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

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”).

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.

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

NOTES THAT:

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.

I. GENERAL INFORMATION ON THE CALL FOR PROPOSALS

- **Type of contract**: Grant.
- **Procedure applied**: Request for proposal.
- **Duration of the action**: Max. 6 months (with possible extension).
- **Value of the application**: Minimum €25.000,00 - Maximum €45.000,00 (All expenses included)

II. ELIGIBILITY REQUIREMENTS
There are three sets of eligibility requirements, relating respectively to:

1. The actors submitting the application.
2. The actions submitted.
3. Eligible costs.

**The actors submitting the application.**

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

- Be a legal entity;
- Be non-profit making;
- Be formally established in Bahamas;
- Be directly responsible for the preparation and management of the action and not merely function as an intermediary;
- Demonstrate economic-financial and technical project implementation capacity:
  - 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;
  - 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.

**Exclusion criteria**

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

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:

- bankruptcy, insolvency, or liquidation proceedings;
- failure to comply with obligations relating to the payment of taxes or social security contributions;
serious professional misconduct;
- fraud;
- corruption;
- conduct connected with a criminal organisation;
- money laundering or terrorist financing;
- terrorist offences or offences related to terrorist activities;
- child labour and trafficking in human beings;
- in the case of the creation and/or use of Shell companies;
- 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.

**Actions submitted.**

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.

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

- Have a significant participation of women and young people on equal terms.
- Promote innovative changes in an environmentally responsible manner.

**Eligibility of costs**

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.

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.

The following costs are not considered eligible:

- Contributions in kind.
- Debts and debt burden (interest).
Il Segretario Generale

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

III. APPLICATIONS AND DEADLINES

To participate in this call for proposals, applicants may download all the required Annexes from the website www.iila.org

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

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

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.

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

<table>
<thead>
<tr>
<th></th>
<th>DATE</th>
<th>HOUR*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deadline for requesting clarifications</td>
<td>03/05/2024</td>
<td>17:00</td>
</tr>
<tr>
<td>Deadline for replying to requests for clarification</td>
<td>10/05/2024</td>
<td>-</td>
</tr>
<tr>
<td>Deadline for submission of tenders</td>
<td>20/05/2024</td>
<td>17:00</td>
</tr>
</tbody>
</table>

*The time corresponds to the time zone of Rome (Italy).
IILA will publish the response to the clarifications on its website within the above-mentioned deadline.

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

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).

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

3. **Organisational Documents**:
   a. Copy of the Articles of Incorporation and Statutes of the applicant Organisation;
   b. Copy of the last 3 financial statements.

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

Proposals must be valid for at least 6 months.

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

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

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

**Administrative checks**

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.

**Proposal evaluation**

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

---

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Maximum value 100</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial and operational capacity</td>
<td>20</td>
</tr>
<tr>
<td>Experience in Project Management</td>
<td></td>
</tr>
<tr>
<td>Technical experience (in particular, knowledge on the issues to be addressed)</td>
<td></td>
</tr>
<tr>
<td>Economic and financial capacity</td>
<td></td>
</tr>
<tr>
<td>Relevance of the action</td>
<td>30</td>
</tr>
<tr>
<td>Relevance of the proposal to the objectives and priorities of the Call for Proposals</td>
<td></td>
</tr>
<tr>
<td>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</td>
<td></td>
</tr>
<tr>
<td>Effectiveness and feasibility of action</td>
<td>25</td>
</tr>
<tr>
<td>Effectiveness of proposals and congruence with objectives and expected outcomes</td>
<td></td>
</tr>
<tr>
<td>Feasibility of the action plan included in the proposal</td>
<td></td>
</tr>
<tr>
<td>Sustainability of the action</td>
<td>10</td>
</tr>
<tr>
<td>Impact of the action on the target groups</td>
<td></td>
</tr>
<tr>
<td>Budget and cost-effectiveness of the action</td>
<td>15</td>
</tr>
<tr>
<td>Consistency of proposed activities with the planned budget</td>
<td></td>
</tr>
<tr>
<td>Consistency of costs with proposed activities</td>
<td></td>
</tr>
</tbody>
</table>
In case of cancellation of the procedure, IILA will send notification by email to all participants.

II. PRIVACY

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

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.

THE DATA CONTROLLER

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

THE DATA PROTECTION OFFICER

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

CATEGORIES OF DATA PROCESSED

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.

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

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.

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
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/