



EU Sector Seminar – Brussels 11 Dec. 2012

## Guidelines on participation in EU External Assistance Programmes

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# Accessing EU funds...

Guidelines on participation in EU cooperation





# Topics of this introductory session

- context of EU external relations
- financial instruments
- main actors
- role of implementers – public procurement ‘versus’ grants
- where and how to find opportunities
- service tender procedures
- snapshot of novelties to access EU funds per 2013
- sources of information
- information on MDF

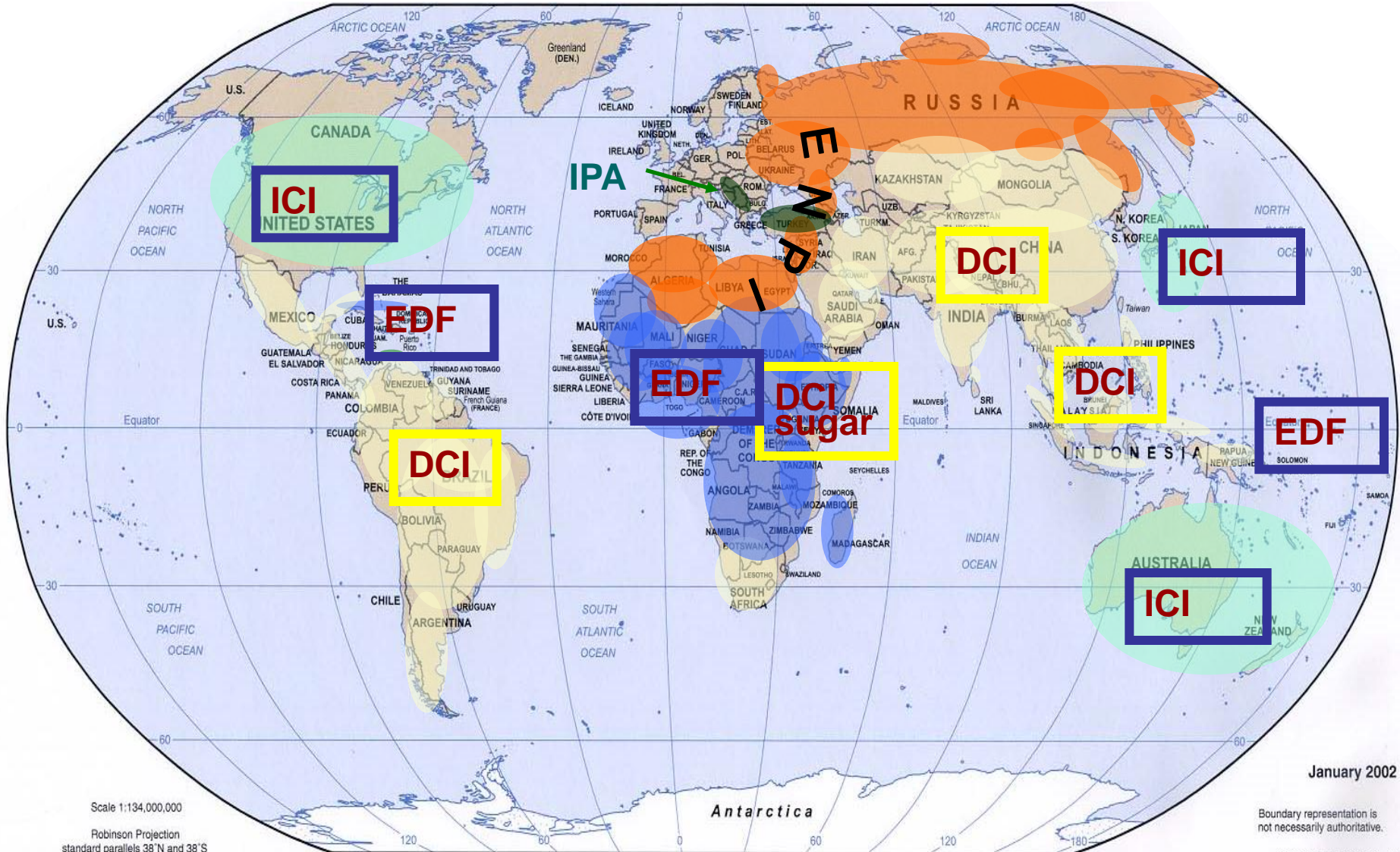


- The EU and its external partners
  - EU – 27
  - EEA
  - candidate and potential candidate countries (IPA)
  - their neighbours in the south and the east (ENPI)
  - the other Partners :
    - ACP countries - EDF
    - Asian and Latin American countries - DCI
    - the industrialised countries – ICI

**Different partners, different relations...**



# Geographic scope



January 2002

Scale 1:134,000,000  
Robinson Projection  
standard parallels 38°N and 38°S

Boundary representation is not necessarily authoritative.



# EC Financial Instruments (2007-2013)

Guidelines on participation in EU cooperation

European Instrument for Democracy and Human Rights - €1,104 billion	
Instrument for Stability - €2 billion	
Nuclear Safety - €0,524 billion	
Industrialized Countries Instr. (ICI) €0.175 billion - 17 countries Instrument for Pre-Accession (IPA) €11,5 billion - 8 countries European Development Fund (EDF) €22,7 billion - 79 countries European Neighborhood and Partnership Instrument (ENPI) €12 billion – 16+1 countries Development and Cooperation (DCI) - €10 billion – 47+1 countries	Investing in People €1,060 billion
	Non-State Actors and Local Authorities €1,639 billion
	Environment and Natural Resources €0,987 billion
	Food Security €0.925 billion 2007-2010
	Migration and Asylum €0,384 billion

Geographical instrument with a specific legal basis  
 Horizontal instrument with a specific legal basis  
 Thematic programme included in the DCI legal basis



- Who are contracting ?
  - Direct centralised management :
    - EU Delegations (130 worldwide)
    - EuropeAid / Devco
  - Decentralised management :
    - Partner countries: NAO, technical ministries, ...
- Other actors
  - EEAS
  - Member States, .....





- Who are bidding or proposing and implementing ?
  - Private companies
  - NGOs
  - Universities
  - International organisations
  - ....







# Public procurement 'versus' Grants

Looking for opportunities to sell your services (or goods?)

- **Public contracts** – awarded through **calls for tender** (public procurement) to buy **services, supplies, works**

Looking for money to fund your project?

- **Grants** – awarded through **calls for proposals** to cofinance specific projects or objectives



## Public Procurement Contract

- Contracting Authority (CA) defines the action (basis = ToR)
- CA finances 100%
- action can give rise to profits
- CA is « owner »

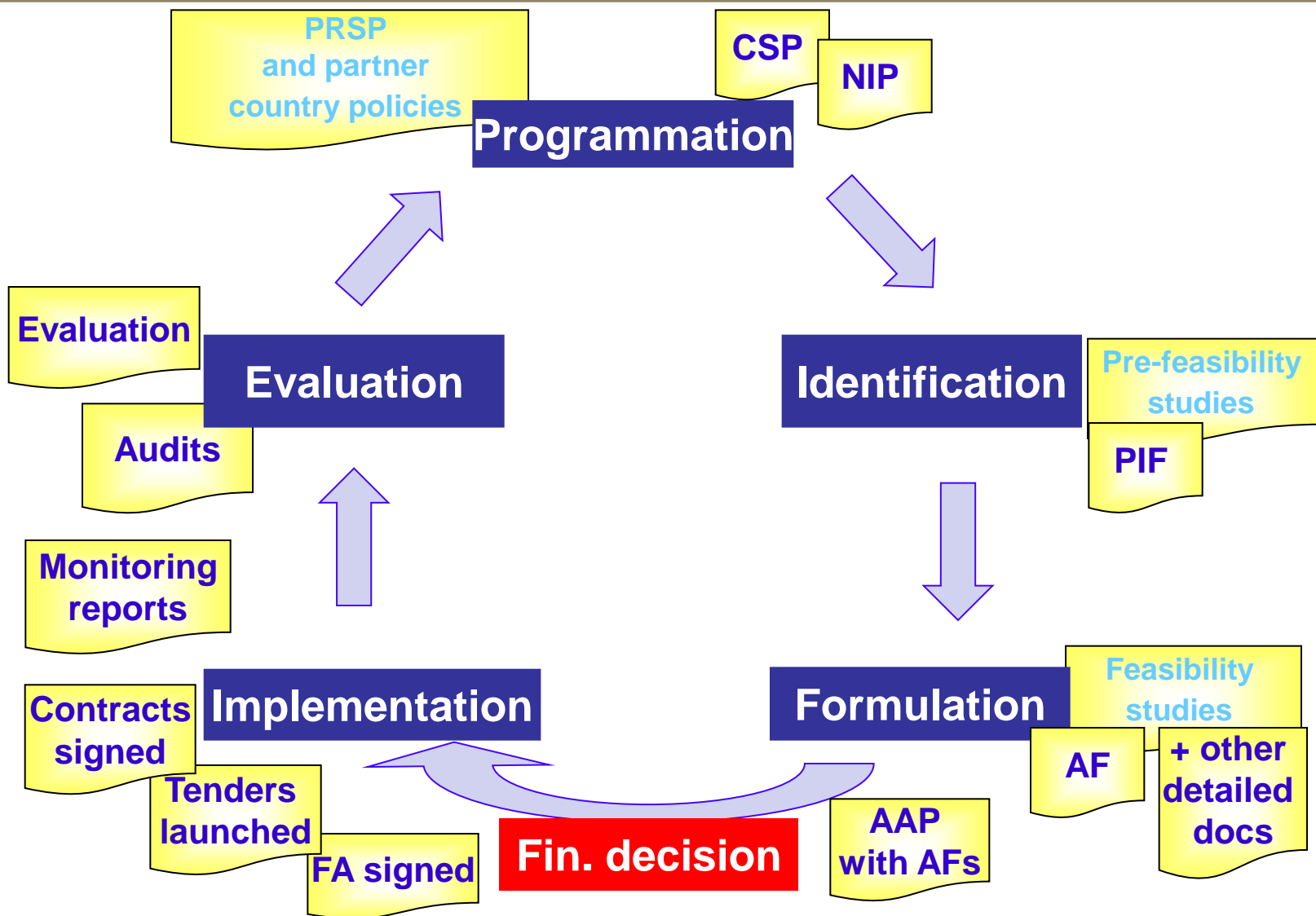
## Grant Contract

- Grant beneficiary (GB) proposes the action (basis = guidelines)
- GB co-finances
- action cannot give rise to profits; non-commercial nature
- GB is « owner »



# EU Cycle of operations and prospection

Guidelines on participation in EU cooperation





# Where to find EU country programmes?

Guidelines on participation in EU cooperation

Contact | Legal notice | Search | A-Z Index

English (en) ▾

EUROPA > EEAS > Strategy Papers

EUROPEAN EXTERNAL ACTION SERVICE | HIGH REPRESENTATIVE CATHERINE ASHTON | EU AROUND THE GLOBE | FOREIGN POLICY | SECURITY AND DEFENCE - CSDP | PRESS AND MEDIA | EU AND CITIZENS

Home

EU AROUND THE GLOBE

EU Delegations

Regions

Countries

Enlargement

Regional policies

Election Observation Missions

(Select a Country) ▾

### Country Strategy Papers 2007-2013

National Indicative Programmes, where appropriate, are at the end of the pdf file.

A B C E G H I J K L M N O P Q R S T U V W Y

**A**

- [Afghanistan](#) [379 KB] + [Multi-indicative Programme](#) [98 KB] + [Mid-Term Review + Indicative Programme 2011-2013](#) [361 KB]
- [Albania](#)
- [Algeria](#) [236 KB]
- [Angola](#)
- [Antigua](#)
- [Argentina](#) [418 KB] + [Mid-Term Review + Indicative Programme 2011-2013](#) [2 MB]
- [Armenia](#) [262 KB] + [National Indicative Programme 2011-2013](#) [227 KB]
- [Asia](#) [77 KB] + [Multi-annual indicative Programme 2007-2013](#) [57 KB] + [Mid-Term Review](#) [265 KB] + [Multi-annual](#)

Print

Sitemap

**Related links**

- [Regional Strategy Papers 2007-2013](#)
- [Archive - Country Strategy Papers](#)
- [Candidate and Potential Candidate Countries \(Enlargement Process\)](#)
- [African, Caribbean and Pacific States \(ACP\)](#)

[http://eeas.europa.eu/sp/index\\_en.htm](http://eeas.europa.eu/sp/index_en.htm)



# Where to find Action Fiches ?

**DEVELOPMENT AND COOPERATION - EUROPEAID**

European Commission

European Commission > EuropeAid > Work with us > Annual programmes

- Homepage
- Who we are
- What we do
- Where we work
- How we work
- Work with us**
  - Funding
  - Annual Programmes**
  - Online services
  - Procedures & documents
  - Communication manual
- Multimedia library

### Annual Programmes

Through Annual Programmes, EuropeAid informs about forthcoming activities which will receive financial support.

#### Annual Action Programmes

Annual Action Programmes (AAP) are financing decisions adopted by the European Commission, to reserve funds for regional and country-based external cooperation programmes and for the implementation of thematic programmes. AAPs specify the objectives pursued, the fields of intervention, the expected results, the management procedures and total amount of financing planned. In addition, AAPs contain a description of the operations to be financed, an indication of the amounts allocated for each operation and an indicative implementation timetable.

Annual Action Programmes [2012](#) - [2011](#) - [2010](#) - [2009](#) - [2008](#) - [2007](#)

#### Annual Work Programmes for Grants

Annual Work Programmes for Grants (AWP) identify the grants that are planned to be awarded during the year, notably through Calls for proposals. The AWP specify the legislation, the objectives and the schedule of Calls for proposal with an indicative amount and the expected result. In case of substantial change during the year an update of the AWP will be published. The AWP is indicative, and interested parties should also closely monitor the [Call for proposals & Procurement notices](#) where the individual calls are published with detailed guidelines.

Annual Work Programmes for Grants [2012](#) - [2011](#) - [2010](#) - [2009](#) - [2008](#) - [2007](#) - [2006](#) - [2005](#)

#### Annual Programmes

- AAP 2012
- AAP 2011
- AAP 2010
- AAP 2009
- AAP 2008
- AAP 2007
- AWP 2012
- AWP 2011
- AWP 2010
- AWP 2009
- AWP 2008
- AWP 2007
- AWP 2006
- AWP 2005

[http://ec.europa.eu/europeaid/work/ap/index\\_en.htm](http://ec.europa.eu/europeaid/work/ap/index_en.htm)



# Key documents per country ?

Guidelines on participation in EU cooperation



## DEVELOPMENT AND COOPERATION – EUROPEAID

European Commission > EuropeAid > Where we work > ... > Country cooperation > Ghana

- Homepage
- Who we are
- What we do
- Where we work
  - Africa, Caribbean & Pacific
    - Overview
    - Multi-country and regional cooperation
    - Country cooperation
  - Asia & Central Asia
  - Latin America
  - Gulf region
  - Our Neighbourhood & Russia
  - Overseas territories
- How we work
- Work with us
- Multimedia library

### Ghana

Click on [ ] to see examples of projects in this country



Position of symbol does not necessarily reflect the actual coordinate of intervention.

Ghana is well placed to meet some of the Millennium Development Goals (MDGs) by 2015, has already qualified as a lower middle-income country, has showed robust GDP growth and has twice experienced peaceful transitions of power following democratic elections. Oil in commercial quantities was discovered off-shore in 2007 while



#### Key documents

- Country Strategy Paper 2008-2013
- Country Strategy Paper 2002-2007

#### Annual Programmes

- AAP 2012 / Action fiches
- AAP 2011 / Action fiches
- AAP 2008 / Action fiches
- AAP 2009 / Action fiches
- Measure 2009 - Special measures in favour of Central African Republic, Ghana, Haiti, Malawi, Sierra Leone and

<http://ec.europa.eu/europeaid/where/acp/country-cooperation>



# Where to find tender opportunities?

Legal notice | Contact | Search English (en)

European Commission

## DEVELOPMENT AND COOPERATION – EUROPEAID

European Commission > EuropeAid > Work with us > Funding

- Homepage
- Who we are
- What we do
- Where we work
- How we work
- Work with us
  - Funding
    - Apply for grant or contract
    - Beneficiaries
  - Annual Programmes
  - Online services
  - Procedures & documents
  - Communication manual
- Multimedia library

### Funding

Grants are awarded as donations to third parties that are engaged in external aid activities. Procurement procedures are launched when the Contracting Authority wants to purchase a service, goods or work in exchange for remuneration. Procedures for grants and contracts under the relevant EU external aid programmes are consolidated in the [Practical Guide](#).

Calls for proposals  
Procurement notices

Beneficiaries  
Contracts Grants

**Grants**

Grants are direct financial contributions from the EU budget or from the [European Development Fund](#). They are awarded as donations to third parties that are engaged in external aid activities. The Contracting Authority awards grants that are used to implement projects or activities that relate to the EU's external aid programmes.

Grants fall into two categories:

- **Grants for actions:** aim to achieve an objective that forms part of an external aid programme.
- **Operating grants:** finance the operating expenditure of an EU body that is pursuing an aim of general European interest or an objective that forms part of an EU policy.

Grants are based on the **reimbursement** of the eligible costs, in other words, costs effectively incurred by the beneficiaries that are deemed necessary for carrying out the activities in question. The **results of the action** remain the property of the beneficiaries.

Grants are subject to a **written agreement** signed by the two parties and, as a general rule, require **co-financing** by the grant beneficiary. Since grants cover a very diverse range of fields, the specific conditions that need to be fulfilled may vary from one area of activity to another.

Those intending to **apply** for a grant should consult the [calls for proposals](#).

### Funding

- ▶ AAP 2012
- ▶ AAP 2011
- ▶ AAP 2010
- ▶ AAP 2009
- ▶ AAP 2008
- ▶ AAP 2007
- ▶ AWP 2012
- ▶ AWP 2011
- ▶ AWP 2010
- ▶ AWP 2009
- ▶ AWP 2008
- ▶ AWP 2007
- ▶ AWP 2006
- ▶ AWP 2005

### Related links

- ▶ Apply for grant or contract
- ▶ Practical guide to contract procedures
- ▶ Guide to publications of call for proposals and call for tenders
- ▶ Common Procurement Vocabulary (CPV)- describes subject of procurement contract

### Thematic programmes

[http://ec.europa.eu/europeaid/work/funding/index\\_en.htm](http://ec.europa.eu/europeaid/work/funding/index_en.htm)



# Where to find tender opportunities?

European Commission > EuropeAid > Work with us > Funding > Calls for proposals & Procurement notices

## Calls for proposals & Procurement notices

Latest Publications Search by reference Advanced Search Help

Programme  Geographical Zone  ?

Type  Grants  Supplies  Services  Works Published After  ? Published before

Status  Closed  Open  Forecast

Your selection returned 5 record(s) Display 10 - 15 - 25 - 50 calls per page.

Ref. # - Title Published	Updated *	Status	Type	Geographical Zone	Programme
133623 - Assistance technique auprès de l'Ordonnateur national FED au Burkina Faso 6/11/2012	12/11/2012	Forecast	Services	Burkina Faso	Africa, Caribbean and Pacific
133535 - Appel d'offre international pour le recrutement de l'assistance technique du Programme d'appui à la Politique sectorielle Santé (PAPS) au Burkina Faso 10/10/2012	28/09/2012	Forecast	Services	Burkina Faso	Africa, Caribbean and Pacific
132178 - Audits techniques réguliers des marchés de travaux et de la supervision du renforcement de la route nationale N°1 entre Sakoinzé et Boromo - Cu2a 16/11/2011	4/11/2011	Forecast	Services	Burkina Faso	Africa, Caribbean and Pacific
130473 - Assistance technique au Plan de convergence pour l'Appui Budgétaire Sectoriel (ABS) «transport» 26/08/2010	17/06/2011	Forecast	Services	Burkina Faso	Africa, Caribbean and Pacific
130595 - Assistance Technique au Ministère des Transports 5/10/2010	17/06/2011	Forecast	Services	Burkina Faso	Africa, Caribbean and Pacific

Display 10 - 15 - 25 - 50 calls per page.

Login to ECAS

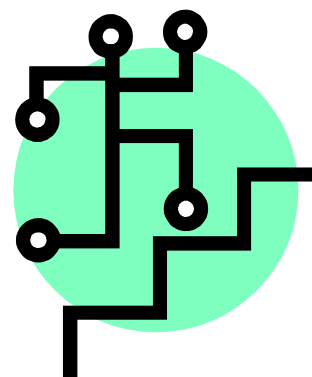
<https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome>





# Service tender procedures PRAG 2012

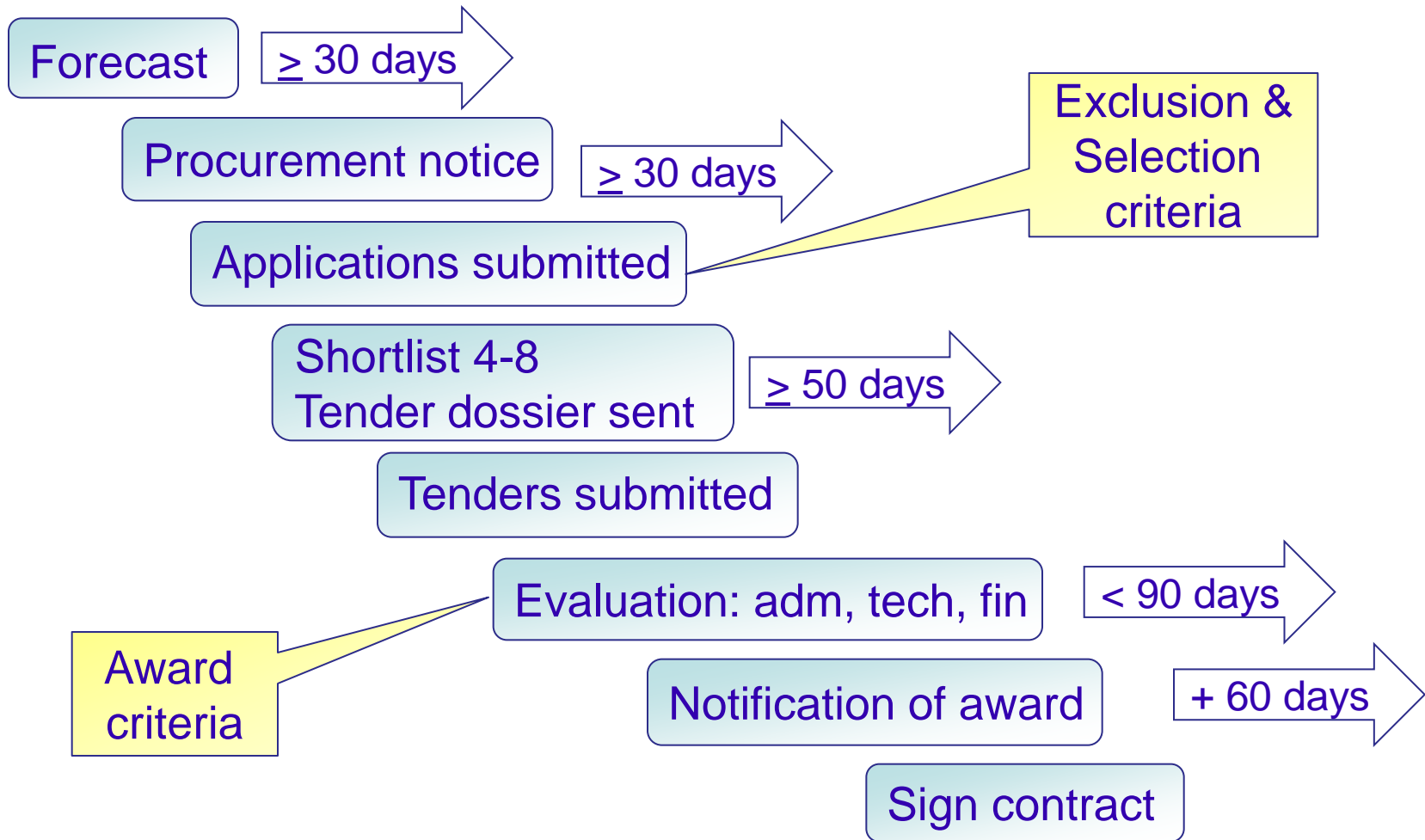
- International restricted
  - $\geq 200,000$  €
- Framework contracts
  - $< 200,000$
  - Beneficiaries, Commission, ....
- Competitive negotiated -  $\geq 3$  on shortlist
  - $< 200,000$  €
- Competitive negotiated – single offer
  - $\leq 10,000$  €





# International restricted service tender

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# Tips & tricks (potential) service providers

- Monitor EU opportunities in an early stage
- Determine your expertise/added value
- Adapt company CV & references (EU format)
- Promote yourself as a reliable partner to solid (lead) partners in consortia
  - references, specific/complementary expertise, field expertise incl. local, experts
- Develop internal expertise on EU development policies and acquisition opportunities
  - Know the PRAG and related doc, stay informed of updates (EuropeAid website, Permanent Rep., ...)



# From 2013 onwards – a snapshot

- New Financial Regulations & RAP enter into force 1 January 2013 (Budget)
- New PRAG 2013 and annexes
- Below 300,000 no obligatory use of FWC
  - CA has choice for *either* framework contract or competitive negotiated
- Procurement thresholds increased :
  - International restricted Se:  $\geq 300,000$  €
  - Competitive negotiated – single tender :  $\leq 20,000$  €
  - Invoice  $\leq 2,500$  €

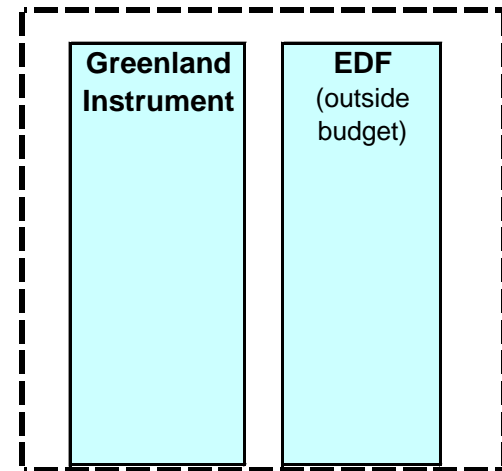
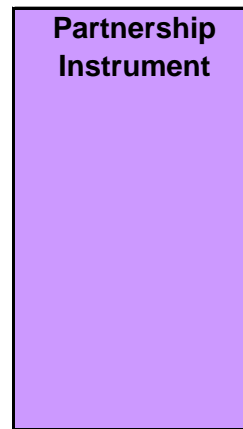
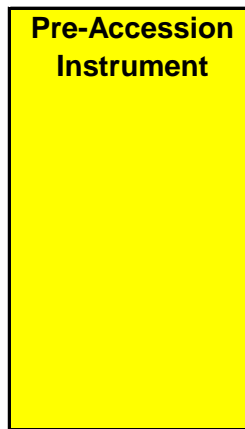
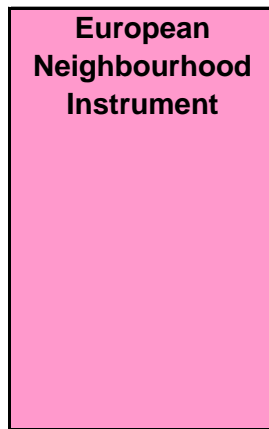
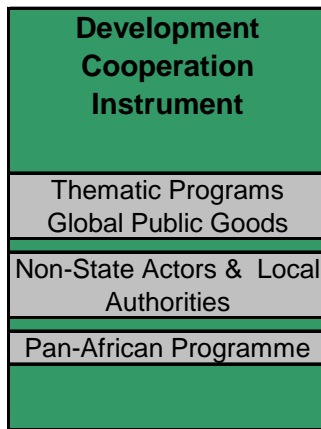
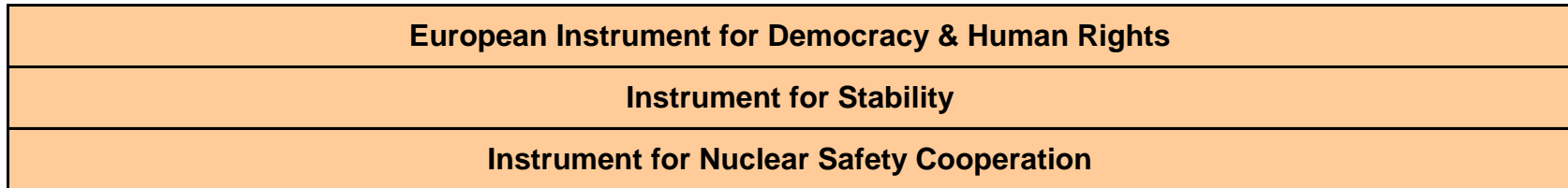




# From 2014 onwards..new financial instruments

Guidelines on participation in EU cooperation

## The proposed instruments





# Sources of information

- [http://ec.europa.eu/europeaid/index\\_en.htm](http://ec.europa.eu/europeaid/index_en.htm)
- <http://ted.europa.eu/TED/main/HomePage.do>
- <http://www.eeas.europa.eu>
- [http://ec.europa.eu/budget/biblio/documents/regulations/regulations\\_en.cfm](http://ec.europa.eu/budget/biblio/documents/regulations/regulations_en.cfm)
- [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/doing\\_business/do\\_business\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/doing_business/do_business_en.cfm)
- [http://ec.europa.eu/budget/biblio/publications/publications\\_en.cfm](http://ec.europa.eu/budget/biblio/publications/publications_en.cfm)
- contact the Delegation of the EU or their website



- MDF is a global training and consultancy agency, with 28 years of experience in international development cooperation, focussing on:
  - sustainable results in projects and programmes
  - enhancing competencies of staff members
  - strengthening organisations to improve performance
  - maximising the impact of partnerships and networks





- MDF Brussels is specialised in EU external cooperation, as partner or leader in EU programmes and as provider of open entry and tailor made courses on EU funding

CALENDAR 2013	
TRAININGS	DATES
GRANTS (mod. 1): How to obtain EU external cooperation funding?	4 - 6 March 2013 3 - 5 June 2013 18 - 20 November 2013
GRANTS (mod. 2): How to manage an EU external cooperation grant contract?	7 - 8 March 2013 6 - 7 June 2013 21 - 22 November 2013
PROCUREMENT procedures and service contract management for EU external actions	18 - 20 March 2013 17 - 19 June 2013 2 - 4 December 2013
Decentralised operations and PROGRAMME ESTIMATES for EU external actions	21 - 22 March 2013 20 - 21 June 2013 5 - 6 December 2013

PLACE: BRUSSELS - LANGUAGE: ENGLISH  
(THESE COURSES ARE ALSO AVAILABLE IN FRENCH ON REQUEST FOR MIN. 8 PARTIC.)



[www.mdf.nl](http://www.mdf.nl)

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