

CALL FOR PROPOSALS



CALL FOR PROPOSALS FOR THE AWARD OF GRANTS FOR PROMOTIONAL PROGRAMMES IN IOC MEMBER COUNTRIES

Within the framework of the promotion activities approved by the IOC for 2019, the Executive Secretariat (ES) intends to award grants to finance national programmes to promote local consumption of olive oil and table olives in producer IOC member countries.

They will be awarded for events and actions implemented during November 1st – December 15th, 2019.

Objectives

The objective of the grants is, *inter alia*, to build up a market culture in the member countries that want to emphasise the quality of local products and encourage cooperation amongst all IOC member countries. Proposed action and events should be of clear-cut promotional worth, in line with the objectives laid out in the International Agreement on Olive Oil and Table Olives.

For guidance purposes, activities like those listed should notably be included in the programmes put forward:

- Organisation of seminars, trade fairs, symposiums and workshops;
- Information points at food and nutrition fairs;
- Promotional material (brochures, CDs, books, etc.);
- Invitations for the participation of international specialists.

Exclusion, eligibility, selection and award criteria

Grant applications must be submitted in writing. Legal entities whose headquarters are in the territory of the members and organisations created under intergovernmental agreements and governed by public international law will be eligible to apply for grants. If the Council decides to award grants to non member countries according to the annual programme, legal entities will also be eligible to apply grants.



The ES will check whether the proposed action is in line with the objectives laid out in the International Agreement on Olive Oil and Table Olives. According to Article 101 of the IOC Financial Regulation, grants awarded by the IOC will not represent more than 50% of the cost of the co-financed activity.

Grants will be covered by an agreement and will be subject to the following principles:

- The aim of the financed project or action is to help achieve the objectives outlined in the current International Agreement on Olive Oil and Table Olives.
- Co-financing principle: external co-financing is required from a source other than any IOC fund, either in the form of the beneficiary's own resources or financial contributions from third parties. Grants awarded by the IOC must in no case cover more than 50% of the cost of the co-financed activity. The award of scholarships is an exception and is therefore not subject to the co-financing rule.
- Non-profit principle: grants may not have the purpose or effect of leading to a profit for the beneficiary.
- Non-retroactivity principle: expenditure incurred prior to the signature of the agreement is not accepted.
- Non-cumulation principle: one action may give rise to the award of one grant only to any one beneficiary per financial year.
- Principle of transparency.
- Principe of equal treatment

Exclusion criteria:

Candidates shall be excluded from participation in the procedure for the call for proposals if:

- (a) they are bankrupt or being wound up or 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 the previous matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
- (c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- (d) they 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 with those of the country of the contracting authority or those of the country where the contract is to be performed;

- (e) they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the financial interests of the IOC;
- (f) following another grant procedure, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

Candidates must declare on their honor that they are not in one of the situations listed below:

- they 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 a national legislation or regulations;
- they have been convicted of an offence concerning their professional conduct by a judgement which has the force of *res judicata*;
- they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- they have not fulfilled obligations relating to the payment of social security contributions or payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- they have been the subject of a judgement which has the force of a *res judicata* for fraud, corruption, involvement in a criminal organization or any illegal activity detrimental to the financial interests of the IOC;
- following another procurement procedure, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

Grants may not be awarded to candidates who, during the procedure:

- (a) are subject to a conflict of interest;
- (b) are guilty of misrepresentation in supplying the information required by the relevant authorising officer as a condition of participation or fail to supply this information;



- (c) are in one of the exclusion criteria.

Eligibility criteria

- (a) Candidates must be legal entities of member countries of the IOC, unless the Council, according to Article 100 of the FR, includes grants for non member countries in the annual work programme.
- (b) Applicants belonging to members that have lost their rights according to Article 16.8 of the Agreement will not be eligible.
- (c) All proposals received after the specified closing dated will not be eligible.

Selection criteria

(a) Economic and Financial capacity: candidates must provide proof that they have stable and sufficient resources.

Proof of economic and financial capacity may be furnished by one or more of the following documents:

- a) appropriate statements from banks or evidence of professional risk indemnity insurance;
- b) the presentation of balance sheets or extracts from balance sheets for at least the last two years for which accounts have been closed;
- c) a statement of overall turnover and turnover concerning the works, supplies or services covered by the contract during a period which may be no more than the last three financial years;
- d) Any other means considered appropriate by the contracting authority.

(b) Operational capacity:

- Candidates must provide proof of their operational capacity. In particular, they must provide:
- a) Educational and professional qualifications;
- b) List of the principal works performed in the past three years in





- c) relation to the action presented;
- d) A description of the technical equipment available;
- e) A description of the measures employed to ensure quality;
- f) An indication of the technicians or technical bodies involved, whether or not belonging to the legal entity, especially those responsible for quality control;
- g) A statement of the average annual manpower and the number of managerial staff in the last three years;

Award criteria

- The award criteria, which will be weighted during the procedure for the call for proposals, will be as follows:

AWARD CRITERIA	POINTS
TECHNICAL QUALITY OF THE PROGRAM	40
- Aims and Objectives (15)	
- Target Groups(10)	
- Themes and Messages (15)	
MANAGEMENT QUALITY OF THE PROGRAM	35
- Planning and organization (10)	
- Quality of partnership (10)	
- Communication strategy (15)	
OVERALL, DETAILED BUDGET	25
TOTAL	100

Financial Provision

The IOC will reimburse only eligible costs. Eligible costs are defined as costs that are actual and incurred by the beneficiary during the action, contributing to the objectives of the grant in an economic, efficient and effective manner.

To obtain the reimbursement of a cost, it has to have been included in the budget of the action.

The proposal has to include a budget in Euros with all the itemised costs in relation to the action. This budget has to be balanced and it has to respect





the following principles: co-financing, non-profit, non-retroactivity and non-cumulation.

This budget will not be modified without the prior written approval of the IOC. The IOC ES reserves the right to reduce the amount of the budget, according to the analysis of the evaluation committee, without changing any other element of the proposal.

As general rule the costs will be reimbursed once the action has been completed, and all documents have been sent to the IOC and duly checked and approved.

Schedule:

The planned schedule is as follows:

- Publication of the call: June, 14th , 2019.
- Deadline for submitting applications: July, 15th 2019.
- Evaluation period: July 17th – 18th , 2019.
- Information to applicants in writing, of the decision taken with regard to their proposal: July, 22nd – 26th , 2019.
- Signature of the agreement by the beneficiary (the beneficiary will send two originals duly signed to the IOC): Prior to September, 30th , 2019.
- Signature of the agreement by the IOC (the IOC will sign both originals and it will send one of them to the beneficiary at least 30 calendar days before the commencement of the action).

Final date for submissions: July, 15th , 2019

Any interested member countries are invited to forward document proposals to the ES at the following address. The closing date for the receipt of submissions is: July, 15th , 2019, 17.00 h.





The submission of proposals can be made by mail to the following address:

International Olive
Council-
C/ Príncipe de
Vergara ara, 154
28002 MADRID.

Or by sending all the documents by e-mail to the following
address: E-mail: iocc@internationaloliveoil.org

Maximum budget for each beneficiary

With the aim of distributing the available budget among the largest number of applicants, a maximum amount of 5. 999 € is fixed for each beneficiary.

Short-listing and award

The authorising officer will draw up the final list of beneficiaries and the amounts accepted. The ES reserves the right not to award all the funds. The decision of the ES to reject a proposal or not to award a grant shall be final.

Once selected, the beneficiary automatically authorises the ES to publish the following information, in any form and in any medium, including internet:

- a) The name and address of the beneficiary, if it is a legal entity or the name and the country of origin if it is a natural person;
- b) Purpose of the grant;
- c) Amount granted and financing rate with regard to the total cost of the action.

Grant agreement

The ES reserves the right to reduce the amount of the budget, according to the analysis of the evaluation committee, without changing any other element of the proposal.

The ES may not award a grant that is higher than the amount requested. The grant will be governed by a grant agreement.

