



2019 CALL FOR OFFICIAL DEVELOPMENT ASSISTANCE

Guidelines for submitting Official Development Assistance (ODA) Project Proposals following the issue of a call by the Ministry for Foreign Affairs and Trade Promotion for implementation year 2019-2020

A. GENERAL INFORMATION

- i. The Official Development Assistance (ODA) policy, falling under the Ministry for Foreign Affairs and Trade Promotion, provides ODA in countries and sectors eligible to receive such ODA funding.
- ii. Only Non-Governmental Organisations (NGOs) and Voluntary Organisations (VOs) working in the field of International Development that are registered and compliant with the Office of the Commissioner for Voluntary Organisations (CVO) can apply.
- iii. The approval of projects and the provision of such funds shall be governed by clear rules and terms of reference as stipulated by the Ministry for Foreign Affairs and Trade Promotion, henceforth referred to as “The Ministry”.
- iv. These guidelines may be revised according to exigencies of the ODA Policy, following consultation with NGOs/VOs working in the field of International Development.
- v. NGOs/VOs are responsible for the upholding of ethical standards of their staff and dependents. This includes child protection. NGOs/VOs are also responsible for the health and safety of project implementers, including partner organisations, and will ensure that recognised insurance (including medical insurance), appropriate visas and similar documentation are in place for all members of their teams.
- vi. NGOs/VOs shall adhere to all national and EU regulation including General Data Protection Regulation (EU) 2016/679, child protection, exchange control



regulations, visa and entry requirements, and other relevant controls. NGOs/VOs will be held accountable for any shortcomings in this regard.

B. OBJECTIVES

- i. The main area/s or activity of the proposed project should address at least one or more of the Sustainable Development Goals (SDGs) originating from the United Nations 2030 Agenda for Sustainable Development.

C. PRIORITIES

- i. In addition to the above-mentioned general project proposals, new annual proposals may be set by this Ministry.
- ii. Projects should:
 - a) be located in a country in North Africa, Sub-Saharan Africa, or in the Middle East, as a means of promoting stability and prosperity in Malta's immediate neighbourhood and beyond. In this regard, the Ministry will give preference to projects implemented in countries where Malta has diplomatic and consular representation on the ground¹, as a means of further maximising the effectiveness of the projects by virtue of existing channels;
 - b) be in line with Malta's ODA Implementation Plan², including the 2030 Agenda for Sustainable Development, and the European Consensus on Development;
 - c) be partnered with registered organisation/s in the country where the project will be implemented;
 - d) involve the community of the area thus making an active partner in project design and implementation;
 - e) be sustainable, innovative and create a multiplier effect;
 - f) be in line with the cultural and developmental objectives of selected countries;
 - g) promote gender equality.

¹ <https://foreignaffairs.gov.mt/en/Pages/Home.aspx>

² <https://foreignaffairs.gov.mt/en/PDF%20Documents/ODA%20Implementation%20Plan%20FINAL.pdf>



D. BUDGET

- i. The fund for 2019 will be of €500,000, which will be distributed among successful applicants. Any unutilised funds resulting from a shortage of successful applications will be allocated to other ODA-eligible expenditure.
- ii. The period of implementation should commence upon signature of the Grant Agreement and shall be concluded within twelve (12) calendar months.
- iii. The co-financing grant awarded by the Ministry shall be set at 90% of the ODA-eligible project costs, which shall not exceed €75,000 of Ministerial co-financing per project. The grant shall be given to projects selected by the ODA Project Proposals Selection Board, according to their ranking of marks given and subject to availability of allocated funds, meaning that lower-ranking selected projects may still not be awarded ODA funds if the allocation is exhausted by the upper-ranking selected projects.
- iv. The Ministerial co-financing grant will be provided upon signature of the Grant Agreement.
- v. The Ministerial co-financing grant will be allocated to quality projects deemed eligible by the ODA Project Proposals Selection Board, according to established selection criteria (refer to Annex II), and subsequent selection outcome ranking list issued by the Ministry.
- vi. The Ministry reserves the right not to allocate all the funds available, should projects fall under the established quality benchmark. The decision and ranking of the ODA Project Proposals Selection Board is final.
- vii. NGOs/VOs should allocate 3% of the Ministry's co-financing grant (90%) for promoting the project minimally five (5) times, during implementation and at closure, highlighting achieved results and giving due credit to the Ministry's co-financing assistance. The Ministry's logo and the following wording '*Project 90% co-financed by the Ministry for Foreign Affairs and Trade Promotion*' must be invariably included on all promotional material, in social media messages, on the NGOs/VOs websites, and in all publicity/promotional measures, as applicable. The Ministry's logo shall be provided to all successful applicants at project start.
- viii. NGO/VO representatives can utilise up to 5% of the Ministry's co-financing grant (90%) on travel expenses (flights, accommodation and subsistence, and travel insurance), for the purpose of project monitoring and/or implementation in the



country where the project is carried out, as well as for freight expenses. Accommodation and subsistence should not exceed Class B of 'Per Diem Allowance for Overseas Duty Travel' issued by the Ministry for Finance (refer to Annex I). For countries that are not included in this list, please send an email to development.mftp@gov.mt

- ix. NGOs/VOs are requested to apply good governance in their procurement of goods, services, and works throughout project implementation, to ensure transparency, fairness, equality, and value-for-money of public funds.
- x. While applicants are encouraged to think in terms of multi-annual phased engagement, budget allocations will only be considered on an annual basis, with renewal of projects subject to annual re-evaluation.

E. ELIGIBILITY CRITERIA AT APPLICATION STAGE

- i. NGOs/VOs should:
 - a) have sufficient technical (human resources and expertise) and financial capacity to cover their co-financing share of project costs (10%). Previous experience in projects of similar scope and nature is to be proven;
 - b) take appropriate measures to ensure protection and safety of participants directly involved in the project;
 - c) be enrolled and in compliance with the Office of the Commissioner for Voluntary Organisations (CVO).
- ii. Ministerial co-financing will not be awarded to NGOs/VOs that:
 - a) have outstanding reporting and/or financial issues with the Ministry by the submission deadline of the new call;
 - b) are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;



- c) have been convicted of an offence concerning their professional conduct by a judgement which has the force of *res judicata*;
 - d) have been guilty of grave professional misconduct proven by any means;
 - e) have not fulfilled obligations relating to the payment of social security contributions, or the payment of taxes, in accordance with the legal provisions of the country in which they are established, or those of the country where the project is to be performed;
 - f) have been the subject of a judgement, which has the force of *res judicata* for fraud, corruption, and/or involvement in a criminal organisation;
 - g) following another procurement procedure or grant award procedure financed by the Government or the European Commission, have been declared to be in breach of contract for failure to comply with their contractual obligations;
 - h) by the date of signature of the Grant Agreement, are subject to a conflict of interest. Applicants are to declare any conflict of interest at the time of application;
 - i) by the date of signature of the Grant Agreement, are guilty of misrepresentation in supplying the information required by the Ministry as a condition of participation in the granting of ODA funds, or fail to supply the required information.
- iii. the Ministry's co-financing grant will be disqualified and recouped (full or partial, as deemed appropriate) if the NGO/VO:
- a. is found to be receiving funds for the same activities in the project from other sources. For this reason, applicants will be asked to submit a signed declaration that they are not receiving any other funding sources for the same activities of their projects;
 - b. does not honour the proposal commitments and the conditions laid down in these Guidelines, Declaration, and the Grant Agreement including reporting obligations.

F. SELECTION CRITERIA

- i. The selection criteria (refer to Annex II) describe which elements will be taken into consideration for assessment of the ODA Project Proposals Selection Board;



- ii. Pass mark is set at 60/100. Projects, which score less than 60/100, will not be eligible for Ministerial co-financing.

G. FUNDING RULES

- i. Applicants must:
 - a) indicate in the relevant section of the e-application form, the sources and the amounts of any other funding received or applied for in the same financial year. The Ministry reserves the right to perform checks to rule out double financing;
 - b) prove stable, sufficient financial resources to support their co-financing share;
 - c) prove that they have adequate operational capacity, namely the necessary human resources, skills, competencies, and motivation to complete the proposed project successfully.

H. APPLICATION PROCESS

- i. Only NGOs/VOs in the field of International Development that are registered and are compliant with the Office of the Commissioner for Voluntary Organisations (CVO) are eligible to apply.
- ii. All applications must be invariably submitted through the VO Funding portal, which is administered by the Malta Council for the Voluntary Sector (MCVS). Applications submitted through other means will not be accepted. Any technical issues while filling and submitting the application through the portal should be addressed to the Malta Council for the Voluntary Sector (Tel: 2248 1110; email: mcvs.mede@gov.mt).
- iii. Applicants are to ensure that **all** necessary supporting documentation, as requested in the Guidelines, are submitted together with the application. Supporting documents are to be submitted in pdf. There is no limit on the amount of documentation submitted electronically. However, the maximum size of each document should not be more than 1 GB.
- iv. NGOs/VOs should provide all supporting documentation, which include:
 - a) Copy of legal representative identification documents (valid ID card or Passport);
 - b) Organisation organigram listing also who will be working on the project;



- c) Detailed budget against listed activities and deliverables. The eligible costs of the project should also be clearly indicated;
 - d) Timeline outlining project activities and deliverables against set timeframes, e.g. Gantt chart;
 - e) Copy of plans (in case of infrastructural works);
 - f) Bill of Quantities (in case of infrastructural projects);
 - g) Environmental Impact Assessment, if applicable;
 - h) Copy of Annual Accounts (2016 & 2017) as presented to the Commissioner for Voluntary Organisations, and other documentary evidence to cover the 10% NGO/VO co-financing, including bank statements dated from 31 December 2018.
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- v. Following application submission, the International Development Unit within the Ministry, as well as the ODA Project Proposals Selection Board, reserve the right to request any additional supporting material for clarification purposes. Failure to provide such documentation will result in automatic disqualification of the application.
 - vi. Applying is free of charge. Deadline for application of the 2019 ODA Call for Project Proposals is Friday, 15 February 2019 at noon (Malta time). Kindly note that the VO Funding portal automatically rejects applications submitted after the deadline

I. SELECTION PROCESS

- i. Following a pre-selection exercise, applicants will be asked to attend an interview, during which their projects would be assessed by the ODA Project Proposals Selection Board against the criteria set as per Annex II.

J. RESULTS

- i. Results of the evaluation of the ODA Project Proposals Selection Board will be published on the MCVS website www.vofunding.org.mt
- ii. Individual evaluation scores will be provided upon request by email to development.mftp@gov.mt.

K. PROJECT IMPLEMENTATION



- i. Projects must be physically completed within twelve (12) calendar months from the date of signature of the Grant Agreement.
- ii. The last project payment must be effected not later than one (1) month following the project's physical completion.
- iii. NGOs/VOs are requested to submit one (1) progress implementation report covering the first six (6) months of project implementation, and a completion report at the end. Both reports are to be submitted within two (2) months from the end of the corresponding reporting period.
- iv. All quotes for the procurement of goods/services/works and reason/s for selection thereof, statements of expenditure, and original invoices and corresponding original receipts must be submitted with the corresponding reports. In cases of exceptional, justifiable circumstances where the original invoices and original receipts cannot be provided, notarised *vera copias* of such invoices and receipts may be submitted if authorisation is sought beforehand from the Ministry.
- v. The Grant Agreement is distributed and signed during the ODA Award Ceremony. The draft version will be circulated by the Ministry at least one (1) week before signature.
- vi. Projects may be subjected to physical monitoring by any representative/body/entity appointed by the Ministry.
- vii. In case of queries about the call for applications or about project proposals, one may contact the International Development Unit at the Ministry for Foreign Affairs and Trade Promotion by e-mail to development.mftp@gov.mt



ANNEX I

Per Diem Allowance for Overseas Duty Travel – Class B

COUNTRY	CLASS B €
ALBANIA	162
ALGERIA	299
ARGENTINA	219
AUSTRALIA	296
AUSTRIA	203
BAHAMAS	335
BAHRAIN	268
BANGLADESH	126
BELGIUM	218
BOSNIA and HERZERGOVINA	143
BRAZIL	164
BULGARIA	204
CANADA	277
CHILE	218
CHINA	195
COLOMBIA	177
CROATIA	162
CUBA	229
CYPRUS	214
CZECH REPUBLIC	207
DENMARK	243
EGYPT	239
ESTONIA	163
ETHIOPIA	180
FINLAND	220
FRANCE	221
GEORGIA	178
GERMANY	187
GHANA	338
GREECE	200
HUNGARY	200
ICELAND	314
INDIA	206
INDONESIA	226



MINISTRY FOR FOREIGN AFFAIRS
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IRAN	190
IRELAND	229
ISRAEL	325
ITALY	207
JAMAICA	266
JAPAN	260
JORDAN	260
KENYA	253
KOREA, REPUBLIC OF	362
KUWAIT	307
LATVIA	190
LEBANON	234
LIBYAN ARAB JAMAHARIJA	184
LITHUANIA	165
LUXEMBOURG	213
MALAYSIA	168
MEXICO	290
MONACO	269
MONTENEGRO	121
MOROCCO	183
NETHERLANDS	237
NEW ZEALAND	284
NIGERIA	204
NORWAY	248
OMAN	267
PAKISTAN	203
PHILIPPINES	233
POLAND	195
PORTUGAL	184
QATAR	362
ROMANIA	200
RUSSIAN FEDERATION	226
SAUDI ARABIA	324
SERBIA	142
SINGAPORE	328
SLOVAK REPUBLIC	185
SLOVENIA	162
SOMALIA	171
SOUTH AFRICA	149
SPAIN	191
SRI LANKA	190



SWEDEN	231
SWITZERLAND	313
SYRIAN ARAB REPUBLIC	167
TANZANIA, UNITED REP. of	190
THAILAND	188
TUNISIA	127
TURKEY ANKARRA	146
TURKEY ISTANBUL	200
UKRAINE	261
UNITED ARAB EMIRATES	314
UNITED KINGDOM	248
URUGUAY	203
USA	309
VENEZUELA	124



ANNEX II

2019 Call for Official Development Assistance

	Criteria	Maximum Points	Points Given
1.	<ul style="list-style-type: none">Assessment of the level of the material provided for the ODA 2019 Application.	10	

Assessment Criteria



2.	<ul style="list-style-type: none">• Capacity of the applicant (NGO/VO):<ul style="list-style-type: none">- Expertise- Technical- Financial	10	
3.	<ul style="list-style-type: none">• Does the project reflect the Ministry's vision for International Development in Africa and the Middle East?	15	
4.	<ul style="list-style-type: none">• Is the project proposed in line with Malta's ODA Implementation Plan?	10	
5.	<ul style="list-style-type: none">• Does the project target the promotion of gender equality?	15	
6.	<ul style="list-style-type: none">• Involvement and/or participation of the local community in the design and implementation of the project.	15	
7.	<ul style="list-style-type: none">• The project's delineation with the cultural and developmental objectives of the country.	10	
8.	<ul style="list-style-type: none">• Is the project, sustainable and resilient?<ul style="list-style-type: none">- How will sustainability (in the long-term) be ensured?- The relevance and significance of the intervention to the local community.	15	