horizontal Themes and Recommended Actions.....	18
1.2.7 Project Preparation.....	22
1.2.8 Support to the identification of Partners	23
1.2.9 Programme Monitoring and Supervision.....	24
1.3 Amount available for financial support by the Contracting Authority.....	25
II. RULES CONCERNING THE PRESENT CALL FOR PROPOSALS	26
2.1 Criteria for eligibility.....	26
2.1.1 Eligibility of Applicant, Partners and Third Parties.....	26
2.1.2 Partnership Modalities: Partnership Statement and Memorandum of Understanding	29
2.1.3 Eligibility of projects: projects for which an application may be made.....	29
2.1.4 Eligibility of costs: costs which may be taken into consideration for the grant.....	30
2.2 How should an application be made and the procedures followed.....	31
2.2.1 Application form and supporting documents.....	31
2.2.2 Where and how to send the applications.....	32
2.2.3 Submission Deadline	32
2.2.4 Further Information.....	32
2.2.5 Acknowledgement of receipt.....	33
2.3 Evaluation and Selection of Applications.....	33
2.4 Information concerning the Contracting Authority's decision on the award of grants.....	33
2.5 Conditions applicable to project implementation following the Contracting Authority's decision to award a grant.....	34
2.6 Other Issues	36
III. ANNEXES TO THE GUIDELINES FOR APPLICANTS	37
Grant Application Form and Annexes.....	37
Grid for Administrative Compliance and Eligibility	37
Grid for Technical and Financial Evaluation	37
General Conditions Applicable to European Community Grant Contracts for External Aid	37
Manual of Instructions, Practical Guide to EC external aid contract procedures And Templates...	37
Contract Award Procedures (Annex IV of Standard Contract).....	37
IV. OTHER USEFUL INFORMATION.....	38
Checklist for Applicants	38

I. THE EUROMEDITERRANEAN REGIONAL PROGRAMME FOR LOCAL WATER MANAGEMENT

1.1 HISTORICAL BACKGROUND

The South Mediterranean and Middle East region is characterised by the lowest per capita amount of water supply in the world, unequally distributed in space and time both at the regional level and within each country. The Blue Plan/MAP¹ study "Water in the Mediterranean Region" showed that 28 million persons, 7% of the entire Mediterranean population, lie below the poverty line of 500 m³/year per capita and 115 million persons, 29% of the populations are below the threshold of 1000 m³/year per capita. Based on current analysis, in the absence of structural changes and increasing efficiency in the water sector an ever-increasing gap is anticipated between supply and foreseeable medium and long-term demand by various uses. Such alarming analysis is mainly based on the present demographic and socio-economic dynamics, and sets the perspective of limitations posed by water resources and fragile ecosystems to sustainable development, regional and global integration. Specifically, the forecasted population growth of the Mediterranean Partners² will extend from 200 million people today to 340 million people by 2020 characterised by increasing urbanisation trends. During the same period, the outlook of the main economic sectors influencing water demand suggests an expansion in irrigated agriculture, where possible, as well as in industry, energy, and tourism sectors. A valid indication of the evolving situation is that the traditional large-scale use of water for agriculture (60-90% of water use in Mediterranean Partners) has increasingly become under pressure from alternative uses, being industrial or domestic. In certain countries, exploitation indexes of renewable natural fresh water resources have reached and exceeded 100%, thus imposing additional burden to the exploitation of non-renewable (fossil) water reserves. The above hard evidence demonstrates that water supply will be severely strained during the next 20 years, and thus more efficient use of conventional water resources will be a crucial factor notwithstanding the necessity for wider use of non-conventional resources, i.e. water recycling and desalination. Hence, the need for re-examination of a multitude of factors conditioning the water supply-demand equation in the light of future political, socio-economic and environmental realities. The urge for addressing potential adverse evolutions dictates the revision of strategies, reinforcement of integrated management for water resources and regional co-operation with ample emphasis on socio-economic and environmental factors.

In the framework of the Euro-Mediterranean Partnership, water management has been highlighted as one of the main priorities, with a view to supporting the Barcelona Process and reinforcing it through concrete actions. In this context, the Stuttgart Euro-Mediterranean Ministers Meeting of April 1999³ confirmed water to be one of the six priority fields⁴ under the second pillar for future Mediterranean co-operation. This declaration was pursued further in the framework of the Euro-Mediterranean Ministerial Meeting on Local Water Management of October 1999 in Turin. The meeting approved a Declaration and an Action Plan for Water in the Mediterranean area⁵, and indicated the use of a "Call for Proposals" process to further the Action Plan. The Turin Declaration noted that the 'Call for Proposals' shall be situated inside six areas of action, themselves conditioned by four horizontal themes (*for details see Section I.1.2.*). The implementation process was entrusted to the Euro-Mediterranean Water Directors and the Commission, noting the co-ordinating role of the latter.

In the interest of pursuing the objectives of the Turin Meeting, an Euro-Mediterranean Water Forum (*hereinafter called the "Forum"*) was established. The Forum consists of the Euro-Mediterranean Water Directors, the Commission and other interested parties in the water sector. As regards the "Call for Proposals" set out in the Turin Declaration, the Forum has been consulted on the priority areas for presentation of project proposals as well as on necessary co-ordination mechanisms. In this context, projects approved in the framework of the 'Call for Proposals' will reflect the Turin Action Plan and will be implemented at regional and sub-regional levels and/or on islands during the period 2002-2006. Each specific project will correspond to one or more of the indicated areas of actions with suitable integration of indicated horizontal themes depending on the particular needs of beneficiary countries whilst taking into

¹ Mediterranean Action Plan.

² The countries of the Barcelona Political Dialogue, frequently referred to as MEDA countries from the title of the relevant EU funded co-operation programme. The MEDA partnership includes the European Union Member States, Algeria, Cyprus, Egypt, Israel, Jordan, Lebanon, Malta, Morocco, Palestine Authority, Syria, Tunisia and Turkey.

³ http://www.europa.eu.int/comm/external_relations/med_mideast/euro_med_partnership/conf/stutg/conc_en.htm

⁴ Industry, Environment, Water, Transport, Energy and Information Society.

⁵ http://www.europa.eu.int/comm/external_relations/med_mideast/euro_med_partnership/conf/sect/water2.htm

and

<http://www.hydrocontrol.com/torino/default.htm>

account the institutional, environmental and natural resources context. The beneficiaries of these projects will be the twelve Mediterranean Partners (at least two in each specific project), since the activities will be implemented in selected areas on their territories. Implementation will be entrusted to consortia consisting of non-profit organisations from the European Union Member States and the Mediterranean Partners. The objective of the formation of consortia is to ensure integration, global approach and consensus for the implementation and pursue a mutual added-value impact on technical assistance, institutional strengthening and wider capacity building requirements at a regional level.

1.2 OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES FOR THE PERIOD 2002 – 2006

1.2.1 Overall Objective

Water is an environmental, social and economic asset and as such needs to be managed with the objective of conserving a common patrimony in the interests of the community at large. Thus, it is necessary and important to guarantee water availability over time by means of sustainable forms of management, which will allow nations to cope with present demands without jeopardising environmental balance and the needs of future generations.

The overall objective of regional projects, in the framework of the present 'Call for Proposals', emanates from the Barcelona Declaration⁶ and the ensuing work of Euro-Mediterranean Ministerial and Water Directors' meetings addressing water sector issues as a priority for socio-economic development. This involves the contribution to the socio-economic development and integration of the Mediterranean Partner countries through enhanced regional co-operation in natural resources management.

The committed funds are allocated from MEDA Budget Line B7 - 4100⁷ which, has as its principal aims the support of actions in the economic and financial sectors and social services to:

- develop a better socio-economic balance;
- support to economic transition;
- foster regional integration, and;
- gradually create a Euro-Mediterranean free trade area.

The Contracting Authority will be the European Commission.

1.2.2 Specific Objective

The specific objective to be pursued through the 'Call for Proposals' is the enhancement of regional co-operation in the areas of sustainable and integrated management of water resources through institutional strengthening, society awareness, capacity building and participation.

Beyond the Euro-Mediterranean partnership framework, the specific objective also links, in respect to ensuing concepts and main strategic components, with key development strategies for the region. Those include the **Mediterranean Vision on Water, Population and the Environment for the 21st century**⁸ (MEDTAC/Plan Bleu) and the **Arab Water Vision**⁹. Specifically, the content of these strategies is that water management should prevent disruptions between water demand and supply, in the context of sustainable development, by combining:

- **Supply management**, including a more active conservation of resources (with differences according to countries), the quality of surface and groundwater (including cross-border transit) and also the increase of non-conventional water resources production, and;

⁶See chapter on 'Economic and Financial Partnership', sub-heading 'Economic Co-operation and concerted action', and the annexed 'Work Programmes on Economic and Financial Partnership', sub-heading *Regional Planning Co-operation on Environment and Water*, the latter as conditioned by the Mediterranean Water Charter (Rome, 1992) in http://europa.eu.int/comm/external_relations/med_mideast/euro_med_partnership/index.htm

⁷ http://europa.eu.int/comm/secretariat_general/sgc/aides/forms/relex10_en.htm

⁸ <http://www.worldwatercouncil.org/Vision/mediterranean.htm>

⁹ <http://www.worldwatercouncil.org/Vision/arabcountries.htm>

- **Demand management**, promoting a more efficient use of water and of water economies, avoiding net waste and modifying relations between water using sectors.

1.2.3 Priority Issues

The priority issues refer to the identified crucial elements conditioning current and future sustainability of water supply and demand management as jointly identified by all Euro-Mediterranean partners in the aforementioned Turin Declaration and Action Plan.

Specifically, the priority issues to be addressed through projects funded in the framework of the 'Call for Proposals' include **six areas of actions** and **four horizontal themes**. Specifically, these are as follows:

Areas of Action

- I. **Integrated management of local drinking water supply, sanitation and sewage;**
- II. **Local water resources and water demand management (quantity and quality) within catchment areas and islands;**
- III. **Prevention and mitigation of the negative effects of drought and equitable management of water scarcity;**
- IV. **Irrigation water management;**
- V. **Use of non-conventional water resources;**
- VI. **Preparation of national and local scenarios for the period until 2025 that enable precise objectives to be set and actions to be taken for sustainable water management.**

Horizontal Themes

- A. **Strengthening institutional capacities and training;**
- B. **Exchange of information and know-how;**
- C. **Transfer of know-how and technology;**
- D. **Awareness raising, mobilisation and promotion of commitment of the population.**

A brief presentation of the areas of action and indicative topics within them, as well as of the horizontal themes and recommended actions within their context is given in Chapter 1.2.5.

1.2.4 Expected Results

Project proposals will focus on **specific topics within one or more areas of action** and aim at the **implementation of activities in the context of the horizontal themes** with due emphasis on the particular conditions and needs at regional and sub-regional level. Therefore, expected results are grouped under the titles of the horizontal themes. However, it is the selected area(s) of action and specific topic(s), which will condition the thematic context for the promotion of horizontal themes in relevant projects. For example, a project will select to work on relevant horizontal themes in Area of Action IV. Irrigation Management, in the indicative topics of wastewater recycling for agriculture and irrigation production patterns.

Furthermore, the present 'Call for Proposals', its expected results and proposed activities do not provide an end in itself. Work to be accomplished through approved project proposals is seen as a precursor, part of longer-term co-operation and capacity building process to lay the foundation for future funding pertinent to the priority issues at regional, national and local levels.

In the above-mentioned context, desirable expected results are grouped as follows:

A. Strengthening institutional capacities and training

- a) Strengthening of understanding, mutual trust and co-operation in the water sector among Mediterranean Partners through the implementation of a coherent set of operational regional projects

resulting from the Action Plan Priority Areas decided at the 1999 Turin Conference to improve water management in the Mediterranean Partners.

- b) Improved policies, planning and sustainable management methodologies, with special emphasis on demand side management, to accommodate the implementation of solutions regarding major water problems commonly met around the Mediterranean basin.
- c) Strengthening of institutional capacities across the main economic sectors, including networking of training institutions and implementation of training programmes for decision-makers, technical staff and non-state agents.
- d) Reinforcement of the integration of sustainable water management practices within, and across, the major economic and social sectors.
- e) Promotion of public-private partnerships in the management of public water systems.

B. Exchange of information and know-how

- a) Establishment of regional policy and technical fora for the consolidation of regional, national and international programmes and the mutual exchange of knowledge on sustainable management of water resources.
- b) Reinforcement of regional integrated water resources information and early warning systems.

C. Transfer of know-how and technology

- a) Establishment of regional networking structures between national administrations, international funding agencies, research/training institutions and private sector agencies to promote capacity building and benefits from technology/know-how transfer.
- b) Promotion of innovative technologies in relation to water conservation and utilisation efficiency, non-conventional water resources and their incorporation in wider strategic and planning exercises;

D. Awareness raising, mobilisation and promotion of commitment of the population.

- a) Increased public awareness and education on problems and opportunities in the water sector.
- b) Increased visibility of the results of the Euro-Mediterranean Partnership and the socio-economic benefits of regional co-operation in the water sector:
- c) Reinforcement of participatory approaches and capacity building to promote active involvement of civil society in the overall discussion, action plans and local water management.

1.2.5 Areas of Action and Indicative Topics

The following chapters provide brief background information for each area of action in order to offer orientation in the form of indicative topics and present suggested actions, at the level of horizontal themes, for the development of relevant project proposals. More specifically, indicative topics and suggested horizontal actions aim at assisting the preparatory work in the definition of suitable combinations in conformity with the targeted regional/sub-regional context. The orientation provided shall be perceived as a contextual guidance on relevance and not as an exclusive reference to the specific topics to be addressed in submitted project proposals.

It is expected that project proposals will include the implementation of pilot actions within their life span design to generate the necessary momentum to address problems related to the horizontal themes in the various areas of action. During the area(s) of action and topic identification phase, prospective applicants should verify against overlapping with on-going water related programmes in the beneficiary countries¹⁰.

In addition to the issues mentioned in previous chapters, project proposals submitted shall fulfil the following requirements:

- they all reflect the aspirations of major stakeholders and allow to involve local participants concerned, following a broad bottom-up approach and trying to improve regional co-operation among them;
- they shall be based on integrated, multidisciplinary and border-crossing action plans, whose purpose is to settle specific but not unique problems. This allows them to be carried out in, and extended to, other regions;
- the objective of all projects is to bring a lasting improvement in the integrated management of water resources and in economic development, and therefore to produce important advantages for local populations in the immediate future (increase of incomes, improvement of living conditions, training and education systems).

Consequently, these projects shall facilitate the involvement of the populations concerned in the sustainable development processes, while contributing to the setting-up of the structures needed for future regional co-ordination and co-operation for planning and implementation.

It is important to emphasise that in conformity with the Turin Action Plan, activities falling within the framework of integrated water management¹¹ should be implemented at the **river basin level**. Therefore, action taken within a confined area of a river basin should put emphasis on the overall impact on equilibrium of resources, up and downstream, and hydro-morphologic, ecological and socio-economic features of the entire basin.

¹⁰ e.g., the EC funded Short and Medium-Term Priority Environmental Action Programme (SMAP) and INCOMED - For more information see the content of the relevant 'Call for Proposals' in http://europa.eu.int/comm/europeaid/tender/index_en.htm

¹¹ In particular areas of action II, III, IV and VI.

I. Integrated management of local drinking water supply, sanitation and sewage

The predicted future population density in the Mediterranean area, due both to population growth and population shifts towards urban and coastal areas, will further increase the current pressure on water resources. Water demand for agricultural, industrial and tourism development concentrating around urban centres is also demonstrating an increasing trend. Access to basic infrastructure services in urban areas such as water supply, sanitation, solid waste collection and drainage is becoming inadequate, especially for the resource poor peri-urban population. Therefore, there is an urgent need for water conservation and consumption regulation by means of more efficient management of the entire cycle of water use. Potential actions range from optimisation of reservoir management or other sources of supply (wells, springs), and rehabilitation of water conveyance and distribution networks and sewage systems, to efficient management of treatment plants (for drinking water and wastewater treatment). It is also necessary to overcome the often fragmented organisation of water management and to redress the imbalance between the nature of the service and its rates and costs through appropriate regulatory bodies. Furthermore, reorganisation of water services based on an integrated approach should distinguish between the parties responsible for safeguarding the user and the parties in charge of management.

The organisation of integrated water service management implies a rethinking of management strategies in the majority of Mediterranean regions. Reorganisation should ensure the necessary technical and economic efficiency, public education, awareness and deployment of human resources required for meeting user needs and improving living conditions, while ensuring respect for the environment and the aquatic ecosystem. A major commitment, in terms of both human and financial resources, is required to ensure these changes, especially in those countries where water resources are scarce or dwindling. In addition, conventional strategies may not be able to extend services to all urban residents and users. Therefore, innovative approaches should be contemplated not only with respect to technical solutions but also at the level of increasing awareness and active involvement of the various stakeholders. Therefore, a number of strategic elements can be identified, which affect the viability and sustainability of all activities aimed at improving basic service provision in heavily urbanised and low-income areas. These elements range from legal and regulatory framework, the social, institutional, environmental and financial contexts, to technology and service levels.

Indicative topics to be considered in the framework of project proposals may include:

- Technical, institutional, financial, socio-economic, cultural, environmental and demographic aspects of urban water distribution systems¹², and facilitation of regional exchange of best practices, information sharing, technology transfer and future planning options to provide affordable services.
- Public water supply in disadvantaged peri-urban areas and deprived/remote regions.
- Integrated management schemes representing local administrations responsible for the quality and efficiency of the service delivered and main user industries,
- Technical assistance for the efficient operation of management and regulatory bodies;
- Best practices in urban wastewater recycling, particularly with regard to its use in agriculture, and preparation of pilot programmes to accommodate planning on this topic.
- Systems for monitoring quantitative and qualitative parameters in water supply and sewage systems and impact of sewage treatment/disposal by various user industries in coastal urban areas on marine environment (in compliance with suitable regulation);
- Training and awareness campaigns to improve health, sanitation and management of the water demand, especially in low-income peri-urban neighbourhoods and remote urban centres.
- Construction of open water and aquifer capacity and vulnerability maps around urban centres.

¹² Use of non-conventional resources is mainly treated under Area of Action V.

- Mathematical models for simulating water supply and sewage systems as a support tool for monitoring losses in water supply systems and for the design of new ones.
- Location and automated mapping of buried water conduits and sewers, detection and rehabilitation of hidden leakage in water supply systems;
- Alternative forms of management, including private sector participation (partial or total delegation of services) especially in:
 - fresh water including non-conventional resources;
 - wastewater and sewage treatment/disposal;
 - leakage and breakage prevention and network maintenance.

II. Local water resources and water demand management (quantity and quality) within catchment areas and islands.

Most river basins in the Mediterranean Region are characterised by a small size, while 21 basins have surface areas of more than 10.000 km². Some major river basins are trans-boundary with a corresponding need for addressing access to shared water resources and impacts on the quality of water up and down stream in the basin. Furthermore, the pressure exerted by diverse abstractions from, and discharges into, water bodies create in many cases tensions and may even lead to emergency situations both as far as quantities and quality of water is concerned. Population growth and rapidly changing land use continuously stresses the limited capacity of watersheds and adds to the concerns on sustainable management. All these ecological, social and economic reasons call for the establishment and implementation of local water resources management at the river basin level as a crucial strategic re-orientation for the Mediterranean countries. Optimisation of demand management should be one of its important components.

The organisational structure of local authorities and governments operating within the region in the water sector is often ill suited to integrated water and environmental management. Neighbouring areas of a region may have common water problems but usually administered by a number of different bodies. Sometimes conflicting views as to actions to be taken create serious obstacles to the establishment and implementation of joint action plans and conservation programmes. In addition, local water management practices in sub/watershed level often emanate from long experience of community participation¹³, usually in the framework of an unregulated modus operandi with local administration. However, owing to the context of a resource poor population restricted by the lack of institutional and basic infrastructure, environmental and sanitation concerns are often poorly integrated within the social and economic fabric. Notwithstanding the importance of traditional management systems, experience dictates that they are frequently better sustained when there is a minimum of government support. Furthermore, it has become widely acknowledged that the merits of traditional local water management need reinforcement with legal frameworks, administrative support and community training/capacity building to provide the necessary management solutions to the stabilisation of an increasingly complex situation of scarce resource management and collective ownership. Reallocation of financial and technical resources, including social and economic infrastructure, to support decentralised development, also in favour of river basin management, is an integral part of future planning agendas.

In many Mediterranean islands surface water is often scarce or periodically deficient due to the prevailing semi-arid climate, while groundwater resources are highly vulnerable to the impact of human activity. Commonly there is competitive use for limited water resources leading to overexploitation and short or long-term depletion in quantity and quality. Rapid population growth in Mediterranean islands during the past decades has strained their naturally occurring water resources. Moreover, water resources management in islands poses a highly pressing problem related to limitations to the regenerative and carrying capacity of existing ecosystems. Agriculture and industry consume substantial amounts of natural waters on islands while polluting them in the same process. Irregular patterns of demand, resulting from the seasonal influx of tourists in Mediterranean islands, stress further the available resources and the supply system at a time when demand for irrigation water is at its peak. Today, there is an urgent need to adopt a more rational approach conducive to the efficient exploitation of a variety of water resources that reduces the degree of future dependency on the more expensive and energy consuming desalinated sea water. Strategic elements include the medium-term optimisation of both natural resources management and economic development patterns as well as the examination of interdependencies between islands and continental states at the level of economic development and resource management.

Indicative topics to be considered in the framework of project proposals may include:

- Data collection and processing information systems at river basin level for the purpose of:
 - Analysing water availability and demand;
 - Comparative analyses of the legal, institutional, technical, social and economic aspects of alternative solutions oriented towards basin management in a long-term sustainable development perspective.

¹³ Issues related to nomadic/pastoral communities are treated under title III.

Policies could be guided by criteria included in the proposed **EU Water Framework Directive**¹⁴ drawing upon the areas of action proposed in this document;

- **Land/water use and rural economic activities** and implementation of support measures to accommodate rationale water/environmental management¹⁵.
- National **tenure policies**, given the importance of secure ownership to soil and water conservation as well as watershed management.
- Evaluating critical risk conditions;
- Identification of kinds of action necessary, their technological and economic effectiveness and relative priority.

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- **National/regional basin authorities** to facilitate development of river basin master plans, co-ordination between various involved administrations, local water consuming industries and users associations, towards integrated water resources management through joint planning and implementation of actions including;

- Exchange of experiences between bodies responsible for basin management;
- Amendment and integration of existing legislation to enable procedures for implementing integrated water management, also across the borders, in the **river basin**;
- Assistance in validation of past and present practises on water data measurements/monitoring (surface, groundwater and wastewater).
- Proposals for preparation of river basin master plans (long term and priority action plan), with criteria, direction, prescriptions, legal requirements, regulations, actions and priorities aimed at the conservation and management of water resources of the basin;
- Proposals for development of river basin information processing systems, appropriately updated, to enable use of the data collected (diagnosis of state of resources, user know-how, resource-demand regulation) to support planning and decision makers in administrative bodies;
- Development of computerised Geographic Information Systems (GIS), to allow the preparation of thematic maps for the purpose of gaining knowledge of the territory and for the detection of potential risk situations utilising global water resources monitoring tools (SEQ).
- Review and analysis of indigenous/traditional water utilisation and management and incorporation of its positive aspects in future local and basin integrated water management;

Deleted: drainage

Deleted: to be set in motion in a rapid and co-ordinated manner and to speed up procedures between the administrations responsible for management of the territory

- **Master plans for islands** and recommendations for improvement and/or sustainable management with emphasis on:

- Revision of water policies/legislative frameworks and development of action plans for the cost-effective development of water resources and the improvement of water demand management in the context of future demographic growth and economic development patterns.
- Development of water balance computations/simulation models to verify sensitivity/sustainability of various action plans and scenarios of water supply-demand patterns and assist in the optimisation of integrated water management.

¹⁴ http://europa.eu.int/comm/environment/water/water-framework/index_en.html

¹⁵ Issues related to irrigation management are treated under title IV.

III. Prevention and mitigation of the negative effects of drought and equitable management of water scarcity.

Drought is defined as a significant decrease below mean precipitation over a period of time that varies for each geographic zone. Drought is one of the most complex and least understood natural phenomena while the beginning and end of drought are difficult to forecast. It is evident that recurrent drought is on the increase and is of particular concern in countries and regions characterised by scarcity of water resources and strong variability of rainfall. Climate change is expected to further exacerbate the situation with recurring longer periods of drought in some areas. Its effects may be on the quality and quantity of water stored in reservoirs, on water flow in watercourses and on groundwater and aquatic or terrestrial ecosystems. Depending on its duration, intensity and geographical extension drought may impart adverse impact on the livelihood of affected populations with disruption of main economic activities, especially irrigated agriculture and livestock production. This is aggravated, in particular, in areas with fragmented water management and absence of preparedness/reaction mechanisms. Though water scarcity could be perceived as a wider future problem, the particular climatic situations prevailing in **arid and semi-arid areas** often accentuated by increased population pressure call for increased attention and immediate action. The Mediterranean region's particular vulnerability to extended periods of drought must be considered within the regional water policy.

Drought monitoring is of major interest both to enable adoption of policies for appropriate response and to study the causes and possible evolution of this phenomenon with a view to developing methods for forecasting drought, including the effects of possible climate change. Appropriate early response to prolonged periods of drought is often not integrated into water management. Drought phenomena are most often managed as emergencies without the proper overall adjustments in basic water management systems and subsistence systems. For example, too much focus has been put on construction of excessively large reservoirs and storage capacity, rather than on the optimisation of their management. It is important to change this practice and ensure that water management systems in areas with recurrent drought fully integrate long term, as well as emergency response, measures into its management system and practices.

Given the impact of economic activity within such areas on desertification processes¹⁶, the provision of innovative and compatible livelihood alternatives to indigenous population is essential. The replacement of extensive land use as the basic production approach for resource-poor populations remains a challenging issue, notwithstanding the advanced research in dry land and watershed management and livestock rearing. Special attention should be also given to pastoral and/or nomadic populations with their unique cultural and economic characteristics and interface with fragile ecosystems. In arid and semi-arid areas, the future reliance of local economies on added value rather than extensive production increments, and the necessary infrastructure and economic support to achieve such a goal poses a planning challenge that deserves profound analysis and support actions.

Indicative topics to be considered in the framework of project proposals may include:

- Climate/rainfall/seasonal patterns at regional/sub-regional level and planning strategies/action plans to mitigate relevant problems with adequate emphasis on:
 - Cross-border management and quality/quantity of water resources;
 - Impact on natural and social environment and mitigation mechanisms;
 - Production/livelihood and migration patterns.
- Preparedness/mitigation mechanisms (Early Warning System, drought monitoring indicators and Drought Management Tools) for water management and relevant legislative frameworks, and development of actions plans towards their reinforcement.
- Research on dry land management, water conservation in arid climates and drought tolerant crops and development of action plans for the reinforcement of research dissemination and rural extension mechanisms.

¹⁶ Desertification is being addressed within the context of the UN Convention for Combating Desertification <http://www.unccd.int/main.php>.

- Awareness raising/training campaigns among the populations in arid areas on water/soil conservation, water recycling, purification, sanitation and hygiene etc.
- Nomadic/pastoral/agro-pastoral patterns and their interaction with water resources and natural environment in arid/semi-arid areas and action plans to mitigate adverse impact on ecosystem carrying capacity and accommodate sustainable livelihoods.

IV. Irrigation water management.

Irrigation is a basic tool for stimulating the development of rural populations and for securing sub-regional, national and household food security. In certain geographic areas, such as the Mediterranean, irrigation is a basic prerequisite for development. Irrigation is also the highest consumer of water resources in the Mediterranean region and present use patterns, as well as any future changes, are in urgent need of an overall integrated water management approach. The Mediterranean Partner countries devote 60-90% of their water resources to irrigation and other agricultural activities. In the Mediterranean, land under irrigation amounts to 16 million hectares and over the last few years this figure has risen by roughly 200,000 hectares per year. This increase equates to an increase in irrigation water consumption of some 2,000 Hm³, equal to around 70% of total water consumption, not accounting for countries in the North. Notwithstanding this rapid expansion, many irrigation systems suffer from poor efficiency due to the techniques used, inadequate management systems and ill-structured policies.

Provision of the required quantities of water for irrigated agriculture in the Mediterranean is the predominant interest, whereas at the same time the importance of a rapidly declining water quality is underestimated. Therefore, increased attention must be paid to the need for setting up mechanisms for integrated management of water quality and quantity. In the future, irrigated agriculture in the Mediterranean will have to face up to sustainable use of water, including producing more with less water. This calls for efficient management, adequate supply systems and proper maintenance of irrigation infrastructures, and examination of cropping patterns, added-value and food security issues. Furthermore, the expansion of areas under irrigation differs from one country to another. In those countries where a large percentage of water is used in agriculture, the increase in irrigated land should be accompanied by an accelerated degree of efficiency in water use and/or the use of treated wastewater. However, in many of these countries the majority of good farmland has already been developed for irrigation and any new schemes are bound to be proportionally more costly to build and demanding to manage.

The price of irrigation water should be considered as an integral element of integrated water management. Most Mediterranean countries subsidise irrigation water, supplying cheap water mostly with the public sector financing the irrigation infrastructure. Thus, new tariff systems need to be worked out whereby the user bears a significant part of the real cost of water supply systems. Furthermore, water rates should be calculated in relation to the irrigation system used and based on measuring the water actually consumed by the user. However, in a system characterised by water scarcity, economic measures alone do not suffice to guarantee efficient water use. Water distribution facilities need to be improved and rights of use appropriately regulated.

Therefore, **water savings and conservation in irrigated agriculture** is considered as one of the most significant future options for addressing the deficit prone water supply-demand equation. The problems emanating from poorly practised irrigated agriculture are well known and researched. Amongst the most important are the **limitations of institutional capacity and extension services, water application inefficiency, soil drainage and salinisation, limited added value/return to investment and poor market access/infrastructure, river and aquifer contamination, water borne diseases, degradation of fragile ecosystems** etc. Given the **accumulated experience with integrated irrigation planning and the paucity of improved technical solutions** issues of institutional capacity building, appropriate technology transfer, farmers training/awareness as well as post harvest processing/marketing need to be pursued further. The importance of irrigated agriculture for national and regional water budgets, and its dominance at the levels of **national/regional and household food security and economy**, elevates all issues related to **integrated irrigation planning and management to the highest priority of the development agenda**. In this context, also **planning analysis and institutional support related to economic, social and environmental sustainability of state, commercial and household subsistence agriculture** in connection with capital investment, land use/tenure policies, water availability and management should be also examined.

Because of its importance in the Mediterranean Basin the issue of irrigation water is being addressed by numerous organisations and from many different standpoints, and is assigned priority status in the Rome Charter. These include the World Bank Water Initiative, the Marseilles Conference, CIHEAM, ACSAD, the Mediterranean Commission for Sustainable Development, and the EC funded SMAP.

Indicative topics to be considered in the framework of project proposals may include:

- **Strategies at national and regional level** to support **modernisation of irrigation, with emphasis on sharing of river basins between stakeholders**. Allowance needs to be made for the information provided by, and the needs of, dry land agriculture organisations (e.g. ICARDA, ACSAD). Best practices as well as technical aspects of modernisation should be addressed, alongside the possible effects on food production and marketing. The social and environmental impact of modernisation should also be considered.
- **Wastewater recycling**, particularly with regard to its use in agriculture: sewage, industrial waste, other household pollutants etc.
- **Use of non-conventional or marginal sources** of water in agriculture, especially saline water.
- **Adaptation of irrigation production patterns** with regard to **soil suitability, crop water requirements, demand for inorganic fertilisers, agro-chemicals, return to investment and environmental impact** and demonstration of optimal planning practices in specific agro-ecological zones,
- Mechanisms for facilitating **end-user participation and interface with irrigation authorities in water management**. This participation is essential for the development of sustainable irrigation policies and should be extended to all fields.
- **Existing and/or necessary future research on irrigation and crop water requirements** and pilot operations for the reinforcement of **research-to-extension linkages**.
- Application of **economic and management tools** for planning in the irrigation sector. Such tools address water pricing as well as aspects connected with the water market and the possible privatisation of water distribution.

V. Use of non-conventional water resources.

Non-conventional water sources refer primarily to water reclamation, in various degrees of quality, from urban wastewater, brackish groundwater, and seawater. Rain stimulation is also included in this category. In this way, better quality water can be made available for uses with more demanding quality requirements. The ecological impact on aquatic ecosystems of a substantial decrease in the discharge of wastewater into rivers, lakes and coastal zones must be analysed to ensure the establishment of a policy sensitive to environmental protection, safeguarding water from pollution.

The reuse of treated municipal wastewater in agriculture is consolidated practice in many Mediterranean countries. However, there is a need to establish monitoring and control systems to ensure reuse of suitably treated water since in many countries there have been numerous indications of major health hazards due to reusing raw sewage. The reuse of treated wastewater is of major interest in the Mediterranean basin.

Desalination of seawater or brackish water for industrial use or drinking water supply entails problems of an economic and energy character, whereas technology is readily available and usable. The major constraint in using this resource is the cost of the product and supply services. Desalination therefore appears more feasible and economically competitive in insular or coastal areas with serious water shortages and preferably where low cost energy is available. However, it has become certain that in the medium to long-term non-conventional water resources will gain increasing importance to the supply side of the balance sheet to avoid deficits in fresh water budgets. Drawing on existing experience and up-to-date research in this sector, exchange/transfer of technology and capacity building are important elements in order to accommodate future water management planning and investment decisions by national administrations and water authorities.

Indicative topics to be considered in the framework of project proposals may include:

- **Treated wastewater and sewage** including:
 - Definition of objectives and parameters for the Mediterranean countries **for regulating the use of treated wastewater in agriculture**, with particular emphasis on aspects of **hygiene, public health and quality control**;
 - Assessment of **irrigation requirements on the basis of availability of wastewater** and choice of areas to be irrigated, taking into account infrastructure constraints, production patterns, irrigation techniques, degree of wastewater treatment, as well as problems connected with soil degradation (salinization).
 - Review of research programmes, proposals for additional actions and information and public awareness campaigns directed to farmers / extension workers for the correct use of irrigation with treated wastewater.
- **Promotion of desalination¹⁷ action plans** including:
 - **Choice of suitable sites** for installing desalination plants near to the sea, or to sources of brackish water located in the vicinity of users and where **low cost energy supply** is available (e.g. coupling dual plants for electric power generation and desalinated water production);
 - Study and introduction of **preferential treatment, such as reduced rates for electricity used for producing desalinated water** for communities with water supply difficulties;
 - Study of **alternative forms of financing for desalination plants**, including resort to the **private sector**, both for construction and management, and for the purpose of maintaining **an efficient system and low production costs**.
 - Promotion or **regional exchange/capacity building** on technology, planning and management know-how in desalination.
- Review and actions plans for cost-effective **methods of rain stimulation/enhancement** where feasible.

¹⁷ Desalination projects may be carried out in association with the Middle East Desalination Research Centre (MEDRC) in Muscat, Oman.

VI. Preparation of national and local scenarios for the period until 2025 that enable precise objectives to be set and actions to be taken for sustainable water management.

In natural resources management, prospective studies are a basic tool for gaining a deeper insight into possible evolutionary trends and their impact, and contribute to anticipating and alleviating future problems. By developing several scenarios it is possible to illustrate the main kinds of possible changes and, should the need arise, to indicate the need to search for more acceptable futures than those that result from simple projection of the observed trends. Such prospective exercises are all the more valuable if they can rely on the participation of the different actors concerned. It can then produce real shared "visions" of futures to be avoided or futures to be explored, taking into account the issues at stake, the constraints and the economic, social and environmental impacts. This makes it easier to draw up integrated water management strategies setting specific objectives to be achieved in well-defined time limits and specifying the roles of the different actors involved.

In many Mediterranean countries, water withdrawals are approaching the amount of available resources. Water scarcity, temporary or chronic will increase and the situation will deteriorate over the next few decades. Water scarcity is a consequence of the dramatic increase in water demand that will continue to grow. In addition, water demand could undergo major changes as a result of the establishment of the Euro-Mediterranean Free Trade Area (target 2010), especially if it were to cover agricultural products. This type of assumption must therefore be taken into account in when developing future Mediterranean scenarios. Increasing water availability, the traditional response to water scarcity, has today or will soon reach its limit. Improved demand management and utilisation/application efficiencies constitute important reserves. More water-saving management of resources in the Mediterranean should allow recovery of significant quantities of water, as compared to water demand projections between 2010 and 2025.

It is evident that the effective planning of long-term water supply and demand patterns, in combination with wider natural resources and environmental management issues, may entail **the profound reshaping of a multitude of political, economic, social and cultural dimensions**. Resulting problem analysis and ensuing strategies may call for a major transformation of production and socio-economic fabrics by partner countries with obvious impact on future policies. **The establishment of regional mechanisms retains a prominent role to the facilitation of such process and the collective mitigation of adverse impacts, especially in the case of shared resources and mutual support in technology and know-how transfer.** Therefore, **the ability to analyse problems and develop realistic scenarios** occupies a prominent position among the elements to be addressed in the framework of the present 'Call for Proposals'. The degree of success of such kind of thematic intervention is measured against not only undertaken data compilation and analysis but also against the support given by the latter to proposed future actions with measurable impact.

When developing scenarios, greater accent should be placed on water demand management. The economic, social and environmental aspects also need to be comprehensively addressed. Water demand management, in particular the reduction of wastage, the strive for enhanced efficiency, and demand regulation, is one of the main possible and desirable areas where progress can be achieved in integrated water policy. Selection of performance indicators in the scenarios allows for realistic goals to be set and mitigation mechanisms to be devised.

The scenarios for 2025 can be developed on the basis of co-operation between certain countries of the Euro-Mediterranean region, or on an overall Mediterranean regional basis.

Indicative topics to be considered in the framework of project proposals may include:

- **Scenarios** on the balance between resources and requirements up to the year 2025 based on various **different development hypotheses and sensitivity analysis**. Produced scenarios shall relate to potential water savings, supply/yield increments, and reinforced **with qualitative and quantitative analysis** in terms of technical, economic, institutional and social feasibility and environmental impact. These scenarios should address among others the following issues:
 - Identifying the **group of stakeholders and the fora for implementing joint review, policy and planning implementation exercises including institutional strengthening and capacity building measures**.

- Identifying causal problems and impact on major target groups/stakeholders, towards the development of future strategies based on **political and socio-economic contexts, indicators of water scarcity, industrial, agricultural and domestic usage, and per capita supply**;
- Assessment of water savings to be achieved and appraisal of yields and costs in terms of technical and economic feasibility, for the different scenarios; identifying difficulties to be overcome and ways of solving them;
- Identifying desirable scenarios, quantifying goals (based on indicators and in accordance with time periods) and devising strategies appropriate for these targets.

1.2.6 Horizontal Themes and Recommended Actions

The thematic content of recommended actions (project activities) to achieve the expected results inscribed in any of the **four horizontal themes** is defined by the selected area(s) of action and relevant indicative topics. Equal attention shall be given to the suitable incorporation, within the recommended actions, of other important horizontal themes, i.e. **environment and gender**.

A. Strengthening institutional capacities and training.

The need for professional capacity building in the water sector and for enhancing the exchange of institutional, economic and technical information prompted the 1996 Euro-Mediterranean Conference to put forward recommendations and a draft proposal for a multi-annual regional training programme. The aim of this programme was to achieve a more efficient organisation of users and services, as well as management and optimal maintenance of domestic and industrial water supply facilities, of irrigated areas. Moreover, this programme aimed at the dissemination of techniques appropriate for Mediterranean regions e.g. for wastewater reuse, groundwater replenishment, detection and repair of leakage, and desalination. Capacity building in these subjects, i.e. use of non-conventional technologies, local adaptation of technologies, reuse of wastewater, groundwater replenishment and hydro-meteorology needs further strengthening at the regional level in response to the specific needs of the Mediterranean Basin. Manpower requirements for domestic, industrial and agricultural water services are considerable given the projection for the year 2025 of 500 million inhabitants throughout the entire Mediterranean Basin. In most cases and at all levels institutional capacity building also involves raising awareness of **legislative and financial aspects**. Thus, it will make it possible to allow application of the "polluter pays principle" and to enable integrated and sustainable resources management and promotion of public and private sector partnership. Raising awareness of the economic and financial implications of decentralisation also should be addressed.

Capacity building is the responsibility of:

- Governments, for adopting suitable legislation aimed at integrated water management that involves the community at the regional level, users and user associations as well as organisations responsible for water;
- Local communities, to encourage decentralisation of the responsibilities of managing domestic water supplies and sewage disposal as well as wastewater treatment plants and irrigation networks.

Development of human resources, such as multidisciplinary and multi-sector training of managers, technicians and education of civil society, is an essential condition for optimal use of resources and project efficiency:

- Training of highly qualified technicians and professionals should address elaboration, preparation and implementation of a strategy for rational and efficient use of water in all sectors based on integrated management principles, and include suitable practical training for the less qualified personnel;
- Equally important is the training of decision-makers such as managers of local communities and of non-governmental organisations.

Recommended actions to be considered in the framework of project proposals may include:

- **Networking of training centres:** Setting up and/or facilitating the operation of a network of major training centres in the Mediterranean, with correspondents in the different national organisations involved in all types of water management.
- **Preparation of professional and institutional training modules, including:**
 - Definition of the contents of training modules, based on the results of surveys already conducted to establish the requirements and priority areas;
 - Definition of teaching methods;
 - Identification and presentation of "case studies" on integrated urban and irrigation water management, implementation of legislation, of urban development plans, and all other strategic documents concerning the water sector in a given country, for the purpose of preparing material

for supporting institutional and human capacity building in each non-Community Mediterranean country;

- Preparation of training modules in the priority areas identified.

- **Training of trainers and local experts:** Training of experts at regional level, so that they can subsequently undertake training of professionals in their own countries designed to strengthen the institutional and structural capacity of organisations responsible for the water resources management.

Training could be given in the forms of workshops, on-the-job or distance learning and could involve:

- Organisation of regional sessions;
- Support for national seminars in each project partner country of the South, led by trainers graduated in regional sessions;
- Training sessions for local institutions, communities and non-governmental organisations in view of decentralisation and raising awareness, by information/training sessions and exchanges of experience.
- Creation on internet of an on-line water training centre that integrates conventional interactive tools (modules that can be downloaded, tutoring, forum discussions);

B. Exchange of information and know-how

Improving knowledge dissemination and mutual understanding of sustainable water resources management is essential for managing and improving their efficient, equitable and sustainable use. The 1996 Marseilles Euro-Mediterranean Conference on Local Water Management stressed the need to support all partnership countries with the dissemination of information on principal actors, available tools and documentation, methods and techniques, research programmes and results and training opportunities. However, the existing information on these topics is still fragmentary, dispersed and heterogeneous. Therefore, an effort must be made to rationalise the information, making it more readable and readily available. To achieve this goal, a working group of 10 countries (1997 Naples Meeting), indicated how an information system, that would connect existing information sources through advanced communications technology, should be set up. The proposed system was called "EMWIS: Euro-Mediterranean Water management Information System". EMWIS became operational in 1999 and is since then working on the establishment of an operational information exchange network of national focal points in all Mediterranean Partner countries (see Chapter 1.2.8).

Recommended actions to be considered in the framework of project proposals may include:

- Improvement of **information exchange between water organisations, members of project implementing consortia and others**, including:
 - Assistance to the **identification of information needs of the various stakeholders** extending to civil society entities, including desirable level of analysis and access/dissemination mechanisms.
 - **Exchange of information in the areas of actions and horizontal themes included in the Turin Action Plan** as well as on results of project preparation and implementation phases.
 - Increasing **awareness of local organisations and institutions concerning information services** provided by EMWIS or other organisations in the water sector.
 - Capacity building to promote **cost-effective and reliable interactive information mechanisms**.

C. Transfer of know-how and technology.

Technology is often transferred from more developed countries to the developing ones. In the water management sector this is only partly true. Mediterranean Partner countries have developed diversified technologies and know-how specialising in certain fields dictated by peculiar local conditions. Some countries have thus built up knowledge and expertise on specific problems, gaining a wealth of experience that could benefit those countries faced with similar problems. Thus, application of a North-South transfer model is not always applicable in this context. Therefore, the intra-regional transfer of technologies and know-how developed for areas with similar environmental, social and economic conditions should be explored. On the other hand, as far as water quality is concerned, technology and techniques developed within the European Union and its Member States could be usefully applied to solve problems of water quality in coastal areas. The important guiding principle is that any transfer or development of technology, know-how and best practices must be adapted to the regional context and made compatible with the management practices adopted in the region.

Recommended actions to be considered in the framework of project proposals may include:

- **Survey of main common problems, for which institutions and management bodies are seeking solutions, and promotion of capacity of suppliers of technology and management services to provide effective transfer/sharing of technology and management techniques** to respond to the identified problems.
- **Promotion of permanent networking structures at regional level dealing with research/technology screening and adapted transfer to Mediterranean Partner countries.**
- **Identification of successful experiences that suitably re-elaborated could serve as reference for benchmarking studies on best practices/strategies concerning** absorption and adaptation of technology to other contexts/problems and users' needs.
- **Development of institutional and management capacities to absorb technology transfer, and its adaptation** to appropriate and economically feasible solutions for specific contexts/problems.

D. Awareness raising, mobilisation and promotion of commitment of the population.

Awareness raising, mobilisation and commitment of the population has been designated as a top priority in Mediterranean countries since the improvement of water resources management implies not only technological and process innovations but also behavioural changes of users and water institutions. Therefore, actions should provide new incentives and values to induce attitudes in keeping with the requirements for the safeguarding and proper management of water resources and the ensuing socio-economic benefits. The development of similar actions must take account of cultural, civic, social and religious differences that exist within the Mediterranean region.

The projects carried out to date have been concerned mainly with awareness raising campaigns or have resorted to penalty systems to discourage undesirable behaviour, though sometimes the results are difficult to verify. Presumably in certain contexts initiatives have been undertaken that have been met with success. These experiences could form the basis for studying transferable models of action. Possible actions might concern the research and development of models of awareness raising, mobilisation and commitment of the population adapted, and adaptable, to different contexts and applicable to the problems arising therefrom.

Informing and educating users is internationally recognised as a high priority to ensure that users become actors in the management process. This should be ensured in a participatory approach to society as a whole, and targeted to particular user groups, including women in their role as primary custodians of water in rural areas. A programme of activities should be prepared with a view to creating and consolidating education in water use involving as actors both **users and water institutions/authorities**. The aim is to ensure widespread understanding of the importance of water as a precious and vital element of social solidarity and development, with economic importance and value, requiring rational management with due emphasis on environmental sustainability.

Recommended actions to be considered in the framework of project proposals may include:

- **Identification of previous experience gained at a European and Mediterranean level, and similar significant initiatives world-wide, including this in different but comparable sectors (such as environmental and health education) in order to;**
 - Classify actions in the fields of awareness raising and education in water use and identify conditions, factors and success indicators for each kind of action;
 - Set up, disseminate and transfer models and technical and management know-how for drawing up, implementing and monitoring action aimed at awareness enhancing and education in water use;
 - Put into operation the developed models through **capacity building**¹⁸ campaigns as a continuous educational process aimed at the civil society. Activities can range from the demonstration of best management practices and protection of local water points, household hygiene and sanitation up to watershed and trans-boundary resources management. In addition to the obvious target groups of urban and rural dwellers, adequate attention should be also given to nomadic/pastoralist groups relying on conservation of groundwater resources to sustain their livelihood.
 - Assess to what extent the action taken is effective in the specific context of application.
- **With regard to Water Institutions/Authorities, importance is attached to the absorption of an effective management and public service oriented 'culture', by actions concentrated on highlighting the need for:**
 - Effective performance, efficient water management, provision of quality services
 - Water pricing and economic viability based on the above principles and the objective of equitable and fair cost sharing among the various categories of users. In this context, the principle of solidarity towards the needier and resource poor users shall be safeguarded by ensuring that

¹⁸ Beyond the standard water supply and demand framework, health and sanitation including also its gender dimensions, should be always considered as an important element of water programmes.

public organisations possess the ability for analysing particular situations and devising efficient and effective mechanisms to serve such purpose.

- Role in educating users on sustainable and economical water use ;
- Development of internal indicators and verification mechanisms for measuring the quality of the service provided.

- **With regard to the domestic, agricultural and industrial water users, they should be made aware of the need for proper conservation and sustainable management of water as an asset with economic value and importance for future generations.**

In addition, awareness may extend to public education and visibility actions:

- Promote adequate coverage through various media to inform the wider public on the nature and objectives of Euro-Mediterranean Partnership and Programmes, i.e. brochures, publications, press releases, joint press conferences with the EC Delegation, local TV news etc.
- Organise events, animated through suitable media in order to stimulate interest by the wider public, i.e. video/film projections, distribution of promotional material during information days, music and street theatre events, school lectures / activities.
- Ensure jointly with the implementing partners and the Monitoring and Supervision Agency(ies) that EC funded programmes/activities and achievements are identified by the wider public and end-beneficiaries as the product of the Euro-Mediterranean Partnership. Relevant actions can take place both at programme area level as well as at national and regional level.

1.2.7 Project Preparation

Projects will be implemented at regional or sub-regional level by consortia consisted **of at least two non-profit organisations from different EU member states** in partnership **with at least two non-profit organisations, or ideally more, from different Mediterranean Partner countries** (see below and Eligibility Criteria in 2.1.1). One of the organisations from a European Union Member State shall assume the role of the **leading partner** (hereinafter referred as the applicant). During the partner identification phase provision is made for support both through existing structures and the regular publication of the co-ordinates and preferred areas of actions and topics of interested organisations in the Commission's EuropeAid Co-operation Office web site (see Chapter 1.2.8).

Project proposals will focus on **specific topic(s) within one or more areas of action** and aim at the **implementation of activities promoting the context of the horizontal themes** with due emphasis on the particular conditions and needs at regional and sub-regional level. The project beneficiaries of these projects will be the twelve Mediterranean Partner countries (at least 2 in each specific project, since the activities will be implemented in selected areas on their territories). Ideally, several different types of non-profit partners should participate in each specific project, to ensure a complementary impact, integration, global approach and consensus for the implementation.

Specifically, the type of partners may include:

- *central and local public and semi-public organisations;*
- *academic institutions;*
- *research and training centres;*
- *International organisations;*
- *professional and users associations;*
- *non-governmental/civil society/community-based organisations;*
- *development foundations.*

Provision is also made for the participation of private companies in cases of a sufficiently demonstrated need for highly specialised services in technical areas, based on specific rules and cost/budget limits (see Chapter 2.3. Criteria for Eligibility).

Proposals should be consistent with the framework of the Euro-Mediterranean Partnership and complementary with on-going activities in the region. Proposals with particular impact in terms of regional co-operation, poverty reduction, environmental impact, end-users awareness and capacity building, and gender will have an advantage in accordance with the evaluation criteria mentioned in Chapter 2.3.

International Organisations may participate in the aforementioned consortia **at their own cost**. In addition, given their research facilities, experience and know-how in the Middle East region, **relevant organisations from the Gulf Co-operation Council**¹⁹ states may participate under similar conditions (see 2.1. Eligibility Criteria).

During project preparation applicants may seek further sector specific guidance in the contents of '**Guidelines for water resources development co-operation - Towards sustainable water resources management - A strategic approach**'²⁰ developed by the European Commission's Directorate General for Development.

1.2.8 Support to the identification of Partners

The European Commission will make provision for the publication of a list and relevant information on interested organisations on the EuropeAid Co-operation Office web site where the 'Call for Proposals' is published. In order to be included in this list, interested organisations shall express their interest for support to the identification of partners via electronic mail or fax message using the following co-ordinates:

E-mail address: Rodney.Standing@cec.eu.int **Fax No:** +32-2-2955665

The relevant expression of interest shall indicate the title of the programme and purpose of the request²¹ and include the following topics:

- √ Name, Legal Status, Co-ordinates of the Organisation and Contact Person(s).
- √ Intended role in the formation of consortium: leader organisation or partner (see eligibility criteria).
- √ Preferred Areas of Actions and Indicative Topics.
- √ Targeted Mediterranean Countries²² for project(s) (from where partners are sought).
- √ Type of Partner and Specific Field of Expertise (Areas of Actions and Horizontal Themes).

The European Commission services will regularly update the list with received information²³.

Requests for additional support to the process of partner identification by interested organisations can be also addressed to the **Euro-Mediterranean Information System on know-how in the Water Sector (EMWIS)**²⁴ - **Technical Unit and network of National Focal Points**²⁵, together with a copy of the request to the European Commission.

EMWIS is a programme established, following a decision in the framework of the 1st Euro-Mediterranean Conference on Local Water Management in Marseilles, as a co-operation tool for enhancing information exchange in water management. Its mission is to collect, compare and synthesise water data information from the Euro-Mediterranean countries, and other countries coping with comparable problems. It thus supports the members of the Euro-Mediterranean partnership with access to baseline information necessary to a proper management of water resources in the Mediterranean. Currently, EMWIS deals with five priority areas: Institutions, Documentation, Training, Research and Development and Data Administration. The Technical Unit constitutes a permanent structure, which assures with the National Focal Points the implementation of the programme in the Euro-Mediterranean Partner countries.

EMWIS, its Technical Unit and National Focal Points, and appointed Water Facilitators, their staff and consultants cannot participate in any other action beyond the assistance in the identification of partners and the dissemination of information towards the development of project proposals.

¹⁹ Kuwait, Bahrain, Saudi Arabia, Oman, Qatar, UAE

²⁰ http://europa.eu.int/comm/development/sector/water_en.htm

²¹ Euro-Mediterranean Water Programme / List for Partner Identification.

²² Information requested by interested organisation from European Union Member States.

²³ Without any legal responsibility for any party making use of the included information.

²⁴ in french 'Système Euro-Méditerranéen d'Information sur les savoir-faire dans le domaine de l'eau' (SEMIDE).

²⁵ EMWIS national focal points are not fully operational in all Euro-Mediterranean Partner countries. However, it is foreseen that the network will develop further in the course of 2002.

More information on EMWIS, its Technical Unit and National Focal Points is available in their following official web site: www.emwis.org (english), www.semide.org (french).

In addition, European Union Member States and the Mediterranean Partner countries will each designate within their national administration **Water Facilitators (WF) to assume the future role of national focal points for activities in the framework of the Euro-Mediterranean Water programme**. The WF in each country would consist of a water resources expert from a recognised public organisation with authority in the area of water resources, supported by a secretariat. National WF will be identified as they are appointed, on the Commission's EuropeAid Co-operation Office web site where the 'Call for Proposals' is published and the above-indicated EMWIS/SEMIDE web site.

The main tasks of WF include support to the dissemination of information to facilitate project preparation and consortia formation by interested parties in the framework of the 'Call for Proposals' in coherence with national policies and programmes. Other important tasks, also inscribed within the activities of the Euro-Mediterranean Water Programme, include the promotion of institutional strengthening, public awareness, dissemination of project results and provision of a feedback mechanisms as an input to future national and regional planning.

1.2.9 Programme Monitoring and Supervision

The European Commission will assume the overall supervision and monitoring of the programme. In addition, an external Euro-Mediterranean organisation²⁶ shall assist the beneficiaries (successful applicants²⁷) in streamlining co-operation and coordination, production of relevant collective documentation and promotion of visibility for the programme. These functions do not substitute for the requirement for internal supervision and monitoring functions by the Beneficiaries at project level. **The beneficiaries and consortium partners shall make available to the European Commission and the external organisation all types of information required to this effect and participate in relevant regional meetings organised by them.**

²⁶ Not participating as an organisation applying for project funding under the present 'Call for Proposals'.

²⁷ Please note the difference between Applicant and Beneficiary in the relevant parts of the 'Call for Proposals'. The applicant is an organisation submitting an application/project proposal; the Beneficiary is the successful applicant organisation awarded a contract.

1.3 AMOUNT AVAILABLE FOR FINANCIAL SUPPORT BY THE CONTRACTING AUTHORITY

The total indicative amount available for co-financing of projects by the Community Budget under the present 'Call for Proposals' is € 32,6 Mi (Thirty Two Million Six Hundred Thousand Euro) financed through Budget Line B7- 4100.

Size of Grants

The following minimum and maximum amounts apply to the grants (contribution to the project budget from the Community Budget) for the individual projects to be financed under the programme:

- Minimum amount: €1 Mi
- Maximum amount: €5 Mi

A grant may not exceed 80% of the total eligible project costs (for details see 2.1.4.). The balance must be financed from the applicant's or partners' own resources, or from sources **other than the European Community budget**.

II. RULES CONCERNING THE PRESENT CALL FOR PROPOSALS

The present guidelines set out the rules for the submission, selection and implementation of projects in the framework of the present 'Call for Proposals' and are in application of the "Vade-Mecum on Grant Management" adopted by the Contracting Authority in 1998.

2.1 CRITERIA FOR ELIGIBILITY

There are three sets of eligibility criteria. These concern:

- the organisations which may request a grant,
- the projects for which a grant may be awarded,
- the types of cost that may be taken into account for the amount of the grant.

EMWIS, its Technical Unit and National Focal Points, and appointed Water Facilitators, their staff and consultants cannot participate in any other action beyond the assistance in the identification of partners and the dissemination of information towards the development of project proposals.

2.1.1 Eligibility of Applicant, Partners and Third Parties

Proposals can be submitted by **consortia** composed of **at least two organisations established in different European Union Member States and at least two organisations, or ideally more, established in different Mediterranean Partner countries. The consortium leader organisation** (hereinafter referred as the **applicant**) submitting the proposal would have to be one among the consortium partners based in an EU Member State for legal and accounting purposes. **An organisation can participate only in one consortium**, either as applicant or partner, in the framework of the present 'Call for Proposals'. In order to prevent any conflict of interest, any organisation, which benefits from funding by the Community budget for administrative or information purposes in the framework of the present programme, is not eligible to participate under any capacity in a project consortium.

Specifically, **the European applicant organisation** must comply with the following conditions in order to be eligible for a grant:

- be **'Non-Profit-Making'** public, semi-public or private legal entities²⁸.
- have its headquarters within the European Union;
- be directly responsible for the preparation, technical and financial management of the project, not acting as an intermediary;
- have stable and sufficient sources of finance to ensure the continuity of their organisation throughout the project and, if necessary, to play a part in financing it;
- be experienced in the area(s) of action, topics and horizontal themes identified in the project proposal submitted and able to demonstrate capacity to manage actions corresponding with the scale and size of the project for which a grant is requested.

The European partner(s) organisation(s) must comply with the following conditions in order to be eligible for a grant:

- be **'Non-Profit-Making'** public, semi-public or private legal entities²⁹.
- have their headquarters within the European Union;

²⁸ Semi-public organisations, research institutes, universities, end-user / professional associations, chambers of commerce / industry, non-governmental / civil society organisations.

²⁹ Semi-public organisations, research institutes, universities, end-user / professional associations, chambers of commerce / industry, non-governmental / civil society organisations.

- have stable and sufficient sources of finance to ensure the continuity of their organisation throughout the project;
- be experienced in the area(s) of action, topics and horizontal themes identified in the project proposal submitted and able to demonstrate capacity to manage relevant tasks allocated in the framework of the consortium .

The **MEDA countries partner(s) organisation(s)** must comply with the following conditions in order to be eligible for a grant:

- be '**Non-Profit-Making**' public, semi-public or private legal entities.
- have their headquarters in one of the Mediterranean countries member of the Euro-Mediterranean Partnership;
- have sufficient sources of finance to ensure the continuity of their organisation throughout the project;
- be experienced in the area(s) of action, topics and horizontal themes identified in the submitted project proposal and able to demonstrate capacity to manage relevant tasks allocated in the framework of the consortium .

International organisations can participate in more than one of the aforementioned consortia by two different, but not mutually exclusive, methods:

1. **Contribution of funds to be accounted to the project's own contribution by the project consortium, and/or;**
2. **Participation as implementing partners in a consortium at their own cost (contribution in kind, see definition in 2.1.4).**

As regards the second method, relevant project costs attributable to partnership in consortia by international organisations shall be clearly set out and detailed in the Project Budget, given that these organisations will contribute to the total project value.

This category includes also relevant organisations from the **Gulf Co-operation Council (GCC) states**, given their research facilities, experience and know-how in the Middle East region, particularly, though not exclusively, as concerns:

- **Research in new technologies;**
- **Aquifer measurement;**
- **Irrigation;**
- **Desalination;**
- **Water recycling, and environmental questions (wetlands, etc.).**

The participation of **profit-making private companies**, from both European Union Member States and Mediterranean Countries, **as sub-contractors or providers of services** is only allowed based on specific conditions described in the following paragraphs.

Applicants may opt for sub-contracting of a limited portion of specialised services from profit making entities. If a submitted project includes the outsourcing of specialised services, **the relevant action shall be adequately justified** (rationale, selection criteria and procedure, scope) in the **application form**. This type of action shall not dilute the eligibility criteria for the applicant being 'directly responsible for the preparation, technical and financial management of the project, not acting as an intermediary' and 'be experienced in the area(s) of action, topics and horizontal themes identified in the project proposal. Furthermore, proposed sub-contracting prices shall be based on the 'cost-basis' principle; (real service cost plus 7% for overheads). In the case of the designation of individual consultants, the relevant justification and selection criteria shall also be presented in the Application Form. The scope and purpose of outsourcing of specialised services and the accompanying justification shall be accounted for during the evaluation of the proposal under the relevant criteria on 'Management Capacity and Expertise'.

In addition, the applicant's attention is drawn to the distinction between sub-contracting and procurement actions.

Sub-contracting can be subject to a contractual agreement between the applicant and the sub-contractor and be included as part of the initial project budget, with its element adequately demonstrated under pertinent budget headings. In this case, all related contractual documents (technical and financial) shall be included as annexes to the submitted project proposal.

Procurement actions may take place in the course of the project implementation period and shall be strictly based on the rules and procedures set in the **Manual of Instructions³⁰ on Contracts for Works, Supplies and Services concluded for the purposes of Community Co-operation with Third Countries**. (see Annex F including other support documents). The applicant shall be responsible for the preparation of relevant documentation and the administration of relevant actions. Procurement actions shall be reflected in **a procurement action plan** clearly stipulating the purpose and type of procurement, required budget, timeframe for the launching of relevant actions and ownership of supplies and works after the end of the project. To this effect, an **indicative procurement plan** shall be annexed to the project proposal. **An updated version of the procurement plan** shall be resubmitted to the Contracting Authority one-month following the signature of the contract.

In case that sub-contracting or procurement actions are not in conformity with the above-stipulated principles, **the Contracting Authority can deny relevant payments**. Therefore, it is advisable that when in doubt, the applicant should seek prior authorisation by the European Commission before proceeding with sub-contracting, and/or the launching of procurement actions and/or award of contracts (see Chapter 2.2.4).

Applicant organisations and any consortium partner, are not entitled to participate in the present 'Call for Proposals', nor be awarded or benefit from grants if:

- they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended activities or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- they are the subject of proceedings for a declaration of bankruptcy, for winding-up, for administration by the courts, for an arrangement with creditors or for any similar procedure provided for in national legislation or regulations;
- they have been convicted of an offence concerning professional conduct by a judgement which has the force of *res judicata* (i.e., against which no appeal is possible);
- they are guilty of grave professional misconduct proven by any means which the Contracting Authority can justify;
- they have not fulfilled obligations relating to the payment of social security contributions in accordance with the legal provisions of the country where they are established;
- they have not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of the country where they are established;
- they are guilty of serious misrepresentation in supplying the information required by the contracting authorities as a condition of participation in a 'Call for Proposals' or contract;
- they have been declared to be in serious breach of contract for failure to comply with obligations in connection with another contract with the same Contracting Authority or another contract financed with Community funds;
- they have attempted to obtain confidential information or influence the committee or Contracting Authority during the evaluation process of current or previous Calls for Proposals.

³⁰ As adopted by the Commission in its meeting on 10/11/1999.

Both the applicant and partners shall submit signed declarations of compliance with the set eligibility criteria (see section of IV and V of the Application Form). The applicant undertakes the responsibility to verify the conformity of consortium partners with the set eligibility criteria.

2.1.2 Partnership Modalities: Partnership Statement and Memorandum of Understanding

The applicant and partners shall sign the **Partnership Statement** (see section III.2 of the Application Form)

Roles and responsibilities among the consortium members shall be duly described in a relevant **Memorandum of Understanding** (MoU) which should be considered as an integral part of the project proposal submitted. Among others, the MoU should provide a detailed description of the project management composition and co-ordination modalities, including the specific role and responsibilities assigned in the following areas:

- Executive / Decision making authority of the consortium;
- Technical and Operational Co-ordination at headquarters and field levels including (both in analytical/descriptive and organigram form);
 - ❖ Planning and Implementation structures;
 - ❖ Operational interface with beneficiary countries/organisations;
 - ❖ Monitoring, Review, Evaluation, Reporting/Feedback mechanisms;
 - ❖ Financial and Accounting Control including internal/external audits;
- Provisions against under-performance and arbitration procedures in case of breach of the MoU by, any of the associated partners.

2.1.3 Eligibility of projects: projects for which an application may be made

Size of Projects

- **Amount:** there is no restriction concerning the total project cost. However, the EC grant requested must respect the minimum and maximum amounts indicated in I.1.3.
- **Duration:** The duration of a project may not exceed **48 months**.

Areas of Action and Horizontal themes

See Section I. 1.2.

Geographical areas

Given the regional nature of the programme **activities must take place in at least two, or ideally more, of the Mediterranean Partner Countries** (Algeria, Cyprus, Egypt, Israel, Jordan, Lebanon, Malta, Morocco, Palestinian Territories, Syria, Tunisia, Turkey).

Type of activities

See Section I.1.2

The following types of activities are ineligible:

- individual sponsorships for participation in workshops, seminars, conferences, congresses;
- individual scholarships for studies or training courses;
- Interventions that only benefit individual countries or organisations without a regional interest and dimension.

Number of proposals per applicant

An applicant may submit only one project proposal. An applicant, or a partner, cannot participate in more than one application/consortium. International organisations as well as those from GCC states can participate as partners at their own cost in more than one application/consortium.

2.1.4 Eligibility of costs: costs which may be taken into consideration for the grant

Only “eligible costs” can be taken into account for a grant. These costs are specified in detail below. Therefore, the budget is both an estimate of the costs and the maximum ceiling of the “eligible costs”. The attention of the applicant is drawn to the fact that the eligible costs must be real costs and cannot take the form of lump sums. Certain ineligible costs, i.e. contributions in kind to support project implementation by international organisations, shall be included in the project budget subject to instructions given in 2.1.1 Eligibility Criteria.

Proposals will be recommended for a grant subject to the condition that the checking process, which precedes the signing of a grant contract, does not reveal problems, which necessitate changes to the budget. This check may result in requests for clarification and, where appropriate, may lead the Contracting Authority to impose reductions.

It is therefore in the interest of the applicant to provide a realistic and cost-effective budget.

Eligible direct costs

To be considered eligible in the context of the project, costs must:

- be necessary for carrying out the project, be provided for in the Contract annexed to the present Guidelines (see Other Useful Information) and comply with the principles of sound financial management, in particular value for money and cost-effectiveness;
- have been incurred during the duration of execution of the project and following the signature of the contract (as defined in Article 2 of the Special Conditions);
- have actually been incurred, be recorded in the Beneficiary's or Beneficiary's partners' accounts, be identifiable and verifiable, and be backed by originals of supporting evidence.

The following direct costs are eligible given that procurement of services, works and supplies, where necessary, is implemented in accordance with the European Commission's Procurement Rules and Regulations³¹:

- the cost of staff assigned to the project, corresponding to actual salaries plus social security charges and other remuneration-related costs; salaries and costs must not exceed those normally borne by the Beneficiary or the Beneficiary's partners, and rates must not exceed those generally accepted on the market in question;
- travel (most cost-effective air fares) and subsistence costs for staff taking part in the project, provided they correspond to market rates and do not exceed the scales generally accepted by the Contracting Authority.
- purchase costs for equipment (new or used) and services (transport, rent, etc.), provided they correspond to market rates;
- costs of consumables and supplies;
- expenditure on subcontracting or expenditure incurred by the Beneficiary's partners;
- costs deriving directly from the requirements of the Contract (dissemination of information, specific evaluation of the project, audit, translation, reproduction, insurance, targeted training for those involved in the project, etc.) including financial service costs (in particular the cost of transfers and financial guarantees);
- taxes, without prejudice to the terms of Article 14(4) of the contract;

³¹ Manual of Instructions on Contracts for Works, Supplies and Services concluded for the purposes of Community Co-operation with Third Countries.

Eligible indirect costs (overhead costs)

A fixed percentage of the Beneficiary's Headquarters overheads, up to a maximum of 7% of the total amount of eligible direct costs, are eligible as indirect costs.

Indirect costs are eligible provided that they do not include costs assigned to another heading of the budget provided for by the Contract.

Indirect costs are not eligible where the Contract concerns the financing of a project conducted by a body, which is already receiving an operating grant (running costs) from the Contracting Authority.

Contingencies

It is recommended to applicants to provide for a contingency reserve of no more than 5% of total eligible costs, which can be used only with the prior written (by letter) authorisation of the Contracting Authority.

Ineligible costs

The following are ineligible costs:

- provisions for possible future losses or debts;
- interest owed;
- purchases of land or buildings, except where necessary for the direct implementation of the project, in which case ownership must be transferred to the Beneficiary's local partners (where applicable) or the final recipients of the project once the latter has come to an end;
- currency exchange losses, without prejudice to the terms of Article 15(7) of the Contract;
- VAT which the Beneficiary is able to reclaim;
- costs of preparatory studies or other preparatory activities;
- inputs which are the subject of a contribution in kind (e.g. physical and non-physical implementation inputs by international organisations, land, immovable property whether in its entirety or in part, durable capital goods, raw materials, unpaid charity work by a private individual or corporate body).
- **Co-financing of the project budget by a profit making organisation, which is related to the project activities through direct or indirect sub-contractual arrangements.**

2.2 HOW SHOULD AN APPLICATION BE MADE AND THE PROCEDURES FOLLOWED

2.2.1 *Application form and supporting documents*

Applications must be submitted in conformity with the application form annexed to the present Guidelines (Annex A). Carefully respect the application format and follow the chapter and section order.

Applicants must apply in **English or French**.

Please complete the application form carefully and as clearly as possible in order to facilitate its evaluation. Be precise and provide sufficient details to ensure clarity, particularly concerning how the aims of the project will be achieved, the benefit that will flow from the project and the way in which the proposed project is relevant to the programme's objectives.

Hand-written applications will not be accepted.

Supporting documents

Applications must be accompanied by the following supporting documents, duly signed by the applicant and the partners where appropriate:

- 1. All annexes indicated in section VI - List of Annexes to the Application Form.**
- 2. All documents and information indicated in sections II., III., IV. and V. of the Application Form.**

The application form and supporting documents shall be also submitted in electronic version³² (floppy disk). In addition, the Evaluation Grids included in Annexes B and C of the present Guidelines, shall be included in their electronic version with the relevant topics referring to the applicant filled out.

2.2.2 Where and how to send the applications

Applications must be **received** in a sealed envelope by registered mail, by express messenger or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) to the address indicated below:

Postal address and Delivery by Courier service

European Commission
DG EuropeAid Co-operation Office
For the attention of Unit AIDCO B/7 Financial and Contract Management
B-1049 Brussels

Address for hand delivery

European Commission
EuropeAid Co-operation Office
AIDCO B/7 Financial and Contract Management
54, rue Joseph II
J-54 01/246
B-1000 Brussels
BELGIUM

Applications sent by any other means (e.g. by fax or by e-mail) or delivered at other addresses will be rejected.

Applications (application form and annexes) must be submitted in **one (1) original and five (5) copies in printed form and electronic version (floppy disk) as described in section 2.1.1.**

The envelope must bear the **title and reference number of the notice of publication** for the 'Call for Proposals', the full name of the applicant, the address of the organisation, and the **words "Not to be opened before the opening session"**.

Applicants must verify that the application is complete on the basis of the checklist in the application form.

2.2.3 Submission Deadline

The deadline for reception of applications is the **31st May 2002 at 12:00 Hours**. Any application received after the deadline will be automatically rejected, even if the postmark indicates a date preceding the deadline.

2.2.4 Further Information

Questions may be sent by e-mail or by fax to the addresses listed below, indicating clearly the title and reference of the 'Call for Proposals':

³² Preferably in MS-Word and MS-Excel compatible formats. All application documents with the exception of Annexes D, E, F and H of the Application Form. For parts of the application that need to be signed and submitted in original, i.e. Partnership Agreement, Declaration of Eligibility etc. there is no need for signatures to appear in the electronic version.

For Technical Issues

E-mail address: **Rodney.Standring@cec.eu.int**
Fax: **+32-2-2955665**

For Financial and Contract Management Issues

E-mail address: **Gian-Luca.Bombarda@cec.eu.int**
Fax: **+32-2-2963595**

Questions that may be relevant to other applicants, together with their answers, will be regularly published on the in the Commission's EuropeAid Co-operation Office web site where the 'Call for Proposals' is published. http://europa.eu.int/comm/europeaid/tender/index_en.htm.

More information on the **MEDA Programme** may be obtained from the website of the Directorate General for External Relations, http://europa.eu.int/comm/dgs/external_relations/index_en.htm.

and the **EMWIS/SEMIDE** website: www.emwis.org (*english*), www.semide.org (*french*).

Provision is also made for the organization of an information meeting to be held in the premises of the EuropeAid Co-operation Office in Brussels, where the Contracting Authority shall address collectively questions from interested applicants. Further information on the exact date and venue of this meeting shall be published in due time on the web site of this 'Call for Proposals'.

2.2.5 Acknowledgement of receipt

Following the session for opening of proposals, the Contracting Authority will send an acknowledgement of receipt to all applicants, indicating whether or not the application was received prior to the deadline and informing them of the reference number of the application.

2.3 EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by the Contracting Authority with the possible assistance of external experts. All applicants' projects will be evaluated according to the following criteria:

(1) Administrative compliance and eligibility

Verification that the application is complete in accordance with the relevant **Grid for Administrative Compliance and Eligibility** attached as an annex to the Application Form.

Eligibility of the applicant, the partners, third parties and the project, according to the criteria in section 2.1.1, 2.1.2 and 2.1.3 and the relevant **Grid for Administrative Compliance and Eligibility** attached as an annex to the Application Form.

(2) Technical and financial valuation of proposals

An evaluation of the quality of proposals, including the proposed budget, will be carried out in accordance with the evaluation criteria contained in the **Grid for Technical and Financial Evaluation** attached as an annex to the Application Form.

2.4 INFORMATION CONCERNING THE CONTRACTING AUTHORITY'S DECISION ON THE AWARD OF GRANTS

Applicants will be informed in writing of the Contracting Authority's decision concerning their application. A decision to reject an application or not to award a grant will be based on the following grounds:

- The application was received after the closing date;
- The application is incomplete or otherwise non-compliant with the stated administrative conditions;

- The requested Declarations of Eligibility / Ethics Clauses and Memorandum of Understanding are not included, stamped and signed in the original;
- The applicant or **one** or more partners are ineligible;
- The project is ineligible (e.g. the activity proposed is not covered by the programme, the proposal exceeds the maximum duration allowed, the requested contribution is higher than the maximum allowed, lower than the minimum, etc);
- The relevance and technical quality of the proposal is considered insufficient or lower than that of other selected proposals;
- The financial quality of the proposal is considered insufficient.

The Contracting Authority's decision to reject an application or not to award a grant is final.

2.5 CONDITIONS APPLICABLE TO PROJECT IMPLEMENTATION FOLLOWING THE CONTRACTING AUTHORITY'S DECISION TO AWARD A GRANT

Following the decision to award a grant, a contract will be proposed to the Applicant according to the Contracting Authority's standard contract annexed to the present Guidelines (Annex E). This contract will, in particular, provide the following rights and obligations:

Final amount of the grant

The maximum amount of the grant will be stipulated in the contract. As mentioned under 2.1.3 above, this amount is based on the budget, which is only the maximum estimate. Therefore this amount only becomes final following completion of the project and presentation of the final accounts (cf. articles 17(1) and 17(2) of the General Conditions of the Contract).

Non-compliance with agreed objectives and action plan

If the Beneficiary fails to implement the project as undertaken and agreed in the contract, the Contracting Authority reserves the right to interrupt payments, and/or to terminate the contract (cf. article 11 of the General Conditions). The Contracting Authority's contribution may be reduced, and/or the Contracting Authority may demand full or partial repayment of the sums already paid, if the beneficiary does not fulfil the terms of the contract.

Amendments to the contract and variations within the budget

Any modification of the contract must be set out in a written amendment to the original contract (Article 9(1) of the General Conditions). However, some modifications (addresses, bank account, etc.) may simply be notified to the Contracting Authority (cf. article 9(2) of the General Conditions).

Variations within the budget

Budget items may vary from the original figures provided that the following conditions are met:

- (1) the variation does not affect the basic purpose of the project; and
- (2) the financial impact is limited to a transfer within a single budget heading or to a transfer between budget headings involving a variation of less than 10% of the original amount of the budget heading.

In this case, the Beneficiary may apply the variation and must inform the Contracting Authority without delay.

This method may not be used to amend the heading for indirect (overhead) costs or the contingency reserve, for which the prior approval of the Contracting Authority is still necessary (cf. Article 9(2) of the General Conditions).

In all other cases, a written request must be made in advance to the Contracting Authority and a contract amendment will be required.

Contingencies

Utilisation of contingencies requires a prior written request to, and approval by, the Contracting Authority. Contingencies shall not refer to costs covered under specific budget headings in the project budget.

Reporting and Evaluation

Reports must be drafted in the language provided for in the contract. A guide to the preparation of these reports will be included as an annex in the contracts signed with successful applicants

As a general guideline, **six monthly progress reports** (technical and financial) shall be submitted to the Contracting Authority. Annual reports submitted for interim payments shall be accompanied by an updated plan of action and budget for the next period of implementation and an audit report issued by an independent auditor (see below and relevant sections of the Application Form).

For projects with duration longer than 24 months, an internal or external mid-term review is required. At the end of the implementation period an independent external evaluation shall be implemented. Prior to their implementation, the Terms of Reference for these actions shall be submitted for review to the Contracting Authority.

Additional information

In accordance with Article 2.1 of the General Conditions, the Contracting Authority may request additional information.

Payments

An advance payment will be made to the beneficiary. If the total duration of the project does not exceed 12 months, the advance payment is 80% of the grant amount.

If the total duration of the project exceeds 12 months, the advance payment is 80% of a forecast budget for the first 12 months of the operation (cf. article 15 (1) of the General Conditions). In this case, subsequent intermediate payments can be made upon submission by the beneficiary, and approval by the Contracting Authority, of the intermediate report and a plan of action and budget for the following period (cf. article 15 (1) of the General Conditions).

The final balance will be paid upon submission by the beneficiary and approval by the Contracting Authority of the final report (cf. article 15 (1) of the General Conditions).

In addition to the detailed budget required for the 1st year of implementation, annual budget forecasts for each subsequent year of the project shall be given in the budget table attached as Annex B to the Application Form.

Records and accounts of the Operation

The Beneficiary must keep accurate and regular records as well as separate and transparent accounts of the implementation of the Operation (cf. article 16(1) of the General Conditions). The Beneficiary must keep records for five years after the end date of the project.

Audit

A final audit will be carried out when the project ends. Furthermore, if the project's duration exceeds 18 months, an annual audit will be carried out for every 12-month period of implementation following the commencement of the project. A certified external auditor shall be nominated before contract signature (cf. article 16(4) of the General Conditions).

The contract will provide for the possibility of inspections to be carried out on documents and on the project site(s) by the Contracting Authority's services, Commission services, and the European Court of Auditors (cf. article 16(2) of the General Conditions).

Publicity

Appropriate visibility and credit must be given for the grant of the European Community, for example, in reports and publications made available as a result of the project or publicity displays associated with the project, etc. (cf. Article 6 of the General Conditions).

2.6 OTHER ISSUES

In order to conclude the drafting of the contract and its annexes, successful applicants may be required to attend meetings in Brussels with Commission services, at their own cost.

The Contracting Authority reserves the right to request appropriate clustering of project proposals that are directed towards similar areas of action in the same country(ies) or sub-regions.

Following the award of contracts, **successful applicants shall be required to participate in co-ordination meetings** with the Commission Services and/or the external organisation (see 1.2.9). For planning purposes, it is foreseen, that **three meetings shall be organised during the four years of programme implementation**: an Inception meeting (before the actual commencement of project activities), a Mid-Term Review meeting and a Final meeting. Participation of organisations in these meetings shall be representative of the consortium membership, with maximum 4 persons per consortium in each meeting.

III. ANNEXES TO THE GUIDELINES FOR APPLICANTS

GRANT APPLICATION FORM AND ANNEXES

Note: This is the part of the 'Call for Proposals', which provides the instructions on the presentation format, and the type of information and analysis to be included in the project proposal document. Its electronic version is provided as a separate file in the web site where the present Guidelines for Applicants is published. **Please use the specific Application Form referring to the Euro-Mediterranean Regional Programme for Local Water Management and not the Standard Application Form in the EuropeAid web site.**

GRID FOR ADMINISTRATIVE COMPLIANCE AND ELIGIBILITY

Note: In order to facilitate evaluation, the applicants shall fill out the grid with the topics addressed to them and include the relevant file in the submitted floppy disk.

GRID FOR TECHNICAL AND FINANCIAL EVALUATION

Note: In order to facilitate evaluation works the applicants shall fill out the grid with the topics addressed to them and include the relevant file in the submitted floppy disk.

GENERAL CONDITIONS APPLICABLE TO EUROPEAN COMMUNITY GRANT CONTRACTS FOR EXTERNAL AID

Note: The mentioned document can be found in the following site:
http://europa.eu.int/comm/europeaid/tender/usedoc/cont_typ/cg_en.pdf

MANUAL OF INSTRUCTIONS, PRACTICAL GUIDE TO EC EXTERNAL AID CONTRACT PROCEDURES AND TEMPLATES

Note: The mentioned documents can be found in the following site:
http://europa.eu.int/comm/europeaid/tender/gestion/index_en.htm

CONTRACT AWARD PROCEDURES (ANNEX IV OF STANDARD CONTRACT)

Note: The mentioned document can be found in the following site:
http://europa.eu.int/comm/europeaid/tender/usedoc/cont_typ/ppm_en.pdf

IV. OTHER USEFUL INFORMATION

CHECKLIST FOR APPLICANTS

Note: The checklist aims at facilitating the final check of the completeness of the Application Form before its submission. It shall be strictly used as a tool for assistance to this effect and not as a guideline on which type of information and documents shall be included in the Application Form. The checklist does not constitute a formal document from the European Commission, which cannot be held responsible if elements not mentioned in the checklist are omitted from the submitted applications.



European Commission
 EuropeAid Co-operation Office
 Directorate B - Southern Mediterranean and Middle East

Euro-Mediterranean Regional Programme for Local Water Management

CALL FOR PROPOSALS

GRID FOR ADMINISTRATIVE COMPLIANCE AND ELIGIBILITY

Applicant Details Title of Organisation Tel., fax., e-mail	(to be completed by the Applicant)
Title of proposal	(to be completed by the Applicant)
Reference number	(to be completed by the Commission Services)
Project Purpose(s)	(to be completed by the Applicant- max. three lines)
Area(s) of Action (to be ticked by the Applicant in conformity with relevant descriptions in the Guidelines for Applicants)	<input type="checkbox"/> Integrated management of local drinking water supply, sanitation and sewage; <input type="checkbox"/> Local water resources and water demand management (quantity and quality) within catchment areas and islands; <input type="checkbox"/> Prevention and mitigation of the negative effects of drought and equitable management of water scarcity; <input type="checkbox"/> Irrigation water management; <input type="checkbox"/> Use of non-conventional water resources; <input type="checkbox"/> Preparation of national and local scenarios for the period until 2025 that enable precise objectives to be set and actions to be taken for sustainable water management.
Specific Topic(s)	(to be completed by the Applicant)
Horizontal Themes (to be ticked by the Applicant in conformity with relevant descriptions on the Guidelines for Applicants)	<input type="checkbox"/> Strengthening institutional capacities and training; <input type="checkbox"/> Exchange of information and know-how; <input type="checkbox"/> Transfer of know-how and technology; <input type="checkbox"/> Awareness raising, mobilisation and promotion of commitment of the population.
Total project Cost (in EURO)	(to be completed by the Applicant)
Requested Grant (in EURO and % of Total Project Cost)	(to be completed by the Applicant)
Budget line	B7-4100

Grid completed by: (complete name and signature of the evaluator)
Date completed: (dd/mm/yy – to be inserted by the evaluator)

Note to the Evaluators: Please tick the box with the relevant answer. If the examined criterion is not applicable to the specific application draw a diagonal line across the answer boxes.

I. ADMINISTRATIVE COMPLIANCE <i>(to be completed by the Commission Services)</i>	Yes	No
1. The application is filled out in accordance with the instructions in the application form (see Annex A of the Grant Application form – If NO then specify missing information in Annex B of the Grid).		
2. All applicable requested annexes are attached and filled out according to the given instructions (see point VI. List of Annexes in the Grant Application Form).		
3. The application is typed in English or French.		
4. The application and relevant annexes have been also submitted in electronic version (floppy disk)		
5. The Partnership Statement is duly endorsed by the applicant and all partners (point III.2 of the Grant Application Form).		
6. The budget and the expected sources of funding are presented following the standard format suggested in the application form (Annex B of the Application Form).		
7. Statutes (or articles of association) for the lead applicant are included (Annex D of the Application Form).		
8. Statutes (or articles of association) for the partners are included (Annex D of the Application Form).		
9. Signed Declarations of Eligibility and Ethic Clauses by the applicant and all partners are attached (points IV and V of the Application Form).		
10. Memorandum of Understanding is attached and duly signed in original by all partners (Annex F of the Application Form).		
11. Sub-Contracting technical and financial documents are attached and duly signed in original (Annex H - if applicable).		
12. The activity reports of the applicant from European Union Member States are attached (year: 1995-2000)		
13. The most recent annual audit accounts/or operation budget of the applicant are attached (years 1997 - 2000)		
14. The most recent accounts/or operation budget and activity reports of the partners are attached (which year: 2000)		

III. ADMINISTRATIVE ELIGIBILITY (to be completed by the Commission Services)

	Yes	No
A. ELIGIBILITY OF APPLICANT, PARTNERS AND OTHER PARTIES		
1. The applicant or any of the partners participate in another application/consortium in the present 'Call for Proposals'.		
2. The applicant or any of the partners have received previous funding from the Community Budget in the framework of the Euro-Mediterranean Regional Programme for Local Water Management.		
3. The applicant is eligible in terms of legal status and country of establishment (relevant criteria in section 2.1.1 of Guidelines)		
4. All other partners from European Union Member State are eligible in terms of legal status and country of establishment (relevant criteria in section 2.1.1 of Guidelines). Register any partner relevant remarks in Annex A of the present form.		
5. All other partners from Mediterranean Partner States are eligible in terms of legal status and country of establishment (relevant criteria in section 2.1.1 of Guidelines). Register any partner relevant remarks in Annex A of the present form.		
6. Sub-contractors, if any, are eligible in terms of level of specialised expertise required and conformity with Rule of Origin (if applicable – criteria in section 2.1.1 of Guidelines).		
7. Detailed description of implemented projects over the past five years by the applicant is attached (to demonstrate experience with management of projects similar to proposed one – (criteria in Section 2.1.1 of Guidelines and point II.4.1 of Grant Application Form).		
8. The applicant has stable and sufficient sources of finance to ensure the continuity of the organization throughout the project and, if necessary, to play a part in financing it;		
9. The applicant has previously received a grant from EC Budget Lines or other co-operation instruments and has submitted evidence of successful project implementation (point II.5.1 of Grant Application Form).		
10. Partners are experienced in the area(s) of action, topics and horizontal themes identified in the submitted project proposal and able to demonstrate capacity to manage relevant tasks allotted to each of them in the framework of the consortium.		

	Yes	No
B. ELIGIBILITY OF PROJECT		
1. The proposed project results and activities cover at least one of the areas of action with clearly identified topic(s) and selected horizontal themes (Sections 1.2.3 – 1.2.6 of the Guidelines for Applicants).		
2. The project takes place in at least two Mediterranean Partner countries covered by the budget line (Algeria, Cyprus, Egypt, Israel, Jordan, Lebanon, Malta, Morocco, Palestinian Authority, Syria, Tunisia, and Turkey).		
3. The project duration does not exceed the maximum allowed (48 months).		
4. Sufficiently detailed Overall and Annual Plan of Action are included (Annex C and section 6.3 of the Application Form).		
5. Sufficiently detailed Organigramme and Job Profiles for Project Management Team are included (Annex of the Application Form).		
6. Memorandum of Understanding includes all requested information (section 2.1.2 of Guidelines for Applicants).		
7. Rationale, scope, selection criteria and procedures for Sub-Contracting and/or Procurement of Services are adequately justified in the Application Form. (Section 6.1 and Annexes H and G of the Application Form)		
8. The amount and type of proposed Sub-Contracting and Procurement Actions present a conflict with the criteria for the applicant being 'directly responsible for the preparation, technical and financial management of the project, not acting as an intermediary' and 'experienced in the area(s) of action, topics and horizontal themes identified in the project proposal'.		
9. The logical framework for the project is attached and includes all necessary information (Annex C).		
10. Indicative Procurement Plan is attached with all necessary information (Annex G of the Application Form - if applicable).		
11. The Logical Framework Matrix, Overview and Annual Plan of Actions and Budget provide sufficient information for comprehensive supervision, monitoring and reporting as well as authorisation of advance and interim payments.		

	Yes	No
C. ELIGIBILITY OF COSTS		
1. The budget is presented in conformity with the provided sample (Annex B of the Application Form).		
2. All costs included in the budget are eligible (Section 2.1.4 of the Guidelines for Applicants).		
3. Other funding sources are sources other than the European Community budget.		
4. The requested EC grant is not lower than the minimum allowed (€1 Mi).		
5. The requested EC grant is not higher than the maximum allowed (€5 Mi).		
6. The requested contribution is maximum 80% of the total eligible budget. (Check Annex B – Budget, point 12).		
7. In the budget, the administration costs are in maximum 7% of direct eligible project costs. (Check Annex B – Budget, point 9)		
8. In the budget, the contingencies are no more than 5 % of total eligible project costs. (Check Annex B – Budget, point 11)		
9. Proposed Unit Rates for Daily Subsistence Allowance (Per Diem) in the budget comply with the standard EC rates (Check Annex B, points 1.3).		
10. Proposed Units and Unit Rates for Human Resources costs in the budget are in conformity with prevailing rates in non-profit organisations (Check Annex B).		
11. Proposed Units and Unit Rates for Equipment, Supplies and others costs in the budget are in conformity with prevailing market rates (Check Annex B).		
12. Sub-contracting Units and Unit Rates for companies are in conformity with the 'cost-basis' principle ³³ (Check Annex B and H).		
13. Sub-contracting Units and Unit Rates for individual consultants are in conformity with prevailing market rates (Check Annex B and H).		

³³ *Real service cost plus 7% for overheads*

Appendix A

Note to the Evaluators: Please tick the relevant boxes on Non-Profit Legal Status. For the annexes tick the boxes if relevant documentation is included (in duly signed originals where pertinent).

ELIGIBILITY of PARTNERS and SUBMISSION OF RELEVANT DOCUMENTATION								
<i>(only this column shall be completed by the Applicant)</i>	Non- Profit Legal Status		Annexes Supporting Eligibility of Applicant in the Application Form					
Title of Organisation and Country of Establishment³⁴	Public or Semi-Public	Private	Statutes or Articles of Association	Activity Reports³⁵	Audits or Accounts³⁶	Declaration of Eligibility and Ethic Clauses	Partnership Statement	MoU³⁷
Applicant (Title and Country)								
Partner 1 (Title and Country)								
Partner 2 (Title and Country)								
Partner 3 (Title and Country)								
Partner 4 (Title and Country)								
Partner 5 (Title and Country)								
Partner 6 (Title and Country)								
Partner 7 (Title and Country)								
Partner 8 (Title and Country)								

³⁴ Add or remove rows on partners as appropriate

³⁵ In conformity with the different timeframe for applicant and partners.

³⁶ In conformity with the different timeframe for applicant and partners.

³⁷ Check whether the MoU is signed in original.

Appendix B

Chapter No. and Description³⁸	Section No. and Description	REMARKS ON MISSING INFORMATION

³⁸ Use chapter/section descriptions in the Application Form.



CALL FOR PROPOSALS

GRID FOR TECHNICAL AND FINANCIAL EVALUATION

Applicant Details Title of Organisation Tel., fax., e-mail	<i>(to be completed by the Applicant)</i>
Title of proposal	<i>(to be completed by the Applicant)</i>
Reference number	<i>(to be completed by the Commission Services)</i>
Project Purpose(s)	<i>(to be completed by the Applicant- max. three lines)</i>
Area(s) of Action <i>(to be ticked by the Applicant in conformity with relevant descriptions in the Guidelines for Applicants)</i>	<input type="checkbox"/> Integrated management of local drinking water supply, sanitation and sewage; <input type="checkbox"/> Local water resources and water demand management (quantity and quality) within catchment areas and islands; <input type="checkbox"/> Prevention and mitigation of the negative effects of drought and equitable management of water scarcity; <input type="checkbox"/> Irrigation water management; <input type="checkbox"/> Use of non-conventional water resources; <input type="checkbox"/> Preparation of national and local scenarios for the period until 2025 that enable precise objectives to be set and actions to be taken for sustainable water management.
Specific Topic(s)	<i>(to be completed by the Applicant)</i>
Horizontal Themes <i>(to be ticked by the Applicant in conformity with relevant descriptions on the Guidelines for Applicants)</i>	<input type="checkbox"/> Strengthening institutional capacities and training; <input type="checkbox"/> Exchange of information and know-how; <input type="checkbox"/> Transfer of know-how and technology; <input type="checkbox"/> Awareness raising, mobilisation and promotion of commitment of the population.
Total project Cost (in EURO)	<i>(to be completed by the Applicant)</i>

Grid completed by: *(complete name and signature of the evaluator)*
Date completed: *(dd/mm/yy – to be inserted by the evaluator)*

I. IMPORTANT NOTES TO THE EVALUATORS

The evaluation criteria are divided into sections and subsections. Each subsection will be given a score between 1 and 5 in accordance with the following guidelines:

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

Priority will be given to applications, which have obtained the highest scores.

TECHNICAL EVALUATION

I. Relevance (max. 35 – min. 27 points)

If a total score lower than 27 points is obtained, the proposal will not be evaluated further. In this case the evaluator shall refer to the instructions in IV (Recommendations C).

II. Feasibility / Methodology (max. 25 – min. 16 points)

If a total score lower than 16 points is obtained, the evaluator shall refer to the instructions in IV (Recommendations B or C).

III. Feasibility / Management Capacity and Expertise (max. 15 – min. 10 points)

If a total score lower than 10 points is obtained, the evaluator shall refer to the instructions in IV the evaluator shall refer to the instructions in IV (Recommendations B or C).

IV. Sustainability (max. 15 – min. 10 points)

If a total score lower than 10 points is obtained, the evaluator shall refer to the instructions in IV, (Recommendations B or C).

FINANCIAL EVALUATION

V. Budget and Cost Effectiveness (max. 10 – min. 7 points)

If a total score lower than 7 points is obtained, the evaluator shall refer to the instructions in IV (Recommendations B and C).

IF THE PROJECT PROPOSAL (APPLICATION FORM) SCORES AT LEAST OR ABOVE THE MINIMUM SET SCORES OF 70 POINTS THE EVALUATOR SHALL REFER TO THE INSTRUCTIONS IN IV. (RECOMMENDATIONS A OR B).

IF THE PROJECT PROPOSAL (APPLICATION FORM) SCORES BETWEEN 69 AND 65 POINTS THE EVALUATOR SHALL REFER TO THE INSTRUCTIONS IN IV. (RECOMMENDATIONS B OR C).

IF THE PROJECT PROPOSAL (APPLICATION FORM) SCORES BELOW 65 POINTS THE EVALUATOR SHALL REFER TO THE INSTRUCTIONS IN IV. (RECOMMENDATIONS C).

II. TECHNICAL EVALUATION GRID

	Maximum Score	Focal Section in Application Form
Relevance / Justification and Intervention Logic	35	
1.1. How relevant is the background information in illustrating the current dynamics in water resources management in, and between, the beneficiary countries? <i>(with emphasis on the areas of action and horizontal themes and shared resources management where applicable.)</i>	5	I.3.1
1.2. How clearly analysed are the water sector related needs and constraints of the beneficiary countries in the problem analysis? <i>(with emphasis on the areas of action and horizontal themes and shared resource management where applicable)</i>	5	I.3.2
1.3. How clearly identified and strategically chosen are the target groups in the stakeholders' analysis?	5	I.3.3
1.4. How relevant is the proposal to the objectives of the Call for Proposals?	5	I.3 & I.4
1.5. How clearly justified is the selection of area(s) of action, topics and horizontal themes?	5	I.3 & I.4
1.6. How relevant for the accommodation of the identified specific objective(s) / purpose(s) and the needs of target groups are the anticipated project results including their added value for regional co-operation between the beneficiary countries?	5	I.4
1.7. How relevant for achieving anticipated project results are the corresponding activities for the beneficiary countries and the target groups? <i>(including avoidance of duplication and synergy with other interventions, where applicable.)</i>	5	I.4
2. Feasibility / External Factors and Implementation	25	
2.1. How clear and coherent is the methodology and implementation set-up including also the level of involvement and activity of the partners both in preparatory and implementation phases?	5	I.6 & MoU
2.2. How feasible are the anticipated project results , the corresponding activities for the applicant, partners and involved target groups?	5	I.6
2.3. How clear, coherent and feasible is the plan of action?	5	I.6.3
2.4. To what extent does the proposal contain coherent and representative objectively verifiable indicators and effective sources and means of verification at the relevant levels of the intervention logic?	5	I.6.5 & Log Frame
2.5. Have important external factors (assumptions) been identified and analysed and realistic provisions for project adjustments proposed?	5	Log Frame and I.5
3. Feasibility / Management Capacity and Expertise of Applicant and Partners	15	
3.1. How satisfactory is the previous project management experience of the applicant?	5	II.4.1
3.2. How satisfactory is the own technical expertise of the applicant and the partners in the selected area(s) of action and horizontal themes? <i>(with view also to sub-contracted, procured services, external consultants where applicable)</i>	5	II.4.1 & III.1
3.3. How satisfactory is the current management capacity of the applicant and its ability to undertake projects additional to its current portfolio <i>(including staff, equipment and its ability to handle the project budget)?</i>	5	II.4.2
4. Sustainability	15	
4.1. To what extent is the project likely to have a tangible impact on regional co-operation in the water sector between beneficiary countries and/or target groups?	5	All Sections
4.2. To what extent does the proposal contain potential multiplier effects at regional level? <i>(including possibilities for replication and dissemination of project results)</i>	5	I.2.2 & I.2.3
4.3. To what extent are the results of the proposed project sustainable in the context of the indicated sustainability factors?	5	I.2.4

VI. FINANCIAL EVALUATION GRID

5. Budget and Cost-effectiveness	10	
5.1. To what extent is the budget clear and detailed ?	5	Annex B
5.2. To what extent is the proposed expenditure necessary for the implementation of the project also based on value-for-money, cost-effectiveness and prevailing market value principles? (<i>including sub-contracting and procurement actions/plans where applicable</i>).	5	Annex B 1.6.1 & 1.6.4
MAXIMUM TOTAL SCORE	100	

IV. COMMENTS AND RECOMMENDATIONS

COMMENTS: Provide any additional important comments for elements of the proposal, which you consider not adequately addressed by the evaluation grids.

RECOMMENDATIONS: These should be made using the following categories:

- A. Recommended for Contract Award.
- B. Recommended for Contract Award, subject to submission of additional information or modification (explain in detail for each relevant section).
- C. Not Recommended for Contract Award due to insufficient relevance and/or internal inconsistency and shortcomings in the application form with regard to technical and financial evaluation criteria (explain in detail for each relevant section).

COMMENTS (IF REQUIRED ADD MORE PAGES):

RECOMMENDATIONS (IF REQUIRED ADD MORE PAGES):



European Commission
EuropeAid Co-operation Office
Directorate B - Southern Mediterranean and Middle East

Euro-Mediterranean Regional Programme for Local Water Management

CALL FOR PROPOSALS

CHECKLIST FOR APPLICANTS

The following checklist aims at facilitating the final check of the completeness of the Application Form before its submission. It shall be strictly used as a tool for assistance to this effect and not as a guideline on which type of information and documents shall be included in the Application Form. The present checklist does not constitute a formal document from the European Commission, which cannot be held responsible if elements not mentioned in the checklist are omitted from the applications submitted.

Before sending your proposal, please check that your application is complete by checking that:

A. The Application Form

- the application form and its annexes is complete and filled out in accordance with the instructions in the application form.
- one original and five copies of all documents are included.
- the application form and relevant annexes are submitted also in electronic version (floppy disk).
- the proposal is typed and is in English or French.
- the applicant and bank details are inserted correctly.
- the Partnership statement (Section III) is signed by the applicant and all partners
- the Declarations of Eligibility by the applicant (Section IV) and the partners (Section V) are duly signed.

B. The Annexes of the Application Form

- the budget and the expected sources of funding are presented in the format of the application form (Annex B).
- in the budget the Contracting Authority's contribution (grant) is identified and is maximum 80% of total eligible project costs (minimum 1 mi EURO maximum 5 EURO mi).
- in the budget the overheads (administrative costs) are 7% or less of direct eligible project costs.
- in the budget the contingencies are no more than 5% of total eligible project costs.
- the information in the Logical Framework for the project is complete and information included therein satisfies the relevant instructions in the Application Form (Annex C of the Application Form).
- the General Conditions of the contract have been studied carefully so that before investing in project preparation, your organisation is aware of its rights and responsibilities, in the case that your proposal fulfils all administrative and technical evaluation criteria and a contract is proposed to your organisation.
- the statutes or articles of association of the applicant and of all the partners are included.
- the applicant's activity reports for the last five years are included, i.e. 1995-2000.
- the applicant's annual audits/or operation budget for the last three years are included, i.e.1997-2000.
- the partners' most recent annual audits, accounts, or operation budget are included, i.e.2000.
- the Memorandum of Understanding is attached, filled out in accordance with the instructions and duly signed by all consortium members.
- the Logical Framework Matrix, overview and annual plans of action are prepared in a clear and sufficiently detailed manner in order to support efficient project management, monitoring, progress reporting and able to support justification of interim payments against achieved results and/or implemented activities.
- sub-contracting technical and financial documents are attached and duly signed by all contractual parties and the relevant actions are adequately justified (if applicable).

- the Indicative Procurement Plan is attached and filled out in accordance with the instructions (if applicable).
- other applicable annexes, i.e. project location map are attached in accordance with the instructions.
- the relevant fields in the forms for administrative compliance and eligibility and technical and financial evaluation to be completed by the applicant are filled out.

c. The envelope

- the label on the envelope indicates all the requested information.