



Contracting authority: The Italian Agency for Development Cooperation (AICS)

Delegation Agreement no. TF-MADAD/2017/T04.40

Call for proposals on local authorities:

**“Improving infrastructure and service delivery at
municipal level”**

Guidelines for applicants Jordan

Reference: RSCP/JOR/CALL/001

Deadline for submission of the Final Application Form:

16, October 2019	13:00 p.m. (Amman Time)
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EU REGIONAL TRUST FUND 'MADAD'
"مدد" : الصندوق الائتماني الأوروبي



AFD
AGENCE FRANÇAISE
DE DÉVELOPPEMENT



AGENZIA ITALIANA
PER LA COOPERAZIONE
ALLO SVILUPPO



LIST OF ACRONYMS

3RP	Regional Refugee and Resilience Plan
ACF	Action Contre la Faim
ACTED	Aid Agency for Technical Cooperation and Development
AFD	Agence Française de Développement
AICS	Agenzia Italiana per la Cooperazione allo Sviluppo
CBO	Community-Based Organisation
CSO	Civil Society Organisation
DGCS	Direzione Generale per la Cooperazione allo Sviluppo
DoA	Document of Action
EC	European Commission
EU	European Union
EUTF	European Union “Madad” Trust Fund
FRC	French Red Cross
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
IC	Italian Cooperation
IDPs	Internally Displaced Persons
INGO	International Non-Governmental Organisation
JRP	Jordan Response Plan for the Syria Crisis
KRG	Kurdistan Regional Government
KRI	Kurdistan Region of Iraq
LCRP	Lebanon Crisis Response Plan
MAECI	Ministero italiano degli Affari Esteri e della Cooperazione internazionale
MOIM	Lebanese Ministry of Interior and Municipalities
MOMA	Jordanian Ministry of Municipal Affairs
MOP	Ministry of Planning of KRG
MOPIC	Jordanian Ministry of Planning and International Cooperation
MOSA	Lebanese Ministry of Social Affairs
NSC	National Steering Committee

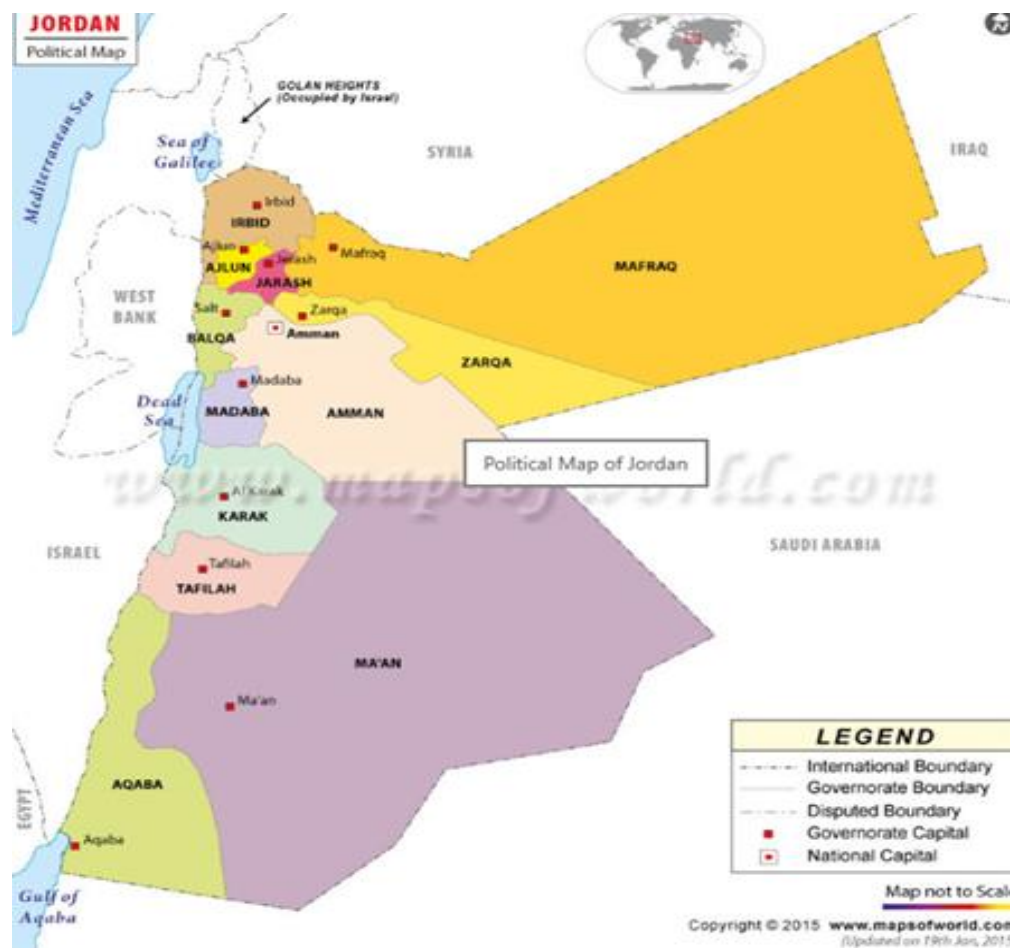
PGS	Programme Governance Structure
PMU	Programme Management Unit
PSS	Psycho-Social Support
PTA	Parents and Teachers Association
RSCP	Resilience & Social Cohesion Programme
SGBV	Sexual and Gender-Based Violence
TDH	Terre des Hommes
TS	Technical Secretariat
UN	United Nations
UNDP	United Nations Development Programme
UNHCR	United Nations High Commission for Refugees
WASH	Water, Sanitation and Hygiene

NOTICE

This is an open call for proposals launched by the Italian Agency for Development Cooperation (hereinafter "AICS") in the frame of the EU funded action "Resilience and Social Cohesion Programme (RSCP)", which aims at identifying priority interventions focusing on the rehabilitation and improvement of municipal infrastructure and services. The initiative has been launched in order to contribute to the response to the Syrian and Iraqi Crisis, thus all the proposed projects must have an impact on local communities, IDPs and Syrian refugees.

No transfer of funds is foreseen in the frame of this call for proposals. All the expenses occurred in the implementation of the winning projects will be directly managed by AICS mainly through work, service and supply contracts signed with the private sector (contractors).

1. BACKGROUND



1.1 Context

The conflict in Syria, which began with anti-government protests before escalating into full-scale civil war, is entered its eighth year. Over 13 million Syrians have fled their homes since the outbreak of the conflict in March 2011, and large numbers have sought refuge in neighboring countries. Jordan hosts an estimated 1.3 million Syrians, of which roughly half are refugees registered by the United Nations Refugee Agency (UNHCR). According to the latest estimates, 80% of Syrian refugees in Jordan outside the camps live below the poverty line. They have depleted their savings and sold valuables to cover rent, food and other basic needs, increasing their reliance on the host State and aid agencies. Approximately 23.5% of all Syrian refugees are women, and almost 51 % are children, 18% of whom are under the age of five (as cited in the JRP 2018-2020). Providing for their needs has strained Jordan's public finances, increasing government expenditure on subsidies, public services, and security. Syrians live mainly among Jordan's most disadvantaged communities. In some municipalities, refugees outnumber residents, and the impact on inflation, employment, and access to public services and community resources has fueled local tensions

and threatened to spark wider social unrest. The impact of the Syrian refugee crisis on the Jordanian economy, and particularly the labour market, has been significant. Syrian refugees compete with Jordanians for scarce employment opportunities, often depressing wages.

1.2 The «Resilience & Social Cohesion Programme (RSCP)»

The *“Resilience & Social Cohesion Programme - strengthening the resilience of host communities and Syrian refugees in Lebanon, Jordan and Kurdistan Region of Iraq (KRI)”* (hereinafter “RSCP”) is a regional action funded by the European “Madad” Trust Fund and divided in two independent components, one implemented by the Italian Agency for Development Cooperation (AICS) and one by the French Development Agency (AFD).

The overall objective of the action is to improve the living conditions and promote the resilience of the most vulnerable populations in Lebanon, Jordan and KRI. Moreover, in line with national priorities (crisis response plans), it aims at building the capacities of national institutions, both at central and local levels, and at strengthening the role of the civil society (NGOs and CSOs), providing effective instruments to enable the development of medium-long term sustainable delivery solutions.

The Italian component of the Programme in Jordan aims at strengthening the access to basic services through investment in basic social infrastructures and labor-intensive public works by involving directly the municipalities in the implementation of grant projects.

A National Steering Committee (hereinafter “NSC”) supervises and monitors the progress of the action, supported by a Technical Secretariat composed by experts of AICS. The NSC is co-chaired by the Ministry of Planning and International Cooperation (MOPIC) and by AICS; the other members of the Committee are AFD, EU, MoMA, MoH and MoE.

The NSC:

- i) highlights and prioritizes the needs to be addressed through the grant projects;
- ii) validates the “Guidelines for grant applicants”, which specify the eligibility and evaluation criteria for the identification and formulation of the grant interventions, as well as the financing and operating procedures for their implementation;
- iii) endorses the projects submitted by the local authorities according to the eligibility criteria and conditions determined by the " Guidelines for grant applicants ".

1.3 Objectives of the Call and priority issues

AICS is launching a Call for Proposals with the aim of identifying priority interventions focusing on the rehabilitation and improvement of social public infrastructure and services to be implemented in Jordan.

The **global objective** of this Call is to improve the living conditions and promote the resilience of the most vulnerable populations in Jordan.

The **specific objective** of this Call is to strengthen the access to basic services and income generating opportunities for host communities and Syrian refugees through investments in basic social infrastructures and labour-intensive public works.

1.4 Financial allocation

The overall indicative amount made available under this Call for Proposals is **EUR 3.700.00**.

AICS reserves the right to not allocate all available funds.

The budget requested from AICS for each project proposal submitted under this call must fall between the following minimum and maximum amount:

- **minimum amount: EUR 300.000,00**
- **maximum amount: EUR 500.000,00**

No transfer of funds is foreseen in the frame of this call for proposals. All the expenses occurred in the implementation of the winning projects will be directly managed by AICS mainly through work, service and supply contracts signed with the private sector (contractors).

The Applicants shall co-finance the project with an in-kind or in cash contribution equal to at least the 10% and maximum 50% of the total budget of the action. The balance (i.e. the difference between the total cost of the action and the amount requested from AICS) must be financed from sources other than the funds made available under this Call.

The procurement procedures described in point 2.5 shall be applied for the purchase of all goods, services and works included in the Application Form, even if the funds made available under this Call for Proposals will finance only part of the related costs.

2. RULES FOR THIS CALL FOR PROPOSALS

2.1 Eligibility criteria

There are three sets of eligibility criteria, relating to:

- (1) the **applicant**, i.e. the entity submitting the application form (2.1.1);
- (2) the **actions** that may be implemented under this Call for Proposals (2.1.2);
- (3) the **costs** that may be taken into account in setting the budget of the project (2.1.3).

2.1.1 Eligibility of applicants

Applicant

- (1) must be a Municipality under the law of Jordan.
- (2) must have a minimum percentage of Syrian refugees living in its territory equal to at least 15% of the total local population (according to MoLA official estimates)

2.1.2 Eligible actions: actions for which an application may be made

Definition:

An action is composed of a set of activities.

Duration

The initial planned duration of an action may not exceed 12 months.

Sectors or themes:

- Municipal services
- Solid waste management
- Health

Location

Actions can take place in all governorates of Jordan.

Criteria for eligible actions

The proposed actions shall:

- be of public benefit, and therefore, shall serve the whole host community. The projects shall also have a direct impact on the Syrian refugee families;
- be identified and designed with the participation of the local community. The participatory process adopted by the Applicant should be clearly described in the application form;
- be already included, where possible, in a local strategic plan developed by the Local Authority prior to this Call for Proposals;
- be implemented on public domains or properties (registered prior to the publication of the Call for Proposals)

- contain a labour-intensive component (Cash for Work schemes), equal to at least the 25% of the total budget of the action. The beneficiaries of the Cash for Work schemes will be selected following specific criteria established by RSCP and shall respect, whenever possible, the following breakdown: 60% host communities, 40% Syrian refugees. AICS will apply the Standard Operating Procedures (SoPs) developed by ILO in its Employment Intensive Infrastructure Programme (EIIP);
- include a contribution of the Applicant, in-kind or in cash, equal to at least the 10% and maximum 50% of the total budget of the action (co-financing);
- ensure that the maintenance and operation costs of the rehabilitated/new infrastructure will be taken over by the Applicant and should include, where possible, cost-recovery mechanisms.

The following types of action are ineligible:

- In general, activities that are not contributing to the achievement of the objectives of the Call;
- actions providing financial support to third parties;
- actions concerning only or mainly individual scholarships for studies or training courses;
- actions which consist exclusively in the purchase of equipment and vehicles. **These costs should not exceed the 20% of the total project's budget ;**
- actions supporting political parties;
- actions which include proselytising activities;
- payment of debts;
- budget items financed by other donors;
- purchase of land or buildings;
- expenditures unrelated to the project.

Types of activity

Municipal services:

- establishment, maintenance and upgrading of public spaces including parks, community centers, playgrounds etc.
- rehabilitation and maintenance of main and secondary municipal roads and pathways
- Street lighting
- repair / upgrade / maintenance of existing water supply networks, water drainage systems and sewer networks

Solid waste management:

- rehabilitation / maintenance of solid waste management facilities
- provision of solid waste equipment/machineries (bins, garbage trucks and compressors, light pickup trucks, dump trucks, loaders, fogging trucks and equipment such as fogging machines, containers, garbage wheel-barrow, and pesticides)

Health:

- rehabilitation of primary and comprehensive health care infrastructure
- provision of medical and non-medical equipment

2.1.3 Eligibility of costs: costs that can be included

The categories of costs that are eligible and non-eligible are indicated below. The budget (see Annex B of these Guidelines) is both a cost estimate and a ceiling for 'eligible costs'.

Indication for cost options may take the form of:

- **unit costs:** covering all or certain specific categories of eligible costs which are clearly identified in advance by reference to an amount per unit.
- **lump sums:** covering in global terms all or certain specific categories of eligible costs which are clearly identified in advance.

Eligible costs

To be eligible under the Call for Proposals, costs must be formulated as unit costs and/or lump sums and refer to one or more of the eligible activities specified in par. 2.1.2 (see Annex B – Project proposal's budget).

The cost related to man-labour (at least 25% of the total project's budget) may be included in budget heading 1 or 2 if the selection of the workers and the payment of their salaries is part of a work or service contract with the private sector. In case of Cash for Work Schemes managed directly by the applicant and not by a private contractor, the costs should be broken down in the budget heading 4 and include the following main items:

- Salaries (daily wages of workers);
- Insurance for the workers;
- protective/work equipment for the workers;
- Cash transfer mechanism fees.

Please note that:

- At least the 25% of the project value has to be allocated for man-labour through the creation of short term jobs;
- Maximum 20% for the purchase of equipment, supplies and vehicles
- Maximum 10% for operational costs related to the activities
- Maximum 7% for contingency reserve
- Co-financing in-kind/cash from 10% to 50% of the total budget

Any other cost not related to a specific activity but considered necessary for the correct implementation of the project should be broken down in budget heading 5 (i.e. costs for dedicated municipal staff such as reimbursement of transportation, logistic needs etc). Please note that these costs should not exceed the 10% of the total budget proposed for the action.

Incentives costs of the personnel of national and sub-national administrations may be eligible to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the action were not undertaken.

Contingency reserve

The budget must include a contingency reserve equal to the 7% of the estimated eligible costs (see budget line 6 - Annex B).

Contributions in-kind

Contributions in-kind will be accepted only if considered necessary or appropriate. In such cases, the value of such contributions must not exceed:

- a) either the costs actually borne and duly supported by accounting documents;
- b) or the costs generally accepted on the concerned market of reference.

Contributions in-kind shall include the local human resources necessary to ensure the management, monitoring and reporting of the planned activities. Contributions involving real estate must be excluded. In-kind contributions must comply with national tax and social security rules.

If contributions in-kind are proposed, their estimated value must be included in Annex C (Project proposal's budget).

Ineligible costs

The following costs are not eligible:

- costs that may be incurred by applicants in the preparation of their applications;
- operating costs (such as utilities, rent, overhead, etc.);
- debts and debt service charges (interest);
- provisions for losses or potential future liabilities;
- costs declared by the Beneficiary(ies) and financed by another donor;
- purchases of land or buildings;
- currency exchange losses;
- credit to third parties;

- Incentives for the personnel of national and sub-national administrations unless they relate to the cost of activities which the relevant public authority would not carry out if the action were not undertaken.

Ethics clauses and Code of Conduct

a) Absence of conflict of interest

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

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

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

Zero tolerance for sexual exploitation and sexual abuse:

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

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

c) Anti-corruption and anti-bribery

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

d) Unusual commercial expenses

Applications will be rejected or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a payee who is not clearly identified or commissions paid to a company which has every appearance of being a front company.

Grant beneficiaries found to have paid unusual commercial expenses on projects funded by AICS are liable, depending on the seriousness of the facts observed, to have their contracts terminated.

e) Error, irregularities or fraud

AICS reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to substantial errors, irregularities or fraud. If substantial errors, irregularities or fraud are discovered after the award of the contract, AICS may refrain from concluding the contract.

2.2 How to apply and the procedures to follow

2.2.1 Where and how to send applications

Applications must be submitted in accordance with the instructions specified here below. Any error or major discrepancy related to the points listed below or any major inconsistency in the application may lead to the rejection of the application:

- Applicants must apply in English or Arabic.
- Applicants must send, in a sealed envelope, the following items annexed to these Guidelines:
 - a) one original in A4 size of the Application Form (Annex A), stamped and signed by the person authorized to represent the applicant;
 - b) one original of the Budget (Annex B), stamped and signed by the person authorized to represent the applicant;
 - c) one original in A4 size of the Declaration Letter (Annex C), stamped and signed by the person authorized to represent the applicant ;
 - d) one original of the Administrative and Eligibility Checklist (Annex D) signed for acknowledgement by the person authorized to represent the applicant;
 - e) Appropriate evidence of the representative's authorisation to act for and on behalf of the applicant (signatory powers);
 - f) confirmation from relevant Ministries (if needed according to the type of project);
 - g) an electronic version (CD-Rom or USB stick) of the items under points (a) and (b). The electronic file must contain exactly the same application as the paper version enclosed.

- The outer envelope must bear the reference number of the Call for Proposals, together with the full name and address of the applicant, and the words 'Not to be opened before the opening session'.
- The envelope must be sealed and submitted by registered mail, private courier service or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) at the address below:

Italian Agency for Development Cooperation - AICS
77, Islamic College Street, Amman, Jordan
Tel: +692 6 4658668

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

Clarifications will only be requested when the information provided is unclear and thus prevents AICS from conducting an objective assessment.

Hand-written applications will not be accepted.

Please note that only the Application Form and other annexes which have to be filled in will be evaluated. It is therefore of utmost importance that these documents contain ALL the relevant information concerning the action. Incomplete applications may be rejected.

2.2.2 Deadline for submission of the applications

The deadline for the submission of the applications is 16 October, 2019 at 13.00 a.m. local time as evidenced by the signed and dated receipt. Any application submitted after the deadline will be rejected.

2.2.3 Further information about the applications

An information session on this Call for Proposals will be held on 17 September at 11.00 a.m at the following address:

TO BE COMMUNICATED ON THE PROJECT WEBSITE: <http://rscp-madad.org/en/News-and-Events>

Questions may be sent by e-mail no later than 14 days before the deadline for the submission of Applications to the address below, indicating clearly the reference of the Call for Proposals:

E-mail address: infojor@rscp-madad.org

AICS has no obligation to provide clarifications to questions received after this date.

Replies will be given no later than 7 days before the deadline for submission of applications.

To ensure equal treatment of applicants, AICS cannot give a prior opinion on the eligibility of applicants, actions or specific activities.

No individual replies will be given to questions. All questions and answers as well as other important notices to applicants during the course of the evaluation procedure will be published on the website of AICS Amman: <https://amman.aics.gov.it/> and on the RSCP website: <http://rscp-madad.org/en/Home> as the need arises. It is therefore advisable to consult the abovementioned website regularly in order to be informed of the questions and answers published.

2.3 Evaluation and selection of applications

Applications will be examined and evaluated by the TS, an evaluation commission nominated by AICS, with the assistance of external assessors from MoLA. All actions submitted by applicants will be assessed according to the following steps and criteria.

2.3.1 Step 1: Administrative and eligibility check

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

- If the deadline has been met. Otherwise, the application will be automatically rejected.
- If the Application satisfies all the criteria specified in Sections 2.1 and 2.2 of these guidelines. This includes also an assessment of the eligibility of the applicant and of the action. If any of the requested document/information is missing or is incorrect, the application may be rejected on that sole basis and the application will not be evaluated further.

The eligibility verification will be performed according to the attached Administrative and Eligibility Checklist (Annex D). Please note that primary data concerning the total population and the percentage of Syrian refugees living in the territory of the applicants as declared in Annex C will be crosschecked with secondary data provided by UNHCR and the GoJ.

2.3.2 Step 2: Evaluation of the project proposal

The evaluation of the project proposal will be performed by the TS together with MoLA, only for the applications that have passed the Administrative and eligibility check.

The project proposal will receive an overall score out of 100 using the breakdown in the evaluation grid below.

The evaluation criteria are divided into headings and subheadings. Each subheading will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Section	Maximum Score
1. Operational capacity of the applicant	10
1.1 Does the applicant have sufficient experience of project management and operational capacity (including staff, equipment, previously implemented donor funded projects, and ability to deliver the action)?	5
1.2 Does the applicant have sufficient technical expertise (especially knowledge of the issues to be addressed, previously implemented similar projects)?	5
2. Design of the action	15
2.1 How coherent is the overall design of the action? Does the proposal indicate the expected results to be achieved by the action? Does the intervention logic explain the rationale to achieve the expected results? Are the activities proposed appropriate, practical, and consistent with the envisaged outputs and outcome(s)?	5
2.2 The design of the action is based on the findings of a participatory process of identification of local priority interventions benefiting the whole community (including Syrian refugees)? Is it part of a local strategic plan developed by the Municipality prior to this Call for Proposals?	5
2.2 Is the action feasible and consistent in relation to the objectives and expected results?	5
3. Relevance of the action	30
3.1 How relevant is the proposal to the objectives and priorities of the Call for Proposals and to the specific themes/sectors/areas or any other specific requirement stated in the guidelines for applicants?	5x2
3.2 How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs and constraints been clearly defined and does the proposal address them appropriately? How relevant to the particular needs and constraints identified in the areas of intervention and/or relevant sectors is the proposal (considering also the influx of Syrian refugees)?	5x2
3.3 Does the proposal contain specific added-value elements, such as environmental issues, promotion of gender equality and equal opportunities, needs of disabled people, innovation, best practices etc.?	5
3.4 Does the proposal mention any synergy with other complementary development initiatives and/or any effort to avoid duplication?	5
4. Effectiveness and feasibility of the action	20
4.1 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?	5x2
4.2 Is the action plan clear and feasible?	5

4.3 Does the proposal contain objectively verifiable indicators for the outcome of the action?	5
5. Sustainability of the action	10
5.1 Is the action likely to have a tangible impact on its target groups?	5
5.2 Are the expected results of the proposed action sustainable? - financially (<i>how will the maintenance and operation costs of the rehabilitated/new infrastructure be financed after the funding ends? Was any cost-recovery mechanism included in the proposal? </i>) - institutionally (<i>will structures allowing the activities to continue be in place at the end of the action? Will there be local 'ownership' of the results of the action? </i>) - at policy level (where applicable) (<i>what will be the structural impact of the action — e.g. will it lead to improved legislation, codes of conduct, methods, etc? </i>) - environmentally (if applicable) (<i>will the action have a negative/positive environmental impact? </i>)	5
6. Budget and cost-effectiveness of the action	15
6.1 Are the activities appropriately reflected in the budget?	5
6.2 Is the ratio between the estimated costs and the expected results satisfactory?	5
6.3 Is the labour intensity of the action clearly included in the budget (at least 25% allocated to man labour)	5
Maximum total score	100

The evaluation commission may undertake different types of controls to verify the information provided by the applicants. These include on-site visits to assess the effective participation of the local communities and civil society in the identification of the proposed interventions, and a thorough analysis of the social and confessional tensions that could arise around the project's activities.

In case of equal score, and provided that the all the other criteria are met, preference will be given to Municipalities that have received less financial support from international bodies.

It is important to highlight that, in any case, the total number of beneficiaries accessing services from all the awarded projects combined has to be no less than 130.000 individuals.

Once all project proposals have been assessed, a list will be drawn up with the proposed actions ranked according to their total score. The proposals will then be transmitted to the NSC which will endorse those that will be financed under this Call for Proposals, according to the funds available.

2.3.3 Notification of the award decision and Reserve List

The applicants will be informed in writing of the decision concerning their application. If rejected, AICS may, but shall not be obliged to provide reasons of such rejection.

Applicants who are not initially considered for contractual the awarding negotiations may, subject to the NSC's discretion, be included on a reserve list, which unless cancelled or extended in writing by NSC, shall be valid up to 31 December 2020, following notification of inclusion in the reserve list (hereinafter, "Reserve List"). Upon availability of funds, AICS may decide to finance the project proposals included in the Reserve List according to their ranking position.

2.3.4 Indicative timetable

	DATE*	TIME**
Information meeting	17 September, 2019	11.00 a.m.
Deadline for submission of the Application Form	16 October, 2019	13.00 a.m.
Notification of award	1 st December, 2019*	Not applicable
Signature of the Operational Agreement	12, January 2020*	Not applicable

*Provisional dates: All dates with * are provisional

**Provisional time: All times are in the time zone of the Contracting Authority (the Hashemite Kingdom of Jordan)

2.4 Conditions for implementation after AICS' decision to finance the project

Following the decision to finance the project, the Beneficiary, together with a member of the Joint Service Council – JSC, will enter in a contractual negotiation process with AICS to determine scope of work and selection of beneficiaries criteria and SoPs for Employment Intensive schemes. During this phase, AICS may decide that some modifications or adjustments may be made to the action proposed or to the budget in so far as they do not call into question the award decision, do not conflict with equal treatment of applicants, do not exceed the minimum and maximum ceilings of budget set in this Guidelines and:

- relate to matters clearly identified by the commission during the evaluation process; or
- aim at taking into consideration changes which have occurred since the date of receipt of the proposal.

In accordance with the type of project submitted, the Beneficiary may be asked to present the following documents:

- in case of in-kind/in-cash contribution, the decision of the local authority reserving the proposed in-kind or in-cash cost share for the project;
- Detailed Design (scale 1:50/20/10/5/1);
- Technical Specifications;
- Detailed Bill of Quantities including confidential cost estimation;
- Geodetic survey of the project area;
- Geological and hydrological assessments of the project area;
- Any other necessary document, according to the type of project approved (for example municipal working permit/licence, property certificate etc).

The contractual negotiation process may not be considered concluded prior to the approval of the signature of an Operational Agreement, and is in any case not concluded until AICS and the Beneficiary have agreed on all relevant terms and conditions for the implementation of the project and the responsibilities of each party. In case of failure of the contractual negotiation process with one or more Beneficiaries, AICS may decide to finance the project proposals included in the Reserve List according to their ranking position.

2.5 Procurement procedures

Once the projects are selected, AICS will prepare the tender documents for the works, service and supply contracts that will be tendered according to the Practical Guide to the EU external action (PRAG - last edition). The contracts will be signed by AICS.

The PRAG are available on the Internet at:

<http://ec.europa.eu/europeaid/prag/>

For works, service and supply contracts **below 20,000.00 Euro** the contract may be awarded directly (single tender).

For works and service contracts **between 20,000.00 Euro and 300,000.00 Euro** as well as for supply contracts **between 20,000.00 Euro and 100,000.00 Euro** a simplified procedure must be followed.

For supply contracts **between 100,000.00 Euro and 300,000.00 Euro** as well as for works contracts **between 300,000.00 Euro and 500,000,00 Euro** a local open tender procedure must be applied.

For service and supply contracts **between 300,000.00 Euro and 500,000.00 Euro** an International restricted or open tender procedure must be applied.

3. LIST OF ANNEXES

- Annex A: Application Form (Word format)
- Annex B: Budget (Excel format)
- Annex C: Declaration Letter (Word format)
- Annex D: Administrative Grid (PDF format)