

# Information event about the Call for applications for funding from the Fund for Development Cooperation and Humanitarian Aid

*„Call for applications to receive funding of  
the Fund for Development Cooperation  
and Humanitarian Aid“*



# Content



- Where to look for information?
- Call and it's annexes
- What is new in this Call?
- Terms and conditions of the Call
- Timeline
- What to know when filling out a project application?
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# Where to look for information?

When preparing a project application, it is recommended to search for information in the following:

- On the website of CPVA under specific Call (<https://www.cpva.lt/en/development-cooperation-and-humanitarian-aid/calls-for-proposals/660>)
- In the published terms and conditions of the call (<https://www.cpva.lt/en/development-cooperation-and-humanitarian-aid/calls-for-proposals/660>)
- In the specific project concept
- Etc.



<https://www.cpva.lt/en>





# The purpose of the Call



To select and finance projects in line with the strategic directions for Lithuanian development cooperation and the concepts approved by the Governing Board of the Fund for the Development Cooperation and Humanitarian Aid.

Important documents:

**SUBMIT APPLICATION**

**TERMS AND CONDITIONS OF THE CALL (Call for applications to receive funding of the Fund for the Development Cooperation and Humanitarian Aid)**

**Development Cooperation project Concepts**

**Project Application Estimate**

**Applicant's Confirmation**

**Declaration by the Project Promoter and the Project Partner(s)**

**Plans for Implementation of Project Activities and publicity of the project**

**Certificate of justification for the voluntary work planned to cover part of the Own contribution**

**Administrative compliance evaluation form**

**Content and cost validity assessment**

The terms and conditions of the call and it's annexes are published in the section “Development Cooperation and Humanitarian Aid” of the website [www.cpva.lt](http://www.cpva.lt).

## Annexes to the Call:

- The concepts (9);
- Project application estimate;
- Applicant's confirmation;
- Declaration by the project promoter and project partner (s) (if any);
- Plans for the implementation of the project activities and publicity of the project;
- Certificate of justification for the voluntary work planned to cover part of the Own contribution;
- Evaluation of the administrative compliance of a project application;
- Evaluation of the content and the reasonableness of costs of the project application.

# What is new in this Call?

## Fundamental changes in the terms and conditions of the Call compared to the Call of 2023:

- Up to 50 percent of the required Own contribution may be in the form of an in-kind contribution, valued in monetary terms (if the project promoter or project promoter and partner meet the definition of a NGO or Social Partner), provided it meets the terms and conditions of the Call (paragraphs 6.5 and 9).
- The application must be accompanied by a mandatory document (failing which the application will be rejected) - the estimate of the project application (paragraphs 10.6-10.7 of the Terms and Conditions of the Call)
- An application will be rejected if it has not met the requirements of the administrative eligibility assessment, if it scores 55 points or less in the assessment of the project's content and the reasonableness of the costs and/or if it scores less than 50 per cent of the total score in at least one of the groups of assessment criteria (paragraph 11 of the Terms and Conditions of the Call).
- Etc.

*Kvietimo sąlygose ir jų prieduose gali būti ir daugiau Jums aktualių pokyčių. Rekomenduojame peržiūrėti dokumentus atidžiai.*



# Terms and conditions of the Call

## Requirements for applications, applicants and partners



- Applicants and project partners can be Lithuanian and foreign legal entities, other organisations, their subdivisions, and natural persons;
- The applicant must have at least one partner registered in the partner country. A partner in the partner country is not necessary if the project application is submitted by an applicant registered in a partner country;
- Special requirements for applicants and partners can be determined in the Concepts approved by the Governing Board of the Fund;
- One applicant can submit only one application per one concept. If an applicant or partner submits more than one project application per one concept, all applications submitted by that applicant and/or partner under a single concept will be rejected.
- The project application should meet all the requirements set out in this Call and Concepts.



# Terms and conditions of the Call

## Requirements for applications, applicants and partners



An application will be rejected if the applicant and/or the project partner:

- has not repaid the Fund's previously received funds that have been declared repayable.
- is in the list of Article 2(2) of the Law on International Sanctions of the Republic of Lithuania.
- and/or the responsible persons of the project promoter and/or project partner authorised to represent or control the project promoter and/or project partner, have a valid conviction for the criminal offences specified in the Terms and Conditions of the Call (paragraph 3.7.3)
- is included in the World Bank's listing of Ineligible Firms and Individuals and the European Bank for Reconstruction and Development's list of ineligible entities.

The amount of funding of the Fund may not be allocated if the applicant:

- has not fulfilled its tax payment obligations.
- has supplied false information or falsified documents in the application or supporting documents.
- is the subject of bankruptcy or liquidation proceedings and/or is subject to seizure of assets and could be subject to recovery from the Fund resources for the project.



# Concept 1,,PROMOTION OF SOCIETAL RESILIENCE TO DISINFORMATION AND PREVENTION OF HYBRID THREATS“



1. Partner country (ies)	Republic of Armenia
2. Area(s) of cooperation	Democracy and civil society Public awareness
3. Project description	
3.1. Project aim	To enhance societal resilience to disinformation and hybrid threats in Armenia
3.2. Project objectives	<ol style="list-style-type: none"> <li>1. Empower Armenian civil society organizations to identify and resist attempts to exploit the information space and civil liberties.</li> <li>2. Systematically educate the public about the dangers posed by disinformation, the nature of hybrid threats, and their manifestations.</li> <li>3. Promote collaboration among state institutions, civil society, and the media to strengthen societal resilience to disinformation and hybrid threats.</li> </ol>
3.3. Target group(s)	Civil society organizations
4. Estimated duration of project implementation	Up to 24 months
5. Additional information <i>Where available, indicate additional evaluation criteria* for project applications to be drawn up according to this project concept, or other information important to applicants.</i>	Experience in implementing projects of a similar nature.



# Concept 2 „STRENGTHENING NATIONAL AND REGIONAL MEDIA CAPABILITIES AND RESILIENCE TO DISINFORMATION“



1. Partner country (ies)	Republic of Moldova
2. Area(s) of cooperation	Media
3. Project description	
3.1. Project aim	To strengthen Moldova's national and regional media capabilities and resilience to disinformation.
3.2. Project objectives	<ol style="list-style-type: none"> <li>1. Enhance Moldova's media analysis and strategic communication capabilities at the national and regional levels.</li> <li>2. Foster collaboration among state institutions, civil society, and the media in identifying and countering disinformation.</li> <li>3. Systematically educate the public about the manifestations and threats of disinformation.</li> </ol>
3.3. Target group(s)	National and regional media, journalists
4. Estimated duration of project implementation	Up to 24 months
5. Additional information <i>Where available, indicate additional evaluation criteria* for project applications to be drawn up according to this project concept, or other information important to applicants.</i>	Experience in implementing projects of a similar nature.



# Concept 3 „STRENGTHENING ADMINISTRATIVE AND INSTITUTIONAL CAPACITY IN THE FIELD OF EUROINTEGRATION IN MOLDOVA“



1. Partner country (ies)	Republic of Moldova
2. Area(s) of cooperation	Good governance
3. Project description	
3.1. Project aim	To strengthen Moldova's public sector administrative and institutional capacities to implement reforms in the field of eurointegration.
3.2. Project objectives	<ol style="list-style-type: none"> <li>1. Contribute to the successful implementation of recommendations outlined in the European Commission's Report on the Republic of Moldova dated November 8, 2023 <a href="#">SWD(2023) 698 final</a>), in the chosen sector(s).</li> <li>2. Implement best practices that align Moldova with EU standards and enhance readiness for negotiations on EU membership.</li> </ol>
3.3. Target group(s)	State institutions of Moldova
4. Estimated duration of project implementation	Up to 24 months
5. Additional information <i>Where available, indicate additional evaluation criteria* for project applications to be drawn up according to this project concept, or other information important to applicants.</i>	Experience in implementing similar projects with state institutions in Eastern Partnership countries.



# Concept 4 „ECONOMIC AND SOCIAL EMPOWERMENT OF WOMEN AND GIRLS IN IRAQ“



1. Partner country (ies)	Iraq
2. Area(s) of cooperation	Gender equality and women empowerment Education
3. Project description	
3.1. Project aim	To improve the economic and social status of women and girls by creating opportunities for professional employment.
3.2. Project objectives	<ol style="list-style-type: none"> <li>1. Develop and implement an innovative training program for women and girls that meets the needs of the labour market.</li> <li>2. Encourage women's small business initiatives and provide knowledge about financial services and diverse income sources.</li> <li>3. Enhance the skills of women and girls to facilitate access to economic resources and social networking.</li> </ol>
3.3. Target group(s)	Women and girls seeking to strengthen their economic and social skills.
4. Estimated duration of project implementation	Up to 24 months
5. Additional information <i>Where available, indicate additional evaluation criteria* for project applications to be drawn up according to this project concept, or other information important to applicants.</i>	<ul style="list-style-type: none"> <li>- Experience in implementing projects of a similar nature.</li> <li>- Experience in the countries of migration origin.</li> </ul>



## Concept 5 „DIGITAL TRANSFORMATION IN KENYA“



1. Partner country (ies)	Kenya
2. Area(s) of cooperation	Digitalisation and innovation
3. Project description	
3.1. Project aim	Contribute to the improvement of public digital services management and accessibility in Kenya, based on the country's national development goals.
3.2. Project objectives	<ol style="list-style-type: none"> <li>1. Develop a service model encompassing institutional, legal, organizational, and technical aspects to optimize the delivery and accessibility of public digital services in Kenya within a selected area.</li> <li>2. Contribute to achieving consensus among relevant Kenyan institutions to implement the proposed service model, ensuring its alignment with national development goals.</li> </ol>
3.3. Target group(s)	Public sector in Kenya
4. Estimated duration of project implementation	Up to 24 months
5. Additional information <i>Where available, indicate additional evaluation criteria* for project applications to be drawn up according to this project concept, or other information important to applicants.</i>	Experience in implementing projects of a similar nature.



# Concept 6 „STRENGTHENING SOCIETAL RESILIENCE TO DISINFORMATION AND HYBRID THREATS“



1. Partner country (ies)	Georgia
2. Area(s) of cooperation	Democracy and civil society Public awareness
3. Project description	
3.1. Project aim	To strengthen the resilience of Georgian society to disinformation and hybrid threats.
3.2. Project objectives	<ol style="list-style-type: none"> <li>1. Empower Georgian civil society organizations to recognize and counter attempts to abuse the information space and civil liberties.</li> <li>2. Systematically educate the public about the dangers posed by disinformation, the nature of hybrid threats, and their manifestations.</li> <li>3. Promote collaboration among state institutions, civil society, and the media in enhancing societal resilience to disinformation and hybrid threats.</li> </ol>
3.3. Target group(s)	Civil society organizations
4. Estimated duration of project implementation	Up to 24 months
5. Additional information <i>Where available, indicate additional evaluation criteria* for project applications to be drawn up according to this project concept, or other information important to applicants.</i>	Experience in implementing projects of a similar nature.



# Concept 7 „PROVISION OF PSYCHOSOCIAL ASSISTANCE TO INDIVIDUALS AFFECTED BY THE WAR AGAINST UKRAINE“



1. Partner country (ies)	Ukraine
2. Area(s) of cooperation	Health care
3. Project description	
3.1. Project aim	Increasing the accessibility of mental health and social services for the most vulnerable individuals affected by Russia’s war against Ukraine.
3.2. Project objectives	<ol style="list-style-type: none"> <li>1. Provision of individual psychological support.</li> <li>2. Provision of group therapy services, establishment of mutual aid groups.</li> <li>3. Establishment and maintenance of a psychological support hotline via phone/internet.</li> <li>4. Provision of social services to facilitate communication, integration into the community, and pursuit of professional reintegration.</li> </ol>
3.3. Target group(s)	<p>Groups targeted for assistance among those affected by the war against Ukraine (<b>select one</b>):</p> <ul style="list-style-type: none"> <li>- children;</li> <li>- people with disabilities;</li> <li>- women victims of violence.</li> </ul>
4. Estimated duration of project implementation	Up to 24 months
5. Additional information <i>Where available, indicate additional evaluation criteria* for project applications to be drawn up according to this project concept, or other information important to applicants.</i>	<ul style="list-style-type: none"> <li>- Experience in implementing projects of a similar nature;</li> <li>- <b>The project will be considered suitable if it meets at least two objectives.</b></li> </ul>



# Concept 8 „STRENGTHENING DIGITAL AND BUSINESS SKILLS OF YOUNG PEOPLE AND WOMEN IN NIGERIA, KENYA, AND GHANA“



1. Partner country (ies)	Nigeria, Kenya, Ghana*	<i>*Please select one or multiple countries listed.</i>
2. Area(s) of cooperation	Digitalisation and innovation Gender equality and women empowerment	
3. Project description		
3.1. Project aim	To enhance the digital skills of young people and women, preparing them for a career in the field of innovation and technology.	
3.2. Project objectives	<ol style="list-style-type: none"> <li>1. Implement programs that promote entrepreneurship among young people and women, providing them with digital technology skills and tools necessary to start and expand businesses.</li> <li>2. Contribute to reducing digital divide by creating tools to facilitate access for young people and women to digital resources and services, especially in rural areas.</li> </ol>	
3.3. Target group(s)	Young people and women seeking active engagement in the job market, starting their own businesses, or looking to acquire skills to expand their businesses.	
4. Estimated duration of project implementation	Up to 24 months	
5. Additional information <i>Where available, indicate additional evaluation criteria* for project applications to be drawn up according to this project concept, or other information important to applicants.</i>	Experience in implementing projects of a similar nature. Expertise and knowledge of the situation in the countries of origin of migration.	



# Concept 9 „SUPPORT FOR CIVIL SOCIETY“



1. Partner country (ies)	Ukraine, Moldova, Georgia, Armenia*	<i>*Please select one or multiple countries listed.</i>
2. Area(s) of cooperation	Democracy and civil society	
3. Project description		
3.1. Project aim	Empowering civil society organizations to develop activities aimed at significant and long-term changes in the country.	
3.2. Project objectives	<p>1. Strengthening civil society organizations:</p> <p>1.1. Developing the ability to effectively engage in shaping and implementing public policies;</p> <p>1.2. Enhancing the quality, transparency, and accountability to members and society;</p> <p>1.3. Promoting civil society networking.</p> <p>2. Increasing the role of civil society in achieving important changes for the state and society:</p> <p>2.1. Encouraging sustainable collaboration with the public sector in implementing state strategic goals;</p> <p>2.2. Providing expertise to state institutions;</p> <p>2.3. Readiness to participate in the state crisis management structure.</p>	
3.3. Target group(s)	Civil society organizations of partner country(-ies).	
4. Estimated duration of project implementation	Up to 24 months	
5. Additional information <i>Where available, indicate additional evaluation criteria* for project applications to be drawn up according to this project concept, or other information important to applicants.</i>	Experience in implementing similar projects with civil society organizations in EU Eastern Partnership countries.	

# Terms and conditions of the Call

## Funds and costs of the project

- The amount intended to be allocated from the Fund according to the Call – **EUR 850 000**.
- The minimum amount of funding that can be requested from the Fund per one project – **EUR 30 000**. The maximum – **EUR 100 000**.
- If the total cost of the project is **less or equal to EUR 50 000** – maximum duration of the project activities not more than 12 months. If the total cost of the project is **more than EUR 50 000** – maximum duration of the project activities not more than 24 months.
- The share financed by the Fund is up to **90 %** of the total eligible project costs. All the project costs are paid in equal proportion as approved while evaluating the application.

*Example: the applicant has indicated in the application that it will contribute 10% of its own funds to the project. Once the project application has been approved for funding, all actual eligible project costs will be paid on a 90:10 basis, with 90% from the Fund and 10% from the Own contribution.*

- The minimum amount of the Own contribution – **10 %** of the total value of the project.

*Example: the total value of the project (amount of funding from the Fund + amount of the Own contribution; planned and justified in the estimate of the project application) is EUR 50 000, in which case the max amount of the Fund to be requested will be up to EUR 45 000 (EUR 50 000 x 90 % = EUR 45 000), the min amount of the Own contribution to be contributed will be EUR 5 000 (EUR 50 000 x 10 % = EUR 5 000).*

- Up to **50 %** of the required Own contribution may be in the form of an in-kind contribution (if allowed under T&C of the Call).

*Example: the applicant has indicated in the application that it will contribute 10% of its own funds to the project, and the 10% is €3 000. In this case, 50% of €3 000 would be €1 500.*

- The indirect project costs cannot be more than **10 %** of the total value of the project.
- The costs for the activities foreseen in the project estimate **must be justified with documents**.

# Terms and conditions of the Call

## In-kind contribution

In-kind contribution to the project is eligible, but only if the project promoter (applicant) meets the definition of an NGO or Social partner provided in paragraph 9.2 of the Terms and Conditions of the Call

**NGO** – a public legal person acting on a voluntary basis, independent of state or municipal institutions and bodies, for the benefit of the public or a group of the public, the purpose of which is not to seek political power or to pursue purely religious aims, and which holds a document certifying its NGO status

**Social partner** – employers' association and/or trade union. Associations are recognised as Social partners if, in accordance with their constituent documents, they represent the rights and interests of the employers of their members in social partnership. A trade union is a voluntary, autonomous, self-governing organisation that represents and defends workers' professional labour, economic and social rights and interests. Social partner must hold a document certifying its status

# Terms and conditions of the Call

## In-kind contribution

In-kind contribution can be only by the project promoter (applicant) and/or the project partner meeting the definition of an NGO or Social partner

*For example:*

- (1) the project promoter (applicant) is an NGO and the project partner is an NGO – in-kind contribution to the project is possible, both the project promoter and the project partner can contribute in kind;*
- (2) the project promoter (applicant) is an NGO and the project partner is not an NGO or a Social partner – in-kind contribution to the project is possible, but only the project promoter (NGO) can contribute in kind;*
- (3) the project promoter (applicant) is not an NGO or a Social partner, the project partner is an NGO – in-kind contribution to the project is not possible, because the project promoter is not an NGO or Social partner.*

*In example 3, the in-kind contribution planned in the project application is recognized as ineligible expenses and the project application budget is reduced accordingly due to non-compliance with the paragraph 9.1 of the Terms and Conditions of the Call.*

# Terms and conditions of the Call

## In-kind contribution

An in-kind contribution is eligible in the project, if the conditions set out in paragraph 9 of the Terms and Conditions of the Call are met

Only voluntary work, where the actual time spent is expressed in monetary value, can constitute a contribution in kind. Voluntary work must be measurable and/or produce a tangible result

The in-kind contribution is expressed in monetary value using the volunteering rates adopted by the Decision C (2019) 2646 of 10 April 2019<sup>7</sup> of European Commission, published on

[https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/unit-cost-decision-volunteers\\_en.pdf](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/unit-cost-decision-volunteers_en.pdf)

Voluntary work must be documented in a written contract between the volunteer and the employer; the same person cannot be contracted for the same functions or work/position under both an employment contract or service contract and a voluntary contract

# Terms and conditions of the Call

## Project's activities and costs

### The eligible costs of the project:

#### The direct costs for implementing the project activities

- expenditure on staff directly involved in the implementation of the project activities (project promoter's and/or project partner's staff or persons working under service contracts): wage costs related to the implementation of specific project activities and wage-related costs;
- the cost of expert services;
- business trip/travel expenses\*;
- the costs of training planned in the project activities (costs of organising the events: travel, accommodation, catering for the participants of training, rental of premises for events, rental of equipment and facilities for events, rental of transport, expenses on stationery, and other costs related to the event);
- the costs of purchasing goods and services at market prices (translation services, publication of articles, editing services, etc.);
- the cost of acquiring current assets\*, provided they are necessary for the direct implementation of the project activities;
- the cost of acquiring fixed assets\* if this is part of the project;
- the cost of carrying out the work/contracting if it is part of the project;
- costs related to the publicity of the Project (presenting the results of the Project, articles, dissemination of information on social networks, posters, leaflets, representation expenses, etc.);
- value added tax (VAT), if it is not recoverable by the project promoter or project partner.

#### Indirect project management costs

- expenditure which is not directly attributable to the implementation of the project activities, but which is directly linked to them and is necessary. They may include: salaries and related costs of the project promoter and/or project partner staff (project manager, project coordinator, project financier and other members of the project team) administering the project, provided they are calculated and paid for the actual time spent for the project administration;
- the cost of acquiring project administration services (e.g. of project administration, accounting, auditing);
- business trip/travel expenses for project administrators (project promoter and/or project partner staff (project manager, project coordinator, project financier and other members of the project team));
- costs of rental and maintenance of office space, transport, costs of acquisition of current and fixed assets that are not directly attributable to the implementation of the project's activities (depreciation if the useful life of the asset is longer than the duration of the project) or rental, communications, financial services costs.

# Terms and conditions of the Call

## Project's activities and costs

### The ineligible costs of the project:

- Expenses that do not meet paragraphs 8.4 and 8.5 of the Terms and Conditions of the Call;
- expenditure on the acquisition of fixed assets and expenditure on other investments, including (contract) works, except when that is an integral part of the project;
- an in-kind contribution that does not meet the conditions set out in this Call;
- expenditure already financed from other sources;
- costs that increase the cost of a project without proportionately increasing its value;
- VAT recoverable by the project promoter and/or project partner;
- expenditure incurred in breach of the provisions of the legislation governing the use of funds by the project promoter or project partner;
- expenditure on the acquisition of arms, other military equipment, nuclear technology not intended for peaceful purposes, luxury goods, services or gifts, and other activities contrary to Lithuania's foreign policy interests;
- the cost of meals for the employees of the project promoter and/or project partner, if they have been paid a per diem allowance during their business trip;
- the cost of meals and accommodation provided by service providers, which are included in the service rate (unless otherwise agreed in the contracts);
- interest;
- expenditure planned to be incurred outside the project implementation period.

# Terms and conditions of the Call

## Submission of the project application

- Applications must be completed and submitted ONLY via the electronic submission system "Submittable".
- The application can be completed in Lithuanian or English. Lithuanian legal or natural persons (applicants) shall complete and submit the project application in Lithuanian; foreign legal or natural persons (applicants) shall complete and submit the project application in English or Lithuanian. Take note that according to the Law on the State Language of the Republic of Lithuania, the Lithuanian institutions handle documents in the national language.
- If the application is accompanied by annexes issued / prepared in other languages, these documents must be submitted in the original language, accompanied by a translation into Lithuanian or English.
- The application must be accompanied by the following documents:
  - The mandatory document (failing which the application will be rejected) - the project application estimate;
  - Other documents: confirmation of the project applicant, declaration(s) by the project promoter and project partner(s), document certifying the legal status of the project promoter or a copy of the passport of a natural person; free-form commitment to finance the specific project with own contribution; supporting documents for the costs referred to in the Call; plans for the implementation of the project activities and publicity of the project; cooperation agreement between the project promoter and the project promoter's partner in the partner country(ies), power of attorney to submit the project application (if needed), etc.

An application is rejected if the applicant and/or the partner has provided false or misleading information, if it has not met the requirements of the administrative eligibility assessment, if it scores 55 points or less in the assessment of the project's content and the reasonableness of the costs and/or if it scores less than 50 per cent of the total score in at least one of the groups of assessment criteria.

1 stage



## Administrative eligibility assessment

which determines whether the applicant, the project partner and the project application meet the administrative eligibility criteria set out in the Terms and Conditions of the Call

2 stage



## Assessment of the content and reasonableness of costs

which assesses whether the project application meets the content and reasonableness of costs assessment criteria set out in the Terms and Conditions of the Call

# Terms and conditions of the Call

## Administrative eligibility assessment

Substantial deficiencies leading to the rejection of the application after the administrative compliance eligibility assessment:

- the application is submitted after the deadline date specified in the Call;
- the application is submitted in a manner and/or form other than that specified in the Call;
- the applicant and/or project partner has submitted more than one application for a concept;
- the application is not submitted for an area(s) of cooperation set in the concept;
- the applicant and/or partner is not eligible under the Terms and Conditions of the Call;
- the application names a wrong partner country as provided in the Call;
- the application is submitted without partners from the partner country (unless the application is submitted by an entity from the partner country), or the other exceptions set out in the Terms and Conditions of the Call are not met;
- the application is not accompanied by a Project Estimate and the other required annexes specified in the Call;
- the amount requested to be funded does not comply with the requirements set out in the Call;
- unsecured Own contribution to the Project;
- the duration of the project specified in the project application does not meet the Terms and conditions of the Call.



# Terms and conditions of the Call

## The assessment of the content and reasonableness of costs



The assessment of the content and reasonableness of costs of the project application will result in the award of a score. The overall score given to an application is the average of the scores given by the evaluators. The project application will be rejected if:

- an application scores 55 points or less in the assessment of the content and the reasonableness of the costs,
- it scores less than 50 per cent of the sum of the scores in at least one of the groups of evaluation criteria.

After the evaluation of all applications, the CPMA will prepare a separate ranking of the applications to be recommended for funding for each concept. Priority will be given to the funding of at least one application per concept.



# TIMELINE



Evaluation of the administrative compliance

Final decision for funding the applications

Project applications must be submitted until 7 May 2024, 17:00 Lithuanian time.

the assessment of the content and costs evaluation

Signing the project implementation agreements – August 2024



**LTAID**

Lithuanian Development  
Cooperation



**What to know when  
filling out a project  
application**



# Administrative eligibility assessment



# The most common mistakes

## Administrative eligibility assessment

The project application is not accompanied by a mandatory document  
in the case of this call, it is the project application estimate

1



Microsoft Excel  
Worksheet

*! If the project application estimate is not submitted with the project application, the project application is rejected for non-compliance with the administrative eligibility assessment requirements (paragraph 10.6 of the Terms and Conditions of the Call). The right to submit the missing document during the project application evaluation is not granted. In the case of this call, there are no other mandatory documents to be attached to the project application, which lead to irrevocable rejection of the project application*

# The most common mistakes

## Administrative eligibility assessment

The same legal entity, other organisation, subdivision or natural person is named as an applicant or project partner in more than one project application under a single Concept

*For example, Company "X" submitted a project application for Concept 1. Company "Y" also submitted a project application for Concept 1 and stated in it that it is submitting the project application with project partner Company "X". It is estimated that Company "X" is indicated as an applicant and project partner in more than one project application in a single Concept.*

*! If more than one project application is submitted by the applicant or project partner under a single Concept, all project applications submitted by that applicant and/or project partner under a single Concept shall be rejected for non-compliance with the administrative eligibility assessment requirements (paragraph 3.5 of the Terms and Conditions of the Call), unless the applicant and/or project partner withdraws in writing the other project application(s) submitted until the deadline for submission of applications.*

*This type of information provided in the project application cannot be updated by the applicant during the evaluation of the project application*

# The most common mistakes

## Administrative eligibility assessment

Unsecured own contribution to the project –  
at least 10 per cent of the total amount (value) of the project

B. PROJECT FUNDING SOURCES:		Percentage	Amount of costs, EUR
<b>Total project value:</b>		100%	50 000,00
1.	<b>The amount requested to be financed by the Fund, EUR</b>	90,00000%	45000,00
2.	<b>OWN CONTRIBUTION</b> <i>(the project promoter's own funds and/or a financial contribution from the project partner and/or other entities financing the project) :</i>	10,00000%	5000,00
2.1.	Financial contribution of the applicant (project promoter), EUR:		5000,00

*! If own contribution to the project is less than 10 per cent of the total amount of the project, the project application will be rejected for non-compliance with the administrative eligibility assessment requirements (paragraph 6.1 of the Terms and Conditions of the Call).*

*This type of information provided in the project application cannot be updated by the applicant during the evaluation of the project application*

# The most common mistakes

## Administrative eligibility assessment

The project application is submitted without a project partner(s) registered in the partner country, when it is mandatory

### DEVELOPMENT COOPERATION PROJECT CONCEPT NO 1

#### “PROMOTION OF SOCIETAL RESILIENCE TO DISINFORMATION AND PREVENTION OF HYBRID THREATS”

##### GENERAL INFORMATION ON THE PROJECT

1. Partner country (-ies)

Republic of Armenia

*! The applicant (project promoter) must have at least one project partner registered in the partner country(ies). If the project application is submitted without a project partner registered in the project partner country(ies), when it is mandatory, the project application will be rejected for non-compliance with the administrative eligibility assessment requirements (paragraph 3.3 of the Terms and Conditions of the Call). A project partner in a partner country is not necessary if the project application is submitted by an applicant (project promoter) registered in a partner country.*

*This type of information provided in the project application cannot be updated by the applicant during the evaluation of the application*



## Assessment of the content and reasonableness of costs

# Criteria for evaluation of the content and reasonableness of costs

- 1 criterion  Relevance of the project (18 points)
- 2 criterion  Project justification (20 points)
- 3 criterion  Financial justification of the project (20 points)
- 4 criterion  Project continuity, impact on the target group and sustainability of results (15 points)
- 5 criterion  Project management and experience (17 points)
- 6 criterion  Specific criteria (10 points)

# The most common mistakes

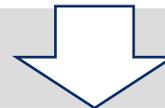
## 1. Relevance of the project

The relevance of the project is described superficially, references to relevant legal acts are not provided, project significance is unjustified

**1** When describing the relevance of the project, the information must be specific, relevant to the project and presented in a concentrated manner



**2** References to relevant legal acts, their specific clauses must be provided, justifying how they correspond to/contribute to the specific policy, strategy, goal



**3** The problem addressed by the project must be relevant and significant, clearly defined and analyzed

# The most common mistakes

## 2. Project justification

The aim and/or objectives of the project do not correspond to the Concept or only partially correspond to it

Project aim and objectives

=

*Example*

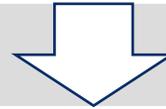
DEVELOPMENT COOPERATION PROJECT CONCEPT NO 1	
“PROMOTION OF SOCIETAL RESILIENCE TO DISINFORMATION AND PREVENTION OF HYBRID THREATS”	
GENERAL INFORMATION ON THE PROJECT	
<b>3. Project description</b>	
<b>3.1. Project aim</b>	To enhance societal resilience to disinformation and hybrid threats in Armenia
<b>3.2. Project objectives</b>	<ol style="list-style-type: none"> <li>Empower Armenian civil society organizations to identify and resist attempts to exploit the information space and civil liberties.</li> <li>Systematically educate the public about the dangers posed by disinformation, the nature of hybrid threats, and their manifestations.</li> <li>Promote collaboration among state institutions, civil society, and the media to strengthen societal resilience to disinformation and hybrid threats.</li> </ol>

# The most common mistakes

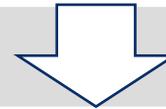
## 2. Project justification

The activities and results of the project are not specific, not measurable, do not correspond to the aim and/or objectives and/or activities of the project

**1** Project activities must be linked to the project's aim and objectives, and form the assumption for the implementation of the project's objectives



**2** The results of the project must be specific, quantitatively expressed and measured, clearly separated and detailed according to the activities performed



**3** The project application must maintain a consistent internal logic of the project

# The most common mistakes

## 2. Project justification

The target group of the project does not correspond to the Concept or only partially corresponds to it, the size of the target group is not determined, its inclusion in the implementation of activities is not described (if inclusion is foreseen)

Target group of the project

=

*Example*

<b>DEVELOPMENT COOPERATION PROJECT CONCEPT NO 1</b>	
<b>“PROMOTION OF SOCIETAL RESILIENCE TO DISINFORMATION AND PREVENTION OF HYBRID THREATS”</b>	
<b>GENERAL INFORMATION ON THE PROJECT</b>	
<b>3.3. Target group(s)</b>	Civil society organizations

# A good example

## 2. Project justification

### 3.1.1. Project aim \*

Creating vocational employment opportunities for Iraqi youth to improve their economic and social situation and encourage potential migrants to stay in their country.

### 3.1.2.(1) Project objectives. Objective 1: \*

To analyse the situation of vocational education in Iraq and to identify sectors for optimal transfer of Lithuanian vocational education experience.

### Activity 1 of Objective 1 \*

Developing an overview of the situation of vocational education in Iraq.

### Results of Activity 1 of Objective 1 \*

Prepared overview of the situation of vocational education in Iraq - 1 pc.

# A good example

## 2. Project justification

### Activity 2 of Objective 1 \*

Conducting an interview survey of at least 10 local authorities based on a pre-defined questionnaire.

### Results of Activity 2 of Objective 1 \*

1. Questionnaire prepared - 1 pc.
2. A survey of 10 representatives of local authorities conducted.
3. A situation analysis report on vocational education in Iraq prepared.

### 3.1.2.(2) Project objectives. Objective 2: \*

<...>

### 3.2. Target group(s) \*

In the Iraqi vocational education institutions "A" in Baghdad and "B" in the Kurdistan region of Iraq, where the implementation plan of innovative, modern vocational education programs in demand in the Iraqi labor market will be implemented according to the Objective 2 of the project. There are 30,000 Iraqi youth studying in the mentioned institutions.

# The most common mistakes

## 2. Project justification

The plans for the implementation of project activities and its publicity are not detailed and not separated

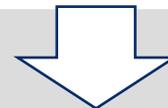
1

The plan for the implementation of project activities must be drawn up in accordance with the activities planned in the project application, a logical sequence and detail must be maintained



2

A rational implementation period must be provided for the implementation of the project and its publicity activities, ensuring sufficient time to implement them



3

The project and publicity activities must be clearly separated and planned in separate implementation plans



# Important when preparing a project application estimate

## 3. Financial justification of the project

The amount of own contribution to the project cannot be less than 10% of the total project costs



Indirect project costs cannot be more than 10 per cent of the total project costs



In-kind contribution (if provided for in accordance with paragraph 9 of the Terms and Conditions of the Call) cannot be more than 50 percent of the share of own contribution



Project costs can only be incurred by the project promoter and/or the project partner(s)

# Important when preparing a project application estimate

## 3. Financial justification of the project

The costs for the activities foreseen in the project application estimate must be justified by documentation to be submitted with the project application (paragraph 8.11 of the Terms and Conditions of the Call)



The following shall be submitted in support of the amount of costs planned for goods and/or services and/or works:

- when the price of the object is over or equal to EUR 15K without VAT – at least 3 commercial offers (the project application estimate shall indicate the average price of the 3 commercial offers; offers must be no older than 3 months before the deadline for submission of project applications)
  - when the price of the object is up to EUR 15K without VAT – 1 commercial offer
- or
- screenshots of at least 3 webpages of online shops showing the price of the goods, services or works
  - a copy of a signed contract for goods, services or works, if it was concluded no earlier than 1 year before the deadline for submission of project applications (where the goods, services or works are equivalent to those included in the project application estimate)

# Important when preparing a project application estimate

## 3. Financial justification of the project

The costs for the activities foreseen in the project application estimate must be justified by documentation to be submitted with the project application (paragraph 8.11 of the Terms and Conditions of the Call)



The following shall be submitted in support of the amount of costs planned for salary:

- certificates on the rates normally applied in the institution
- certificates on the 6-month average salary of a specific employee
- certificates on the average total salary of employees in the relevant position (or performing similar functions), or
- references to publicly available information on average salaries in Lithuania and/or the partner country (institution, organisation), etc.)

# Important when preparing a project application estimate

## 3. Financial justification of the project

The costs for the activities foreseen in the project application estimate must be justified by documentation to be submitted with the project application (paragraph 8.11 of the Terms and Conditions of the Call)



The following certificate in the form prescribed by the CPVA shall be submitted in support of the amount of costs planned for voluntary work

		Annex 6 to the Call	
<b>CERTIFICATE OF JUSTIFICATION FOR THE VOLUNTARY WORK PLANNED TO COVER PART OF THE OWN CONTRIBUTION</b>			
		(date: YYYY-MM-DD)	
<b>PROJECT TITLE:</b>			
<b>NAME OF THE APPLICANT:</b>			
<b>THE APPLICANT IS (select respectively):</b>		<input type="radio"/> Non-Governmental Organisation (NGO) <input type="radio"/> Social Partner	
<b>PROVIDE JUSTIFICATION THAT THE AN NGO OR SOCIAL PARTNER:</b>			



Microsoft Excel  
Worksheet

Certificate is published on <https://www.cpva.lt/en/development-cooperation-and-humanitarian-aid/calls-for-proposals/660/k85>

# Important when preparing a project application estimate

## 3. Financial justification of the project

No justification is required for the costs planned in the project application estimate when the costs are planned (paragraph 8.12 of the Terms and Conditions of the Call):

for short-term experts and/or speakers working under service contracts (fees) and where such planned costs per person are not more than or equal to EUR 350 per working day or EUR 43,75 per working hour, and include all other related costs of the short-term expert and/or speakers (e.g. travel, hotel, etc.)

for travel (of more than one day's duration) to a foreign country (excluding travel to and from the foreign country by all means of transport) and where such costs do not exceed the European Commission's per diem rate (cover accommodation, meals, local travel, insurance and other necessary travel expenses in foreign countries) published on

[https://international-partnerships.ec.europa.eu/document/download/16b30948-4166-4846-98bb-aa055be5fd75\\_en?filename=Per%20diem%20rates%20-%2025%20July%202022.pdf](https://international-partnerships.ec.europa.eu/document/download/16b30948-4166-4846-98bb-aa055be5fd75_en?filename=Per%20diem%20rates%20-%2025%20July%202022.pdf)

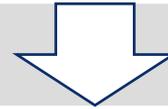
*Note! The rates referred to in paragraph 8.12 of the Terms and Conditions of the Call shall be used only for the purpose of evaluating the costs planned in the project application estimate. Actual expenditure will have to be declared at the time of implementation of the project, supported by documentation of expenditure incurred and paid*

# The most common mistakes

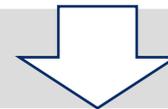
## 3. Financial justification of the project

The project application estimate is not prepared according to the established requirements, supporting documents are not attached

1 Costs must be planned consistently, according to the project structure, i.e., according to the project objectives and activities planned in the project application



2 The project application estimate must show a clear relationship between project objectives, activities and planned costs



3 All supporting documents must be attached to the project application as scores will be given based on the information provided with the initial project application.  
The CPVA may ask the applicant to submit missing documents, but they will be only used to determine the amount of eligible or ineligible costs, but not increase the score of the project application

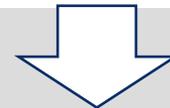
# The most common mistakes

## 3. Financial justification of the project

**4** When costs are based on commercial offers, such costs should be included in the project application estimate based on the average price of these commercial offers, numbers should not be rounded to whole numbers



**5** When costs are based on certificates or are planned according to fixed rates, they must not exceed the amounts specified in the certificates or rates



**6** The costs must be planned in accordance with the limitations set for the requested amount, indirect project costs, in-kind contribution and own costs



**7** The amount requested from the Fund for the project (!not the total value of the project) should be in the range of EUR 30,000–100,000 (paragraph 5 of the Terms and Conditions of the Call)

# A good example

## 3. Financial justification of the project

Project objective 1 (paragraph 3.1 of the project application):

To analyse the situation of vocational education in Iraq and to identify sectors for optimal transfer of Lithuanian vocational education experience

Project activities of objective 1 (paragraph 3.1 of the project application):

1. Developing an overview of the situation of vocational education in Iraq
2. Conducting an interview survey of at least 10 local authorities based on a pre-defined questionnaire



PROJECT APPLICATION ESTIMATE				
A.	PROJECT ACTIVITIES	Measurement unit <i>(hour / day / night / unit / km, etc.)</i>	Total number of units	Unit's price, EUR
	1	2	3	4
I.	<b>THE DIRECT COSTS (EXPENSES BY INDIVIDUAL OBJECTIVES):</b> <i>(to be numbered and worded in the same way as in points 3.1.2 to 3.1.3 of the ap</i>			
1.	<b>Objective -</b> To analyse the situation of vocational education in Iraq and to identify sectors for optimal transfer of Lithuanian vocational education experience			
1.1.	<b>Activity -</b> Developing an overview of the situation of vocational education in Iraq			
1.1.1.	Overview preparation services	unit	1	20000
1.2.	<b>Activity -</b> Conducting an interview survey of at least 10 local authorities based on a pre-defined questionnaire			
1.2.1.	Expert services	day	30	350



# A good example

## 3. Financial justification of the

B. PROJECT FUNDING SOURCES:		Percentage	Amount of costs, EUR
Total project value:		100%	87 850,00
1.	The amount requested to be financed by the Fund, EUR	88,61696%	77850,00
2.	<b>OWN CONTRIBUTION</b> (the project promoter's own funds and/or a financial contribution from the project partner and/or other entities financing the project) :	11,38304%	10000,00
2.1.	Financial contribution of the applicant (project promoter), EUR:		10000,00

### PROJECT APPLICATION ESTIMATE

A.	PROJECT ACTIVITIES	Measurement unit <i>(hour / day / night / unit / km, etc.)</i>	Total number of units	Unit's price, EUR	Amount of costs, EUR	Notes <i>(documents supporting the cost)</i>
	1	2	3	4	5 (3x4)	6
I.	<b>THE DIRECT COSTS (EXPENSES BY INDIVIDUAL OBJECTIVES):</b> <i>(to be numbered and worded in the same way as in points 3.1.2 to 3.1.3 of the application)</i>					
1.	Objective - To analyse the situation of vocational education in Iraq and to identify sectors for optimal transfer of Lithuanian vocational education experience				30 500,00	
1.1.	Activity - Developing an overview of the situation of vocational education in Iraq				20000,00	
1.1.1.	Overview preparation services	unit	1	20000	20000,00	3 commercial offers - their average price
1.2.	Activity - Conducting an interview survey of at least 10 local authorities based on a pre-defined questionnaire				10500,00	
1.2.1.	Expert services	day	30	350	10500,00	Planned according to paragraph 8.12.1 of the call
2.	Objective <...>:				50 000,00	
Σ	<b>TOTAL DIRECT COSTS:</b>				<b>80 500,00</b>	
II.	<b>INDIRECT PROJECT COSTS</b> <i>(Project implementation costs that are not directly related to the implementation of the project activities but are necessary and related to the direct costs of the project. Indirect costs are defined in the Terms and Conditions of the Call.)</i>					
II.1.	Indirect project management costs				7350,00	
II.1.1.	Project administration services	unit	1	5000	5000,00	3 commercial offers - their average price
II.1.2.	Voluntary work of lawyer	hours	50	47	2350,00	23,5 percent of the share of own contribution, a certificate prepared according to Annex 6 to the call is attached
52.1	Centrinė projekto valdymo agentūra					
Σ	<b>TOTAL INDIRECT PROJECT COSTS:</b>				<b>7 350,00</b>	<b>8,57%</b>
Σ	<b>TOTAL PROJECT VALUE:</b>				<b>87 850,00</b>	

The amount of own contribution to the project is not lower than 10% of the total project costs

Planned costs must be supported by the documents or planned according to the rates set out in the paragraph 8.12 of Terms and Conditions of the Call

In-kind contribution (in accordance with paragraph 9.2 of the Terms and Conditions of the Call) is not higher than 50 percent of the share of own contribution. Costs of in-kind contribution can be planned both as direct and indirect costs

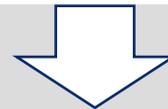
Indirect project costs are not higher than 10 per cent of the total project costs

# The most common mistakes

## 4. Project continuity, impact on the target group and sustainability of results

The continuity of the project and its impact on the target group are described in a non-specific manner and not in detail

**1** The project application must identify the project and its activities to be continued after the end of the project, the need for such continuation, and the specific arguments as to how and by which specific institution the continuation will be ensured



**2** The project application must indicate how the transferability and continuity of the project results will be ensured, the specific institutions or persons responsible for ensuring the use of the project results



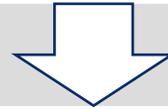
**3** The project application must clearly identify the specific impact (political, economic, social, psychosocial, etc.) of the project on the target group

# The most common mistakes

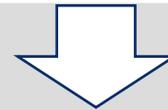
## 5. Project management and experience

The project management structure, the experience of the team members is not described in detail, the necessity of team members or experts is not justified, the project risks are assessed superficially

**1** The project management structure, functions of team member (project team, project partners, experts, etc.) in the project must be clearly described



**2** If experts are used, the necessity of their participation in the project must be justified and the number of experts participating in the project, the requirements for their experience, must be specified



**3** The most important risks of the project (including the risk of corruption), their impact and specific risk management measures must be listed and assessed in the project application

# A good example

## 5. Project management and experience

### 4.1. Information on up to 5 major development cooperation projects implemented/under implementation by the project promoter's (or other projects, if no development cooperation projects have been implemented) in the last 5 years (if any):

PI "X" implemented the following projects:

1. 2021-07-01 - 2022-07-01 implemented the project "xxx", project partner - "ccc", the project was financed by EU structural funds.
2. 2020-07-01 - 2023-07-01 implemented the project "yyy", the project partner - "aaa", the project was financed by the Development Cooperation Fund.

### 4.2. Organisational structure for project management \*

The project team will consist of a project manager, a financier, a training specialist and a public procurement specialist.

The project manager will be responsible for the organization of project activities, the supervision of project implementation and the management of project risks. The financier will be responsible for the project's financial accounting, reporting, and recruitment of team members. The public procurement specialist will be responsible for the public procurement of goods and services necessary for the implementation of the project and the control of the implementation of contracts. The training specialist will be responsible for the implementation of the training planned in activity 2.

Training specialist Name Surname participated in the implementation of the "xx" project, financed by EU structural funds, with a total value of xx Eur. Duties in the project - training specialist. Project implementation period - 07/01/2021 - 07/01/2022.

It will be assessed whether the project promoter (applicant) and at least one member of the project team, who will carry out project activities according to the information provided in the application, have experience in implementing projects financed by:

- Development cooperation funds (including the European Union, other countries or Lithuanian State and municipal budgets or funds) or
- Other funds (not related to development cooperation or funding from the European Union, other countries or Lithuanian State and municipal budgets or funds)

### 4.2.1. Project manager and his/her experience \*

The project manager Name Surname participated in the implementation of the "xx" project, financed by EU structural funds, with a total value of xx Eur. Duties in the project - project manager. Project implementation period - 07/01/2021 - 07/01/2022.

39 / 150 words

It will be assessed whether the project manager has experience in implementing at least one similar project.

A similar project will be considered a development cooperation project with a value of at least 70 per cent of the total value of the project as indicated in paragraph 1.4 of the project application

### 4.3. Will experts be used in the project? \*

- Yes  
 No

### Project experts and their experience: \*

Two experts will be involved in the project:

- one expert is selected - Name Surname. It is necessary for the implementation of activity 3. The expert will conduct the training on xxx. The expert has the necessary experience for the implementation of activity 3, because he has a pedagogical education and 5 years of experience in the field of xxx training.
- the second expert has not yet been selected. xxx expert is needed for the implementation of project 1 activity. The expert will perform xxx in the project. The expert will be required to have xxx education and xxx years of experience in the field of xxx.

109 / 200 words

The project application must specify that experts will or will not be used.

If experts will be used:  
- and specific experts are known, it must additionally be indicated which experts will be used, their functions and experience;  
- and specific experts to be used are not yet known, information on the number of experts needed, the requirements for the experts and their functions in the project must be provided

# New, important to note

## 5. Project management and experience

Additional scores will be awarded if the project promoter (applicant) applies corruption prevention practices in its activities

*Where the project promoter (applicant) is a legal entity:*

- 1. the project application must clearly state that the project promoter (applicant) has implemented anti-corruption programme, action plan or transparency standard, or*
- 2. the project application must clearly state that the project promoter is a member of the Clear Wave Initiative (Clear Wave Initiative is a collective action initiative to promote business integrity and transparency)*
- 3. supporting documents or a reference to publicly available information must be provided*

*Where the project promoter (applicant) is a natural person:*

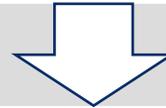
- 1. the project application must clearly state that the project promoter has completed the course "International Bribery" organised by the Lithuanian Special Investigation Service (<https://emokymai.stt.lt/>)*
- 2. supporting documents (certificate) must be provided*

# The most common mistakes

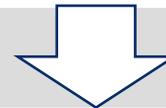
## 6. Specific criteria

The means of publicizing the project are described in general terms or are insufficient

**1** Publicity measures must be planned for publicizing the project in Lithuania and in each partner country



**2** The project must include specific publicity measures, indicate references to them, the frequency of publicity and the size of the intended audience



**3** After planning the project publicity, the project publicity plan must be completed (Annex 5 to the Terms and Conditions of the Call).  
The information provided in paragraph 4.4 of the project application and the publicity plan must match

# New, important to note

## 6. Specific criteria

Additional points will be awarded if the project promoter (applicant) has not implemented or is currently not implementing any project financed by the Fund in the last one year

*A project currently being implemented will be considered as a project for which a project implementation agreement has been concluded on the date of the deadline for submission of project applications, a part of which is financed by the Fund (pending the fulfilment of all contractual obligations), or for which the Fund has been committed but for which a project implementation agreement has not yet been concluded and has not yet been withdrawn by the project promoter (applicant) and (or) project partner*

*Points will be awarded based on the information provided in the project application and available to the CPVA about the projects implemented or currently being implemented by the project promoter (applicant)*



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# Questions