



Form A1: Guidelines for submitting Official Development Assistance (ODA) Project Proposals issued through an Expression of Interest by the Ministry for Foreign and European Affairs and Trade for implementation year 2024-2025

A. GENERAL INFORMATION

- i. The Official Development Assistance (ODA) policy, falling under the Ministry for Foreign and European Affairs and Trade, provides ODA in countries and sectors eligible to receive such ODA funding.
- ii. Only 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 submit their expression of interest.
- 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 and European Affairs and Trade, henceforth referred to as “The Ministry”.
- iv. These guidelines may be revised according to exigencies of the ODA Policy, following consultation with VOs working in the field of International Development and internal consultations as required.

B. OBJECTIVES

The main area/s or activity/ies of the proposed project should address one or more of the Sustainable Development Goals (SDGs) originating from the United Nations 2030 Agenda for Sustainable Development. The contribution towards the partial achievement of such SDGs is to be reported in the project completion report.

C. PROJECT REQUIREMENTS

- i. Be located in the countries mentioned in the Expression of Interest;
- ii. Be preferably partnered with registered organisation/s in the country where the project will be implemented;
- iii. Promote gender equality and empower all women and girls by providing equal rights and opportunities;
- iv. VOs are encouraged to involve the private sector (Malta-registered) and with a clear commitment to follow up and ensure the project’s sustainability;
- v. Participation of multiple CVO-registered VOs is encouraged.



D. BUDGET

- i. The period of implementation should commence upon signature of the Grant Agreement and shall be concluded within twelve (12) calendar months from the last signature on the Grant Agreement.
- ii. Successful projects will be part-financed by Official Development Assistance (ODA) funds representing 90% of total eligible project costs. The Ministry shall allocate a maximum grant not exceeding €8,000 per project. This represents the 90% share of the total eligible project costs. A total of six projects shall, likewise, benefit from this Expression of Interest for Project Proposals, for a total co-financing of €48,000. The grant shall be given to projects selected according to their ranking of marks given by a specially appointed selection board.
- iii. The Ministerial grant will be provided upon signature of the Grant Agreement to the lead VO.
- iv. The Ministerial grant shall be released by the lead VO to its partners according to each deliverable. This is to avoid any complications should the project be in a position of not being finalised during its implementation period, due for instance, to a force majeure.
- v. The Ministerial grant will be allocated to projects against established selection criteria (refer to Annex I), and subsequent selection outcome ranking list issued by the Ministry. The Ministry reserves the right not to allocate funds, should projects fall under the established quality benchmark. The decision and ranking by the selection board is final with a pass mark set at 120/200.
- vi. While highly encouraging free social media publicity, VOs are to allocate a minimum of 1% and not exceeding 3% of the Ministerial grant for promoting the project minimally three (3) times during implementation and at closure, highlighting project objectives, progress and achieved results while giving due credit to the Ministry's financing assistance. The Ministry's logo and the following wording 'Project co-financed by the Ministry for Foreign and European Affairs and Trade' must be invariably included on all promotional material, in social media messages, on the VO's website, and in all publicity/promotional measures, as applicable and unless space is limited/prohibitive. Images of the Ministry's logo and the Malta Flag shall be provided to successful VOs at project start.
- vii. VOs are requested to apply a high degree of due diligence and 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. Wherever possible, and unless otherwise justified accordingly, the cheapest quote is to be selected if technically compliant. Documentation proving this, in as much as is possible, should be submitted with the ongoing progress and completion reports.
- viii. One grant will be allocated to each successful VO, even if VOs apply with different project proposals.

E. ELIGIBILITY

- i. All VOs should:
 - a. Be enrolled with the Office of the Commissioner for Voluntary Organisations (CVO) and compliant with the CVO's Subsidiary Legislation 492.01.
 - b. Preferably, work in the field of International Development.



- c. Have the Expression of Interest submitted appropriately by the lead VO together with all requested documentation as indicated in this Expression of Interest by the stipulated deadline.

ii. Ministerial grant will not be awarded to VOs that:

- a. are being administered, managed or represented by a person who has been convicted of a criminal offence by a judgement which has the force of *res judicata*;

- b. are bankrupt or are subject to a winding up procedure or are being dissolved, or whose affairs are being 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;

- d. 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. are following another procurement procedure or grant award procedure financed by the Government or the European Commission, have been declared to be, by any competent authority, in breach of contract for failure to comply with their contractual obligations;

- g. by the date of signature of the Grant Agreement, have any financial or other interest or undertaking that could directly or indirectly compromise the performance of their project proposal, that is, a conflict of interest. **Applicants are to declare any conflict of interest at the time of application;**

- h. by the date of signature of the Grant Agreement, have been found to have acted in bad faith by any misrepresentation; by supplying false information required by the Ministry as a condition of participation in the granting of ODA funds, or by having failed to supply the required information.

- i. have pending matters/unresolved issue/s concerning project/s with the Ministry.

F. SELECTION CRITERIA

The selection criteria (refer to Annex I) describe which elements will be taken into consideration for assessment by the selection board.

G. FUNDING RULES

Participating VOs must prove that they have adequate operational capacity, namely the necessary human resources, skills, competencies, and motivation to complete the proposed project successfully. An organisational chart would need to be presented with the Project Proposal.

H. APPLICATION PROCESS

- i. Only VOs that are registered and compliant with the Office of the Commissioner for Voluntary Organisations (CVO) are eligible;



- ii. All submissions must be invariably made 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:+(356)2248 1110; email: mcvs.miv@gov.mt); by the deadline stipulated in the Expression of Interest;
- iii. VOs are to ensure that **all** necessary supporting documentation, as requested in the Guidelines, are submitted via the VO portal. Failure to submit all the necessary supporting documentation will disqualify the submission. Supporting documents are to be submitted in pdf. The Ministry reserves the right to request further clarifications and supporting documents in assessing expressions received.
- iv. All participating VOs should provide all supporting documentation, which include:
 - a. Full name of lead VO (including VO registration number) and applicant details of who is submitting the expression of interest (name, address and contact details including email);
 - b. Copy of legal representative's identification documents (valid ID card or Passport of who is submitting the expression of interest);
 - c. Organisation organigram clearly identifying who will be working on the project;
 - d. Details and description of role of other partners (VOs or private entities), who will be working on the project that could be both based in Malta or within the country of implementation (name, address and contact details including email address);
 - e. Budget pre-set by the Ministry for Foreign and European Affairs and Trade against listed activities, deliverables and timeframes;
 - f. Soft copies of the submission must be provided in pdf format. Other formats will not be considered.
 - g. Offers need to include (if applicable) delivery costs. The Ministry for Foreign and European Affairs and Trade shall not be responsible for any other charges on delivery, which were not reflected in the respective project proposal;
 - h. The information must be submitted in English;
 - i. Any submission received after the deadline stipulated in the Expression of Interest shall be disregarded;
 - j. In submitting a project proposal, the applicant accepts in full and its entirety, the content of this document and of the supporting documents, including subsequent clarifications issued by the Ministry for Foreign and European Affairs and Trade, whatever the applicant's own corresponding conditions may be, which are hereby waived;
 - k. Applicants are expected to examine carefully and comply with all instructions, forms, and specifications contained in this document;



1. Applying is free of charge.

I. RESULTS

- i. Results will be published on the Ministry for Foreign and European Affairs and Trade website www.foreign.gov.mt;
- ii. Individual evaluation scores can be provided upon request by the applicant by e-mail to development.mfet@gov.mt

J. PROJECT IMPLEMENTATION

- i. Projects must be physically completed within twelve (12) calendar months from the date of the last signature of the Grant Agreement;
- ii. The last project payment must be affected not later than one (1) month following the project's physical completion;
- iii. Lead VOs are requested to submit quarterly progress implementation reports and a completion report at the end. 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 only if authorisation is sought and granted in writing beforehand by the Ministry.;
- v. The Grant Agreement is distributed and signed by the lead VO. The draft version will be circulated by the Ministry ahead of signing;
- 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 and European Affairs and Trade by e-mail to [**development.mfet@gov.mt**](mailto:development.mfet@gov.mt).

K. ELIGIBLE AND INELIGIBLE COSTS FINANCING

Other Eligible Costs

VOs can commit themselves to utilise up to 5% of the grant for covering costs related to the purchase and servicing of office equipment and utility bills in Malta. The partner organisation implementing the project in the implementation country may utilise costs related to the purchase and servicing of office equipment and utilities as long as these costs are related to the project, are clearly specified in the application, and do not exceed 20% of the grant. The Ministry reserves the right to recover funds if this provision is not adhered to. VOs may collectively utilise up to 10% of the grant on staff costs of one or more employees, who need to be indicated at application stage, as follows:



Method	Description	Specific supporting documents
Employee/s dedicate/s a flexible share of his/her working time to the project (up to 10% of the Grant).	Employee/s dedicate/s a flexible share of his/her working time to the project (up to 10% of the Grant). Staff costs = number of hours actually worked on the project multiplied by hourly rate.	<ul style="list-style-type: none">➤ Registration of the working time sheets - Formal registration of the working time covering all actual working time of the employee/s on the project. A time sheet template shall be provided to successful VOs at project start.➤ Employment contract

Ineligible Costs

- i. In-kind contributions will not be considered as part of the total eligible project cost.

L. CIRCUMSTANCES OF FORCE MAJEURE

- i. All participating VOs must take into consideration the following eventual circumstances of *force majeure* which may arise during the application process:
 - a. Riot, war, invasion, act of hostility by foreign enemies, acts of terrorism, civil war, rebellion, revolution, insurrection of military or usurped power;
 - b. Ionising radiation or contamination, radio activity from any nuclear fuel or nuclear waste, radioactive toxic explosive or any other material hazardous properties of any explosive assembly or nuclear component;
 - c. Earthquakes, floods, fire or other physical natural disasters but excluding weather conditions regardless of severity; and
 - d. Strikes at national level or industrial disputes at a national level, however excluding any industrial dispute which is specific to the performance of the works or this Project.
 - e. A pandemic or epidemic, as declared by the competent health authorities, hitting the region.
- ii. All participating VOs shall have no entitlement to claim from the Ministry any costs, losses, or damages should the Ministry be required to cancel the projects after the selection results are issued due to *force majeure*.



ANNEX I – Selection Criteria

	Criteria	Maximum Points	Points Given
1.	Context and need for the Project <ul style="list-style-type: none">• Assessment of Project’s Tangible impact• Extent of project’s alignment to the development objectives of the country of implementation	10	
		10	
		20	
2.	Location of Project vis-à-vis presence of or vicinity to a Maltese Representation	10	
3.	VOs Operational Capacity <ul style="list-style-type: none">• Human Resources• Skills and Competencies• Motivation to complete project successfully	5	
		5	
		5	
		15	
4.	Extent of alignment to Government Priorities	10	
5.	Extent of alignment to Sustainable Development Goals	10	
6.	Assessment of Project Plan	20	
7.	Assessment of <i>Form B</i> : Activity Based Budget	20	
9.	Extent of Sustainability / Durability of Results	15	
10.	Extent of Scalability/Replicability	10	



11.	Extent of consideration to Gender Equality	10	
12.	Assessment of Project Monitoring and Control measures	15	
13.	Assessment of Risk Management	15	
14.	Assessment of engagement/communication management plan with stakeholders	10	
15.	Assessment of Involvement and/or participation of beneficiaries on the implementation of the project	10	
16.	Partnership with other VOs that are registered with the Commissioner for Voluntary Organisations	5	
17.	Involvement of the Maltese private sector	5	
TOTAL		200	

Pass mark: 120/200