



# iila

ORGANIZZAZIONE INTERNAZIONALE ITALO-LATINO AMERICANA

Il Segretario Generale

ARGENTINA

Rome, 11<sup>th</sup> April 2023

BOLIVIA

BRASILE

## CALL FOR PROPOSALS FOR THE ALLOCATION OF GRANTS TO CIVIL SOCIETY UNDER COPOLAD III PROGRAMME

CILE

COLOMBIA

CONSIDERING that IILA - International Italo-Latin American Organisation, together with the International and Ibero-American Foundation for Administration and Public Policy – FIIAPP, are members of the management consortium of COPOLAD III Programme (hereinafter "the Programme").

COSTA RICA

CUBA

CONSIDERING the need to work in coordination with Civil Society Organisations (CSOs), COPOLAD III Programme has funds available to promote and finance innovative initiatives in the development of public policies on the issue of drugs.

ECUADOR

EL SALVADOR

WHEREAS COPOLAD Programme foresees, in the development of its activities, the allocation of grants to civil society from the budget executed by IILA.

GUATEMALA

HAITI

NOTES THAT:

HONDURAS

A call is hereby issued for the selection of a proposal for the award of a grant to civil society organisations for the implementation of community projects in pilot sites, within the territory of The Bahamas, in the context of the territorialisation of drug and vulnerability-related policies at community level within the framework of the COPOLAD III Programme.

ITALIA

MESSICO

NICARAGUA

PANAMA

### I. GENERAL INFORMATION ON THE CALL FOR PROPOSALS

PARAGUAY

o **Type of contract:** Grant.

PERÙ

o **Procedure applied:** Request for proposal.

REPUBBLICA  
DOMINICANA

o **Duration of the action:** Max. 6 months (with possible extension).

URUGUAY

o **Value of the application:** Minimum €25.000,00 - Maximum €45.000,00 (All expenses included)

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### II. ELIGIBILITY REQUIREMENTS



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There are three sets of eligibility requirements, relating respectively to:

BOLIVIA

1. The actors submitting the application.

BRASILE

2. The actions submitted.

CILE

3. Eligible costs.

COLOMBIA

***The actors submitting the application.***

COSTA RICA

The lead applicant, who submits the application, in order to be eligible for a grant, must:

CUBA

- Be a legal entity;

ECUADOR

- Be non-profit making;

EL SALVADOR

- Be formally established in Bahamas;

GUATEMALA

- Be directly responsible for the preparation and management of the action and not merely function as an intermediary;

HAITI

- Demonstrate economic-financial and technical project implementation capacity:

HONDURAS

- Must prove that its average annual income volume, in the last 3 years (2020 - 2022) is higher than the maximum budget of the present call;

ITALIA

- It must prove to have executed (implemented), in the last 5 years (2018 - 2022), at least 2 projects supporting activities related to this request for proposal.

MESSICO

NICARAGUA

PANAMA

***Exclusion criteria***

PARAGUAY

***Co-applicants, affiliated or associated organisations are not eligible for this call for proposals.***

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REPUBBLICA  
DOMINICANA

Organisations whose authorised representative has received a final judgement or a final administrative decision for one of the following reasons are not eligible for this call:

URUGUAY

- bankruptcy, insolvency, or liquidation proceedings;

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- failure to comply with obligations relating to the payment of taxes or social security contributions;



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- ARGENTINA – serious professional misconduct;
- BOLIVIA – fraud;
- BRASILE – corruption;
- CILE – conduct connected with a criminal organisation;
- COLOMBIA – money laundering or terrorist financing;
- COSTA RICA – terrorist offences or offences related to terrorist activities;
- CUBA – child labour and trafficking in human beings;
- ECUADOR – in the case of the creation and/or use of Shell companies;
- EL SALVADOR – irregularities, i.e. cases of non-compliance with EU rules, standards and requirements concerning the spending of EU funds, with a potentially negative impact on the EU's financial interests.

GUATEMALA

### ***Actions submitted.***

HAITI

To be eligible, the actions proposed in the application must respond to the Objectives and priorities described in the Terms of Reference of the Call.

HONDURAS

Although not mandatory, special consideration will be given to proposals that:

ITALIA

- Have a significant participation of women and young people on equal terms.

MESSICO

- Promote innovative changes in an environmentally responsible manner.

NICARAGUA

PANAMA

### ***Eligibility of costs***

PARAGUAY

The budget submitted shall constitute a cost estimate and an overall ceiling of eligible costs. Eligible costs shall be based on the actual costs incurred by the applicant during the period between the dates indicated in the grant contract.

PERÙ

Indirect costs incurred in implementing the action may be eligible in the budget of the application up to a limit of 5 % of the total estimated eligible direct costs.

REPUBBLICA  
DOMINICANA

The following costs are not considered eligible:

URUGUAY

- Contributions in kind.

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- Debts and debt burden (interest).



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- ARGENTINA - Bank charges for transfers to and from the Contracting Authority.
- BOLIVIA - Costs declared by the beneficiary and financed under another action or programme.
- BRASILE - Losses due to currency exchange.
- CILE - Costs of duties, taxes, and charges, including VAT, recoverable or deductible by the Organisation.
- COLOMBIA - Staff costs and supplies not strictly related to the logistical-operational activities foreseen in the Project.
- COSTA RICA - Purchases of real estate, vehicles or equipment not strictly related to the implementation of the intervention.
- CUBA
- ECUADOR

### III. APPLICATIONS AND DEADLINES

EL SALVADOR

To participate in this call for proposals, applicants may download all the required Annexes from the website [www.iila.org](http://www.iila.org)

GUATEMALA

HAITI

Applications must be received by express courier no later than 17:00 (Rome - Italy time) on 20<sup>th</sup> May 2024 to the following address:

HONDURAS

ITALIA

**ORGANIZZAZIONE ITALO LATINO AMERICANA – IILA**  
**Via Giovanni Paisiello n.24 – 00198 ROMA (ITALIA)**

MESSICO

NICARAGUA

The closing date of 20/05/2024 shall be considered valid as the certified date of dispatch of the envelope, provided that the offer is received at IILA headquarters no later than 12:00 noon on 23/05/2024.

PANAMA

PARAGUAY

Requests for clarification must be sent within the time limit indicated in the table below to the following e-mail address: [gare@iila.org](mailto:gare@iila.org)

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REPUBBLICA  
DOMINICANA

	DATE	HOUR*
Deadline for requesting clarifications	03/05/2024	17:00
Deadline for replying to requests for clarification	10/05/2024	-
Deadline for submission of tenders	20/05/2024	17.00

URUGUAY

VENEZUELA

\*The time corresponds to the time zone of Rome (Italy).



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IILA will publish the response to the clarifications on its website within the above-mentioned deadline.

BOLIVIA

BRASILE

In order to comply with the foreseen requirements, applicants will have to send duly compiled:

CILE

**1. The request for proposal** including the following documents:

a. Technical proposal (In the format of Annex I);

b. Budget (In the format of Annex II).

COLOMBIA

COSTA RICA

**2. Information questionnaire (Annex III) and related annexes;**

CUBA

**3. Organisational Documents:**

ECUADOR

a. Copy of the Articles of Incorporation and Statutes of the applicant Organisation;

EL SALVADOR

b. Copy of the last 3 financial statements.

GUATEMALA

**4. Presentation** of the organisation's technical capacities necessary to comply with the application.

HAITI

Proposals must be valid for at least 6 months.

HONDURAS

Applications received, by any other means or for any reason, after the deadline will not be considered.

ITALIA

MESSICO

**IV. CRITERIA AND MODALITIES FOR THE EVALUATION AND AWARD OF PROPOSALS**

NICARAGUA

The evaluation of proposals will be carried out by an IILA Committee on the basis of the documentation submitted.

PANAMA

PARAGUAY

**Administrative checks**

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The Committee will evaluate compliance with the submission deadlines and the documentation received, as required. Submissions who will not comply with the administrative check will not be passed on to the evaluation of the proposal.

REPUBBLICA DOMINICANA

**Proposal evaluation**

URUGUAY

The IILA Evaluation Committee will assign scores within the maximum limits set out in the table below, obtaining a final score for each applicant.

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	Requirements	Maximum value 100
ARGENTINA	Financial and operational capacity	20
BOLIVIA	Experience in Project Management	
BRASILE	Technical experience (in particular, knowledge on the issues to be addressed)	
CILE	Economic and financial capacity	
COLOMBIA	Relevance of the action	30
COSTA RICA	Relevance of the proposal to the objectives and priorities of the Call for Proposals	
CUBA	Presence of specific value-added elements, such as environmental issues, promotion of gender equality and equal opportunities, needs of disabled people, minority rights and indigenous peoples' rights, innovation and best practices	
ECUADOR	Effectiveness and feasibility of action	25
EL SALVADOR	Effectiveness of proposals and congruence with objectives and expected outcomes	
GUATEMALA	Feasibility of the action plan included in the proposal	
HAITI	Sustainability of the action	10
HONDURAS	Impact of the action on the target groups	
ITALIA	Budget and cost-effectiveness of the action	15
MESSICO	Consistency of proposed activities with the planned budget	
NICARAGUA	Consistency of costs with proposed activities	
PANAMA		
PARAGUAY		
PERÙ		
REPUBBLICA DOMINICANA		
URUGUAY		
VENEZUELA		

### **Award of the grant**

The application with the highest score will be selected. On the basis of the resulting scores, a reserve list will be drawn up in the event of further availability of programme funds.

The result will be published on IILA website, [www.iila.org](http://www.iila.org), and the successful applicant will be notified by e-mail.

In case the successful applicant is not available, IILA may decide to award the grant to the second-best proposal and so on, according to the reserve list.

The successful bidder must sign the grant contract within 30 days from the date of receipt and return it to IILA. If the contract is not signed and returned within the aforementioned period, IILA may award the contract to another participant or cancel this procedure.

In any case, the IILA reserves the right not to award this grant.



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ARGENTINA

In case of cancellation of the procedure, IILA will send notification by email to all participants.

BOLIVIA

BRASILE

## II. PRIVACY

CILE

PRIVACY POLICY - INFORMATION ON THE PROTECTION OF PERSONAL DATA (art. 13-14 R.G.P.D. No. 2016/679) FOR PARTICIPANTS IN COMPETITIONS AND SELECTIONS CONVENED BY IILA

COLOMBIA

COSTA RICA

IILA, in its capacity as Data Controller, undertakes to process your personal data in accordance with the principles laid down by the GDPR, in particular as regards the lawfulness, fairness and transparency of processing, the use of data for specified, explicit and relevant legitimate purposes, complying with the principles of data minimisation, accuracy, limitation of the storage period, integrity and confidentiality and accountability.

CUBA

ECUADOR

EL SALVADOR

THE DATA CONTROLLER

GUATEMALA

The Data Controller for the processing of personal data is IILA, with registered office in Rome, Via G. Paisiello 24, represented by the Secretary General, Min. Plen. Antonella Cavallari, tel. 0039 06 684921. email: [gare@iila.org](mailto:gare@iila.org)

HAITI

HONDURAS

THE DATA PROTECTION OFFICER

ITALIA

The Data Protection Officer is Mr. Mario Mercurio, domiciled in Rome, Via Umberto Biancamano 23 e-mail: [dpo@hecosrl.it](mailto:dpo@hecosrl.it)

MESSICO

CATEGORIES OF DATA PROCESSED

NICARAGUA

The management of the selection procedure involves the processing of the personal data contained in the application form and communicated by means of supplementary documents.

PANAMA

PARAGUAY

In particular, "ordinary" personal data will be processed (e.g. personal data, images, contact details, education, and training data).

PERÙ

REPUBBLICA  
DOMINICANA

The source of the personal data processed is the data subject himself/herself. The provision of the data is compulsory for the purposes stated in the information document. If the candidate does not provide such data, he/she will not be admitted to the selection procedure or will not be able to benefit from the aids or the acts resulting from the selection procedure.

URUGUAY

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The processing of the data provided by the user is permitted exclusively for the purposes related to the present call for applications. The personal data of the



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candidates will be processed by the members of the committee and by the IILA officials of the relevant IILA offices in charge of the selection procedures. The full information document is available on the website of the Organisation: <https://iila.org/it/privacy-policy/>