



**Private Sector Development Programme (PSDP)
Kingston, Jamaica**

Private Sector Organisations and Support Institutions (PSOs)

Capacity Building

Guidelines To Applicants

**Responding to the Call for Proposals
issued in 2006**

Open Call for Proposals

9th European Development Fund

Reference: PSO/CBS/06/001

Deadline for receipt of applications:

The deadline for receipt of applications is **August 29, 2006 @ 4:00 p.m.** In the event that available funds are not fully allocated within the prescribed timeframe, two additional deadlines will be established as follows to accommodate subsequent applications:

October 13, 2006 @ 4:00 p.m.

November 30, 2006 @ 4:00 p.m.

Note that funds will be allocated to approved applicants on first come first serve basis.

NOTICE

Please note that the procedure has changed from the first PSDP call for proposals issued in 2005.

Also note that the funding being provided by the PSDP is in the form of a grant. A grant is a direct financial contribution, by way of donation, from the European Union (EU) budget or the European Development Fund (EDF), in order to finance:

- either an action intended to help achieve an objective forming part of an European Union policy;
- or the functioning of a body which pursues an aim of general European interest or has an objective forming part of an European Union policy.

In other words, it is a payment of a non-commercial nature by the Contracting Authority to a specific beneficiary to implement an action intended to help achieve an objective forming part of a European Union policy or an objective of the ACP-EC Agreement or the Overseas Association Decision or of a programme or project adopted in accordance with that Agreement or Decision.

A grant is generally non-repayable as long as the beneficiary complies with the terms and conditions relating to the use of funds as specified in the grant contract. Failure to comply with the grant contract requirements will result in the full or partial repayment by the beneficiary of sums already paid.

As the grant stems from public funds, provided by both the European Commission and the Government of Jamaica, rules and procedures are put in place to guide applicants and to ensure proper use of public funds for the purpose agreed in writing.

The basis for the grant consideration is the applicants' project proposal outlining objectives and results together with a schedule of activities and a detailed budget. As funds are limited, the applications will go through a rigid process to ensure transparency and fair treatment of each application. In the end, the quality of an application ensures a ranking of importance, but still does not guarantee a grant. The decision of the Project Management Unit (PMU) on this matter is final, as the process will have incorporated reviews by independent assessors, the PMU itself, an independent Evaluation Committee, the Planning Institute of Jamaica and the Delegation of the European Commission in Jamaica.

Therefore, due care should be taken to follow the process and in completing the forms as described herein. Due consideration must also be given to the eligibility criteria and the way goods and services are being bought, once a grant has been issued, taking into account the specific rules of origin, nationality of service providers and related matters as described.

The call for proposals documents consist of:

1. Guidelines to Applicants
2. Application Form comprising of the following parts:
 - **Part I – The Action (Proposed Project)**
 - **Part II – The Applicant**
 - **Part III- Checklist**
 - **Part IV - Declaration by the Applicant**
3. Budget template for the Action (Project) labelled as **Annex III: Worksheet 1 (Budget) and Worksheet 2 (Expected Sources of Funding)**
4. Model Financial Identification Form
5. All other support documents requested in the Guidelines to Applicants and the application form;
6. Grant Contract (Special Conditions) template and annexes (these documents are available on the PSDP website, www.psdpjamaica.com or from the PSDP Project Management Unit (PMU) within JAMPRO.

1. CAPACITY BUILDING – PRIVATE SECTOR ORGANISATIONS & SUPPORT INSTITUTIONS (PSOs)

1.1 Background

The Private Sector Development Programme (PSDP) is a technical assistance programme, financed jointly by the European Union, under the 9th European Development Fund (EDF), and the Government of Jamaica (GoJ).

In line with the Financing Agreement, the PSDP's main goal is to enhance the perspective of socio-economic development through strengthening of the private sector in Jamaica in the challenging context of globalisation and liberalisation of the economy. The objective of the programme is to enhance the competitiveness of micro, small and medium-size enterprises (MSMEs) and to strengthen their support and representative organizations.

Jamaica Promotions Corporation (JAMPRO), through its Project Management Unit (PMU), has been managing the PSDP. Two other organisations, i.e. the Jamaica Business Development Centre (JBDC) and the Private Sector Organisation of Jamaica (PSOJ), will, in conjunction with JAMPRO and the PMU, execute select activities under the Programme.

In line with the financing agreement the following results are to be achieved by PSDP:

- Empowerment of private sector organizations and support institutions in the local environment;
- Development of System(s) for the provision and improved delivery of relevant Business Development Services (BDS), both through demand-led and supply-driven initiatives;
- Enhanced access to corporate finance for MSMEs.

In order to assist institutional beneficiaries in achieving the results, PSDP is launching this new call for proposals for grant funding support as described in this document. Please note that this guide, rules and procedures are binding. Please note also that the rules and certain forms have been changed compared with the call issued in 2005, taking into account the new European Commission rules and regulations which were published in February 2006.

1.2 Objectives of the PSO Capacity Building Scheme Facility and priority issues

The objective of this call for proposals is to invite eligible private sector organisations and support institutions (PSOs) within the private and public sectors to submit applications/proposals for technical assistance grant funding on a cost-sharing basis, under the PSO Capacity Building Facility (PSO/CBS). This grant facility is aimed at enhancing the capacity of PSOs to respond and adapt to the needs of their client/membership base by making the most effective use of their human and financial resources.

The PSO/CBS is geared at strengthening the capacity of PSOs, in the delivery of existing and new business development services (BDS) to their members/clients who are MSMEs and who operate within the key sectors outlined in the National Industrial Policy (NIP), resulting in (i) the improvement of firm level competitiveness and (ii) enhanced effectiveness of PSOs demonstrated by increased membership and usage of services. Details on the NIP's targeted industries/sectors is available on the PSDP website (psdpjamaica.com). Eligible actions under the PSO Capacity Building Scheme are summarized under Section 2.1.3 of this document. In the context of PSDP, MSMEs are defined as companies with a net asset base of less than €1 million (approx. J\$80 million) and/or employ less than 200 permanent (full time) employees. Net asset based is defined as total assets less total liabilities.

It is important to note that a PSDP grant may not be used to generate a direct profit. It must be noted that all grants are made subject to the availability of funds and that a grant application does not guarantee a grant

approval. The quality of the applicant's proposals will determine its ranking in approval/allocation of funds as the programme progresses. For details on the ranking process please refer to Section 2.3 of this document. PSDP will only support actions which commence after the grant contract agreement has been signed by all parties. There is no retroactivity.

1.3 Financial allocation provided by PSDP

The overall indicative amount made available under this call for proposals is approximately \$J40 million. The PSDP reserves the right not to award all available funds.

Size of grants

PSDP can support approved activities/actions on a 75:25 cost-sharing basis, with the programme's contribution being 75%. More than one grant under this facility may be awarded to a PSO during the implementation period of the PSDP (which concludes on December 31, 2009), though not concurrently.

The maximum PSDP grant per PSO under this facility over the implementation of the PSDP (i.e. up to December 31, 2009) is €80,000 or J\$6.4 million, subject to the availability of funds.

The minimum grant per PSO is €5,000 or J\$400,000.

No PSDP grant may exceed 75% of the total eligible costs of the action (see also section 2.1.4). The balance must be financed from the applicant's own resources, or from sources other than the European Community budget or the European Development Fund.

Applicants who have been awarded a previous grant contract under this facility and have completed all actions under that agreement, or have terminated the contract, may re-apply under this call for any remaining balances up to the maximum allowed, subject to the availability of funds.

Grants may not have the purpose or effect of producing a profit for the beneficiary.

2. Rules for This Call for Proposals

These guidelines set out the rules for the submission, selection and implementation of actions financed under this call, in line with the provisions of the New Practical Guide (available on the Internet at this address: http://europa.eu.int/comm/europeaid/tender/gestion/index_en.htm). The conditions of the practical guide have been amended after consultations with the Delegation of the European Commission to take into account the prevailing business environment in Jamaica and the specific needs and requirements of the private sector institutions and enterprises.

2.1 Eligibility criteria

There are three sets of eligibility criteria, relating to:

- organisations which may request a grant (2.1.1),
- actions for which a grant may be awarded (2.1.3),
- types of cost which may be taken into account in setting the amount of the grant (2.1.4).

In line with the PSDP Financing Agreement, the criteria for selecting PSOs should take into consideration the following:

- Ability of the PSO to absorb and sustain any skills transferred;
- Management capabilities, notably for cost sharing schemes;
- The nature of representation of members/clients (majority being in the MSMEs).

2.1.1 Eligibility of applicants: who may apply

(1) In order to be eligible for a grant, applicants **must**:

- Fulfil the definition of a private sector organisation and support institution (PSOI); In the context of the PSDP, a PSOI is an entity based within the public or private sector (including NGOs), that provides business development and/or business support services to companies in the MSME sector which operate within key industries including those outlined under the National Industrial Policy (NIP). These may include (but are not limited to) trade, industry and business associations, chambers of commerce, cooperatives, and select financial institutions that exclusively provide MSME financing and any other intermediary institution involved in the provision of BDS. In addition, government institutions, providing support services to MSMEs such as research & development, innovation, training, technology and other business development services can apply as well;
- Be substantially involved in the provision of business development and/or business support services geared at enhancing productivity and firm-level competitiveness of their members and/or multiple clients who are MSMEs and operate within targeted sectors such as those outlined under the NIP. BDS may include (but are not limited to), marketing and management support services, training, human resource development, technical assistance, productivity advisory services, scientific research, policy representation, trade information, and other business advice services;
- be legally registered in Jamaica with majority Jamaican ownership;
- have a Tax Registration Number (TRN) and General Consumption Tax (GCT) number at the time of application;
- have been operating and trading for at least one full financial year (12 months);
- have stable and sufficient sources of finance to ensure the start-up and implementation of the action and also the continuity of their organisation throughout the proposed project life;
- submit an application with proposed projects/actions being clearly defined, relevant and show potential for sustainability and in line with PSDP objectives;
- be directly responsible for the preparation and management of the action, not acting as an intermediary; **and**
- be experienced and able to demonstrate their capacity to manage initiatives corresponding with the size of the project for which a grant is requested;

(2) Potential applicants may not participate in calls for proposals or be awarded grants if:

- (a) 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 national legislation or regulations;
- (b) they have been convicted of an offence concerning professional conduct by a judgement which has the force of *res judicata* (i.e., against which no appeal is possible);

- (c) they are 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 Jamaica or those of the country where the action is to take place;
- (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 PSDP's or the Communities' financial interests;
- (f) they have been declared to be in serious breach of contract for failure to comply with their contractual obligations in connection with a procurement procedure or other grant award procedure financed by the Community budget.

Applicants are also excluded from participation in calls for proposals or the award of grants if, at the time of the call for proposals, they:

- (g) are subject to a conflict of interests;
- (h) are guilty of misrepresentation in supplying the information required by the Contracting Authority as a condition of participation in the call for proposals or fail to supply this information;
- (i) have attempted to obtain confidential information or influence the evaluation committee or the Contracting Authority during the evaluation process of current or previous calls for proposals.

In the cases referred to in points (a), (c), (d), (f), (h) and (i) above, the exclusion applies for a period of two years from the time when the infringement is established. In the cases referred to in points (b) and (e), the exclusion applies for a period of four years from the date of notification of the judgment.

In Part IV of the grant application form ("Declaration by the applicant"), applicants must declare that they do not fall into any of the above categories (a) to (f).

2.1.2 Partnerships and eligibility of partners

(NOT APPLICABLE)

2.1.3 Eligible actions and activities for which an application may be made

Definition:

An action (or project) is composed of a set of activities with a clearly defined duration and expected results.

Duration

The planned duration of the proposed project may not exceed 12 months from the date after the last signature to the PSDP grant support contract. An action must start no later than three months after the signature date of the grant contract between the PSDP and the PSO, as funds can be withdrawn.

Sectors or themes

Eligible actions include all relevant areas of institutional strengthening of a developmental nature which is focused on the delivery of multiple workshops and seminars and would allow PSOs to fully assume or enhance

their role and/or the range and scope of services provided to, or on behalf of, their members and where appropriate their clients, in an effort to improve their competitiveness.

Eligible actions relate to the organization which are geared at building and improving firm level competitiveness and may include (but are not limited to) areas such as training, consultancy and advisory business development services:

- **Institutional and legal framework development:** making legal and regulatory changes to enable organizations, institutions and agencies at all levels to enhance their capacities.
- **Market/Management/Organizational development:** organisational restructuring, systems development, processes & procedures development, public relations campaigns to promote services, website development etc.
- **Human resource development:** the process of equipping individuals with the understanding, skills and access to information, knowledge and training that enables them to perform effectively.
- **New Service/Product Offerings:** development of new service/product offerings to clients and members especially where they are aimed at enhancing MSME information, decision-making and capacity to compete more effectively in local and international markets, E-Commerce, E-Business and related topics.
- **Equipment necessary for the implementation of the project.**
- And other activities directly in line with the stated PSDP objectives (Section 1.2) subject to PSDP approval.

The following types of actions are ineligible:

- Degree and diploma courses, scholarships for studies and extended training courses in excess of 6 months total duration;
- Others as defined as Section 2.1.4 below.

In addition, please note number of proposals and grants per applicant as follows:

- An applicant may **NOT** submit more than one proposal under this call for proposals.
- An applicant may **NOT** be awarded more than one grant under this call for proposals.

2.1.4 Eligibility of costs: costs which may be taken into consideration for the grant

Only eligible costs can be taken into account for a grant. These are detailed below. The budget is therefore both a cost estimate and a ceiling for "eligible costs". Note that the eligible costs must be based on real costs, not lump sums (except for subsistence costs and indirect costs). PSDP cannot reimburse lump sum requests.

Recommendations to award a grant are always subject to the condition that the checking process which precedes the signing of the contract does not reveal problems requiring changes to the budget. The checks may give rise to requests for clarification and may lead the PSDP to impose reductions.

It is therefore in the applicant's interest to engage in prudent shopping and to provide a **realistic and cost-effective budget taking into account inflation, possible exchange rate fluctuations, increases in fares for international flights and the non-availability of special offers.**

Eligible direct costs

To be eligible under the call for proposals, costs must:

- be necessary for carrying out the action, be provided for in the contract with PSDP and comply with the principles of sound financial management, in particular value for money and cost-effectiveness;
- have actually been incurred by the beneficiaries during the implementing period for the action as defined in the contract with PSDP;
- be considered to have been incurred during the implementation period of the Action for approved goods/services/works used/provided or delivered during the implementation period of the Action; and
- be recorded in the Beneficiary's accounts and/or tax documents, be identifiable and verifiable, and be backed up by originals of supporting documents and deliverables.

Subject to those conditions and where relevant to the contract-award procedures being respected, eligible direct costs borne by the Beneficiary cover:

- the cost of full-time staff assigned to the implementation of the action, corresponding to actual salaries including income tax and other remuneration-related costs; salaries and costs must not exceed those normally borne by the Beneficiary, as the case may be, unless it is justified by showing that it is essential to carry out the action;
- travel and subsistence costs for full-time staff and other persons approved by PSDP taking part in the action, provided they do not exceed those normally borne by the Beneficiary. For travel abroad, any flat-rate reimbursement of the subsistence costs must not exceed the rates published by the European Commission at the time of signing the contract (available at following Internet address: http://europa.eu.int/comm/europeaid/perdiem/index_en.htm). For travel within Jamaica the approved PSDP rates as published on the PSDP website (www.psdpjamaica.com) will apply;
- purchase of equipment and supplies or where appropriate, the rental of necessary equipment, specifically for the purposes of the Action, and costs of services, provided they correspond to market rates;
- the cost of specified and necessary consumables;
- costs arising for the dissemination of information, printing of workshops/training documents, monitoring evaluation specific activities, translations and other activities ensuring sustainability; and
- other subcontracting expenditure for business development services;

Eligible indirect costs (overheads)

A lump sum not exceeding 7% of the total amount of eligible costs of the Action may be claimed to cover the administrative overheads (electricity, office supplies, telephone, fax, insurance etc) incurred by the Beneficiary for implementing the Action if these are listed in the approved application.

Costs are ineligible if the Beneficiary receives in other respects an operating grant from the European Commission or other EC funded projects.

Contributions in kind

Any contribution in kind made by the Beneficiary or any other source which **does not represent actual expenditure** and is not eligible and will not qualify for PSDP grant support.

Ineligible costs

The following costs are not eligible for PSDP support:

- debts and provisions for losses or debts;
- interest owed;
- items already financed by European Commission or other donors;
- purchases of land or buildings;
- purchase of motor vehicles
- currency exchange losses;
- no taxes, duties and other Government levies;
- replacement of stolen, damaged goods
- credits to third parties;
- raw materials, working capital and other routine operational costs
- rent

2.2 How to apply, and the procedures to follow

2.2.1 Application form

Applications must be submitted using the official application form. This form must be completed in line with the instructions therein. Applicants should keep strictly to the format of the application and fill in the paragraphs and the pages in order.

Applicants must apply in English, providing one complete set of all original documents together with two completed copies of same.

Please complete the application form carefully and as clearly as possible so that it can be assessed properly. The applicant should be precise and provide the necessary detail to ensure that the application is clear, particularly as to how the aims of the action will be achieved, the benefits that will flow from it, and the way in which it is

relevant both to the PSDP objectives and the applicant's goal in achieving sustainability. Please note that the application is rated in comparison with others, competing for limited funds in order of rank.

Any errors related to the points listed in the Checklist (Part III of the grant application) or any major inconsistency in the application form (e.g. the amounts mentioned in the budget are inconsistent with those mentioned in the application form) can lead to the immediate rejection of the proposal.

Clarifications will only be requested when information is missing or unclear. In such cases, the requested documentation or information must be submitted to the PSDP within five (5) working days of the date of the request. Failure to comply with this requirement will lead to unnecessary delays and could lead to a rejection of the application.

Hand-written applications will not be accepted.

Please note that the completed application form with all the annexes will be transmitted to the independent evaluators and assessors. It is therefore of utmost importance that these documents contain all relevant information concerning the proposed project and submitted in the required number of copies, i.e. one original and two (2) copies.

2.2.2 Where and how to send the applications

Applications must be sent in a sealed envelope by registered mail, private courier service or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) to the address below:

**PSDP Project Management Unit
c/o Jamaica Promotions Corporation (JAMPRO)
18 Trafalgar Road
Kingston 10**

Applications sent by any other means (e.g. by fax or by e-mail) or delivered to other addresses will be rejected.

Complete applications must contain one complete set of original documents plus two complete copies.

The Checklist (Part III of the grant application form) and the Declaration by the applicant (Part IV of the grant application form) must be stapled separately and enclosed in the envelope.

The outer envelope must bear the reference number and the title of the call for proposal, the full name and address of the applicant, and the words "Not to be opened before the opening session".

Applicants must verify that their application is complete by using the checklist (Section V of the grant application form).

Please note that the application form and annexes are available on the Private Sector Development Programme website at <http://www.psdpjamaica.com> and/or from the Project Management Unit (PMU) located at JAMPRO, 18 Trafalgar Road, Kingston. Please note that these documents should not be distorted in any way.

2.2.3 Deadline for receipt of applications

The deadline for the receipt of applications as stated in the call for proposals notice published in the newspapers and on the PSDP website, must be respected. Although the notice has outlined more than one deadline, applications received by the PSDP after one deadline will automatically be carried over to the next. Any application received after the final deadline will automatically be rejected even if the postmark indicates a date preceding the deadline or if the delay is due to the private courier service or other similar deliver services.

2.2.4 Further information and Support

A series of information sessions for this call for proposals will be held in island wide.

Questions relating to the application documentation and process, may be sent by e-mail or by fax to the Project Management Unit (PMU) no later than 21 days before the deadline for the receipt of proposals to the address listed below, indicating clearly the reference of the call for proposals:

E-mail address: psdpinfo@jamprocorp.com

Fax: (876) 978-7912

Responses will be posted on the PSDP website at www.psdpjamaica.com no later than 11 days before the deadline for the receipt of proposals.

In the interest of fair and equal treatment of applicants, the PMU cannot directly assist applicants nor give a prior opinion on the eligibility of an applicant or an action or project proposal.

However, applicants can apply for support to review, edit and finalise their applications via any one of three Help Desk Facilities set up within the Jamaica Business Development Centre (JBDC), Private Sector Organisation of Jamaica (PSOJ) and JAMPRO (Technical Assistance Unit). Please note that JAMPRO (Technical Assistance Unit) as part of its Help Desk Facility, will network with other service providers and PSOs such as the JEA, JMA etc. You may contact the JBDC, PSOJ and JAMPRO (Technical Assistance Unit) for a list of their Help Desk Service Providers/consultants in order to facilitate your decision in the selection of a Help Desk. A nominal fee will be charged for Help Desk services which will be co-funded by the PSDP and the applicant, with the PSDP financing 75% of the cost. The applicant's contribution to this fee is non-refundable. It is also **important to note** that the assistance received from the Help Desk Facility **does not automatically guarantee** an acceptance of an application by the PSDP. The assessment and evaluation of applications as well as the ranking which decides on the distribution of grants is done by independent assessors and evaluators and is not under the control of the operators of the Help Desk Facilities.

2.3 Evaluation and selection of applications

Applications will be examined and evaluated by PSDP with the assistance of independent external assessors and evaluators. All applications submitted by applicants will be assessed according to the following steps and criteria:

STEP 1: OPENING SESSION AND ADMINISTRATIVE CHECK

The following will be reviewed and assessed:

- Application submission deadline. If the deadline has not been respected the proposal will automatically be rejected (see paragraph 2.2.3).
- The application satisfies all the criteria mentioned in the Administrative Checklist (Part III of the grant application form). If any of the requested information is missing or is incorrect, the application can be rejected on that sole basis and will not be evaluated further.

Following the opening session and the administrative check, the PSDP will send a letter to all applicants, indicating whether their application was received prior to the deadline, as well as informing them of the reference number they have been allocated.

STEP 2: EVALUATION OF THE APPLICATION

An evaluation of the quality of the proposals, including the proposed budget, and the capacity of the applicant, will be carried out in accordance with the evaluation criteria set out in the Evaluation Grid included below. There are two types of evaluation criteria: selection and award criteria.

The selection criteria are intended to help evaluate the applicants' financial and operational capacity to ensure that they:

- have stable and sufficient sources of finance available to start the proposed actions (capacity to pre-finance) and to maintain these activities throughout the period during which the action is being carried out.
- have the management capacity, professional competencies and qualifications required to successfully complete the proposed action.

The award criteria allow the quality of the proposals submitted to be evaluated in relation to the objectives and priorities set, and grants will be awarded based on actions which maximise the overall effectiveness of the call for proposals. The process will enable the selection of proposals which PSDP can be confident will comply with its objectives and priorities and also guarantee the visibility of the European Commission funding. The award criteria cover such aspects as the relevance of the action, its consistency with the objectives of the call for proposals, quality, expected impact, sustainability and cost-effectiveness.

Please note:

Scoring:

The evaluation criteria are divided into sections and subsections. Each subsection will be given a score between 1 and 5 in accordance with the following guidelines: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Note on Section 1 of the evaluation form: Financial and operational capacity

If the total average score is **less than 12 points for section 1**, the Evaluation Committee will reject the proposal. In addition, it is necessary to obtain **a score of at least 3 for section 1.4** related to finance. Failure to obtain a score of 3 or more for section 1.4 will result in rejection of the proposal.

Note on Section 2. Relevance

If the total average score is **less than 16 points for section 2**, the Evaluation Committee will reject the proposal.

Note for the other three sections i.e. Methodology, Sustainability and Budget Cost Effectiveness

The total average score for each section should not be less than “adequate” in accordance to the guidelines for scoring outlined above.

Provisional selection

Following the evaluation, PSDP will establish a table listing the proposals ranked according to their score. This ranking will determine in which order grant funds will be allocated to applicants within the available finance. **The benchmark or cut-off point is a minimum score of 61 out of 100.** Applicants with the same score will be further ranked based on the number of members and/or clients being supported, with the organisation with the most number of members or clients being ranked the highest.

The Evaluation Grid

Section	Maximum Score	Relevant section of Application form
1. Financial and operational capacity	20	
1.1 Does the applicant have sufficient experience in project management ?	5	II.4.1 and II 3.3
1.2 Does the applicant have sufficient technical expertise ? (notably knowledge of the issues to be addressed.)	5	II.4.1 and II 3.3
1.3 Does the applicant have sufficient management capacity ? (including staff, equipment and ability to handle the budget for the action)?	5	II.4.2 and II 3.3
1.4 Does the applicant have stable and sufficient sources of finance for start-up, implementation and follow-up ?	5	II.4.2
2. Relevance	25	
2.1 How relevant is the proposal to the objectives and one or more of the priorities of the call for proposals? Note: A score of 5 (very good) will only be allocated if the proposal specifically addresses at least one priority . Note: A score of 5 (very good) will only be allocated if the proposal contains specific added-value elements, such as promotion of gender equality and equal opportunities, impact on rural development, innovation and new technology,...	5 x 2	I.1.6.1
2.2 How relevant to the particular needs and constraints of PSO and the respective industry/business sector is the proposal? (including avoidance of duplication with other programmes, synergy potential with other EC initiatives.)	5	I.1.6.2
2.3 How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs been clearly defined and does the proposal address them appropriately?	5 x 2	I.1.6.3 and I.1.6.4
3. Methodology	25	
3.1 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?	5	I.1.7 and I.1.8.5
3.2 How coherent is the overall design of the action? (in particular, does it reflect the analysis of the problems involved, take into account external factors and anticipate an evaluation ?)	5	I.1.8
3.3 Is the level of involvement and participation in the action by the various actors, staff members, clients and others listed in I.1.8.5 satisfactory?	5	I.1.7 and I.1.8.5

3.4 Is the action plan clear and feasible?	5	I.1.9
3.5 Does the proposal contain measurable objectively verifiable indicators for the outcome, results, benefits and impact of the action?	5	I. 2.2
4. Sustainability	15	
4.1 Is the action likely to have a tangible impact on its target groups?	5	I.2.1
4.2 Is the proposal likely to have multiplier effects ? (including scope for replication and extension of the outcome of the action and dissemination of information.)	5	I.2.2 and I.2.3
4.3 Are the expected results of the proposed action sustainable : - financially (<i>how will the activities be financed after the funding ends?</i>) - institutionally (<i>will structures allowing the activities to continue be in place at the end of the action? Will there be local "ownership" of the results of the action?</i>) - at policy level (where applicable) (<i>what will be the impact of the action — e.g. will it lead to improved legislation, codes of conduct, new methods, new standards, etc?</i>)?	5	I.2.4
5. Budget and cost-effectiveness	15	
5.1 is the ratio between the estimated costs and the expected results satisfactory?	5	I.3
5.2 Is the proposed expenditure necessary for the implementation of the action?	10	I.3
Maximum total score	100	

STEP 3: Eligibility of the applicant

The eligibility verification, based on the supporting documents which may be requested by the PSDP (please refer to section 2.6 of this Guidelines to Applicants) will only be performed for the proposals that have been provisionally selected according to their scores and within the available financial resources of the PSDP.

The Declaration by the applicant (Part IV of the grant application form) will be cross-checked with the supporting documents provided by the applicant. Any missing supporting document or any incoherence between the Declaration by the applicant and the supporting documents will lead to the automatic rejection of the proposal.

The eligibility of the applicant and the action will be verified according to the criteria set out in Sections 2.1.1 and 2.1.3 of the Guidelines to Applicants and any additional supporting documents which may be required such as the information outlined in Part II – section 4.2.2 of the application form.

2.4 (Not Applicable For This Call For Proposals)

2.5 Notification of PSDP's decision

2.5.1 Content of the decision

Applicants will be informed in writing of the PSDP's decision concerning their application.

A decision to reject an application or not to award a grant will be based on the following grounds:

- the application was received after the deadline;
- the application was incomplete or otherwise non-compliant with the stated administrative requirement;
- the applicant was not eligible;

- the action was ineligible (e.g. the action proposed is not covered by the programme, the proposal exceeds the maximum duration allowed, the requested contribution is higher than the maximum allowed);
- the proposal was not relevant enough and/or the applicant's financial and operational capacity was not sufficient;
- the proposal was considered technically and financially inferior to the other proposals selected;
- several proposals were submitted by the same applicant;
- the applicant has not shown clear evidence of the financial and operational capacity required to implement the actions all together, from the project start, through implementation to follow-up;
- one or more of the requested supporting documents were not provided before the set deadline;
- any other criteria included in these guidelines has not been respected.

As all proposals will have gone through an extensive review and evaluation process, also involving independent assessors and an evaluation committee, it must be noted that PSDP's decision to reject an application or not to award a grant is final.

2.5.2 Indicative time table

The PSDP's PMU will conduct an opening session whereby all applications will be opened and an administrative check completed to ensure that the application requirements have been met. This session will include representatives from the Planning Institute of Jamaica (PIOJ) and the EC Delegation (as observer). Applicants will be advised about the outcome of the opening session within 3 weeks (i.e. 15 working days) of the date of this session (this date is indicative only).

The entire evaluation process, i.e. the opening session, evaluation of applications and the notification of applicants as to whether they have been successful or not, may take up to 4 calendar months depending on the number and quality of applications being evaluated as well as the need to contact applicants to verify information provided. The evaluation process involves the assessment of applications by independent assessors and a review of their recommendations by an external Evaluation Committee, the Planning Institute of Jamaica and the Delegation of the European Commission of Jamaica (as observer).

2.6 Conditions applicable to implementation of the action following the PSDP's decision to award a grant

Following the decision to award a grant, the Beneficiary will be sent a notification letter advising of provisional acceptance, subject to the submission of supporting documentation to verify eligibility or any other relevant information which may be required. The supporting documentation to verify eligibility include:

1. Evidence of registration as a company, statutory corporation or other body in Jamaica under either a specific enactment, the Companies Act, Cooperative Societies Act or possess up to date registered business name under the Registration of Business Names Act ("RBN Act") or any other relevant Act;
2. Constitutional Documents (Certificate of Incorporation, enabling legislation or constitution);
3. Articles of continuance filed with the ORC;
4. Completed Financial Identification form duly signed by the applicant's bank.

Once all supporting documents have been provided and are in order, the Beneficiary will be offered a grant contract by PSDP in line with the 9th European Development Fund (EDF) rules and regulations. It must be noted that the grant award notification letter does not represent the formal contractual agreement and the right to the said grant.

Beneficiaries will be able to access grant funds once all conditions are met and the grant contract has been officially signed by both parties, at which time the beneficiary will be required to commence approved activities per terms of contract.

The date planned for the start of actions is the first working day following the day of the final contract signature, having been duly endorsed by the Delegation of the European Commission in Jamaica.

The contract will, in particular, establish the following rights and obligations:

Final amount of the grant

The maximum amount of the grant will be stipulated in the contract. As explained in point 2.1.4 of this Guidelines to Applicants, this amount is based on the budget, which is itself only an estimate. As a result, it will be final only once the action has ended and the final accounts have been presented (see Articles 17.1 and 17.2 of the General Conditions applicable to European Community financed grant contracts for external actions which may be accessed from the PSDP website at www.psdpjamaica.com).

Failure to meet the objectives

If the Beneficiary fails to implement the action as undertaken and agreed in the contract, PSDP reserves the right to suspend payments, and/or to terminate the contract (see Article 11 of the above referenced General Conditions located on the PSDP website at www.psdpjamaica.com). PSDP's contribution may be reduced, and/or demand full or partial repayment of the sums already paid, if the Beneficiary does not fulfil the terms of the contract (see Articles 12.2 and 17.4 of the above referenced General Conditions located on the PSDP website at www.psdpjamaica.com).

Amendments to the contract and variations within the budget

Any amendment to the contract must be set out in a written addendum to the original contract (Article 9.1 of the above referenced General Conditions). However, some amendments (addresses, bank account, etc.) may simply be notified in writing to the PSDP (see Article 9.2 of the above referenced General Conditions located on the PSDP website at www.psdpjamaica.com).

The description of the Action (Annex 1 to the grant contract) and budget items may vary from the original figures provided that the following conditions are met:

- (1) they do not affect the basic purpose of the action;
- (2) they do not change the overall cost of the action;
- (3) the financial impact is limited to a transfer between items within a single main budget heading or to a transfer between the main budget headings involving a variation of less than 15% of the original amount (as the case may be modified by addendum) of each relevant main budget heading.

In such instances, the Beneficiary may make alterations to the budget, and ask PSDP for approval.

This method may not be used to amend the heading for overhead costs and contingency reserve (see Article 9.2 of the above referenced General Conditions located on the PSDP website at www.psdpjamaica.com).

In all other cases, a written request must be made in advance to PSDP and an addendum will be required.

Reports

Reports must be drafted in English as stated in the contract. Narrative and financial reports conforming to the models attached to the contract are to be supplied together with payment requests.

Additional information

In accordance with Article 2.2 of the General Conditions, PSDP may request additional information prior to contract preparation and during implementation.

Payments

A contract will be drawn up with successful applicants for the implementation of activities for a maximum of 12 months. Upon the signing of this contract and submission of a request for payment, an advance of up to 25% of the PSDP's contribution can be paid to the beneficiary to commence this action. If an advance is requested, a financial guarantee for this amount will be required prior to payment and finalization of contract. The financial guarantee should be prepared using the prescribed model provided (see Annex VI – Financial Guarantee which may be accessed from the PSDP website at www.psdpjamaica.com under the heading “What Beneficiaries Need to Know”). Alternatively, the beneficiary may opt to self-finance approved activities and submit requests for reimbursement of expenditure based on supporting documents outlined in the contract. In exceptional cases and upon the submission in writing of an appropriate justification, the PSDP may pay its contribution directly to the Beneficiary to enable them to pay the balance due to the supplier of goods and services, once the beneficiary has demonstrated that they have paid their contribution and provided the necessary supporting documents for approved activities described in the contract. Note that this option will only apply to interim payments of up to 60% of the value of the contract. The final payment due to the beneficiary will be paid once all approved activities have been completed and verified by the PSDP.

The PSDP will effect a maximum of 3 payments per grant contract, i.e. 2 interim payments and 1 final payment. Additional payments may be considered by PSDP, once the beneficiary provides the relevant justification in writing and this has been accepted by the PSDP. The beneficiary will submit interim reports according to the prescribed format to receive payment. A final report outlining activities completed, deliverables and results must be submitted prior to final payment.

If the Beneficiary fails to supply the PMU with a final report by the deadline laid down in the contract and fails to furnish an acceptable and sufficient written explanation of the reasons why he/she is unable to comply with this obligation, the PMU may terminate the Contract and recover the amounts already paid and not substantiated

Accounts of the action

The Beneficiary must keep accurate and regular records and dedicated, transparent accounts of the implementation of the action (see Article 16.1 of the General Conditions which may be accessed from the PSDP website at www.psdpjamaica.com). It must keep these records for seven years after payment of the balance.

Visibility

Appropriate visibility and credit must be given to the grant made available by the European Union through Private Sector Development Programme (PSDP), for example, in reports and publications stemming from the action or during public events associated with the action. (see Article 6 of the General Conditions which may be accessed from the PSDP website at www.psdpjamaica.com).

Implementation contracts

Where implementation of the action requires the Beneficiary to award procurement contracts, it must award the contract to the tenderer offering the best value for money, that is to say, the best price-quality ratio, in compliance with the principles of transparency and equal treatment for potential contractors, care being taken to avoid any conflict of interests. To this end, the Beneficiary must follow the procurement procedures as per document entitled "Procurement by Grant Beneficiaries in the context of European Community external actions" which may be accessed from the PSDP website at www.psdpjamaica.com and is an annex to the grant contract.