

**CEI Know-how Exchange Programme (KEP)  
KEP AUSTRIA  
Call for Proposals 2011**

Date of publication: 12 January 2011  
Deadline for submission of applications: 11 March 2011



## 1. BACKGROUND INFORMATION

The Central European Initiative (CEI) is the oldest forum of regional cooperation in Europe, promoting cooperation among 18 Member States (Albania, Austria, Belarus, Bosnia and Herzegovina, Bulgaria, Croatia, the Czech Republic, Hungary, Italy, Macedonia, Moldova, Montenegro, Poland, Romania, Serbia, Slovakia, Slovenia and Ukraine), with a strong record in project-oriented activities. The CEI aims to promote a cohesive and united Europe and in particular to assist the least advanced CEI member countries to strengthen their capacities and promote their socio-economic development.

The CEI Know-how Exchange Programme (KEP) was launched in 2004 as a CEI cooperation instrument which aims to provide capacity building and technical assistance from the EU to the non-EU countries within the CEI region. The objective of the Programme is to promote the transfer of best practices from the countries that have already gone through the EU accession to the non-EU CEI member states. KEP projects usually take the form of medium sized projects of about EUR 80.000 - 100.000, with the CEI co-financing amounting up to EUR 40.000. The KEP offers grants to institutions from EU countries (which act as applicants and donors of know-how) willing to share experience with their partners in the non-EU CEI countries in South-East and Eastern Europe (beneficiaries of know-how).

KEP AUSTRIA represents a specific component of the KEP Programme, which has been supported since 2008 by the Austrian government with the funding of the Austrian Development Agency (ADA). In 2010 Austria has renewed its support to the programme for the following three years. KEP AUSTRIA Programme is managed by the CEI Executive Secretariat, the body providing administrative and conceptual support to the CEI structures.

## 2. PRIORITY AREAS

The KEP AUSTRIA allows EU countries of the CEI to work with CEI non-EU countries, which find themselves at different stages of rapprochement towards the EU (candidates, potential candidates, neighbouring countries), to upgrade their institutions, functioning and staff in order to promote and achieve EU standards.

The Programme focuses on areas of intervention where CEI donor countries (EU members) demonstrate strong-rooted experience, and where beneficiary states (non-EU members) have the strongest need for assistance.

The priority areas have been defined, taking into account country and sector strategies of International Organisations and International Financial Institutions operating in the region (i.e. EBRD, OECD, UNECE, the World Bank and others). These areas generally comply with development assistance priorities of most of the CEI-EU Member States.

### I. European Integration, Capacity Building and Market Economy

- European integration (preparing for the process of EU accession, including assistance in strategic documents; improving skills of the public administration; assistance in the drafting of laws in accordance with EU requirements);
- Strengthening the rule of law through the introduction of appropriate European standards;
- Strengthening capacities of central administration (including institution building, improvement of efficiency and performance of the State administration, application of high standards and transparency in civil service and provision of adequate professional training for civil service employees);
- Assistance in economic transformation (creating conditions for the transition to a free-market economy, privatisation, reform of the public sector finances);
- Support to second-generation reforms (with particular attention to corporate governance, financial and banking sector services, and to capital markets);

- Improvement of local labour market efficiency and development of micro, small and medium-size enterprise sectors (including support to the start-up of SME, promotion of spin-offs and innovative enterprises, development of micro-credit schemes, and SME financing);
- Strengthening administrative structures at regional and local levels (including assistance in the preparation of development strategies, implementation of transparency measures for local government finance system, and human resources development for local administration employees).
- Strengthening the social advancement of the recipient countries (development of the civil society, promotion of corporate social responsibility, etc.).

## II. Infrastructure Planning and Development

- Technical assistance for infrastructure development (provision of consultancy in planning, rehabilitation and development of transport, municipal and other infrastructure of high economic impact; support to the application of public-private partnership schemes).

## III. Agriculture, Energy, and Environment

- Energy (energy efficiency, renewable sources of energy, clean energy and climate change);
- Environment (protection of the natural environment, waste management, water management and water resource development);
- Sustainable agriculture and rural development (including food safety and food quality applications and regulatory standards, farm development plans, development of infrastructure for wholesale trade of agricultural products, training of specialists in farming-related areas; promotion of rural and environmentally sensitive tourism).

## 3. TYPES OF PROJECTS AND ELIGIBILITY

### Activities

Projects should provide capacity building and technical assistance from the EU to the non-EU countries of the CEI Region. Projects should not promote general cooperation but focus on delivering specific results. It is recommended to propose activities which aim to solve specific problems or needs, rather than addressing more general topics. At the end of the project institutions, procedures or staff need to be upgraded. Projects preparing the ground for investment from national, European or international financial institutions are also recommended.

### Know-how donor (Applicant) and recipient

The Programme is open to all public and private sector bodies, international and non-governmental organisations operating in the KEP AUSTRIA areas of intervention.

The minimum eligible partnership is composed of one institution from EU and one institution from non-EU CEI member state. Both know-how donor and know-how beneficiary must be from CEI countries: the know-how donor acts as project applicant and must come from a CEI country which is a member of the EU, while the recipient institution must be from a non-EU CEI member state. Small focused partnership is generally to be preferred to large partnership structure.

Within the KEP AUSTRIA Call for Proposals 2011 the projects benefitting the following CEI non-EU member states are eligible: Albania, Bosnia and Herzegovina, Macedonia, Moldova, Montenegro and Serbia.

### Project duration

Project implementation should start after 1 July 2011. Project duration should normally not exceed 2 years.

### Grant ceiling

KEP projects usually take the form of medium sized projects of about EUR 80.000,00 to 100.000,00. The maximum awarded CEI grant amounts to EUR 40.000,00 and shall not exceed 50% of the total eligible project costs. The indicative funding available under KEP AUSTRIA Call for Proposal 2011 amounts to EUR 200.000,00.

## 4. EVALUATION PROCEDURE

The applications that pass the eligibility check (fulfilment of formal requirements) will undergo the evaluation procedure. During the evaluation, the CEI Executive Secretariat may request additional documentation or amendments to the application, which must be delivered by the applicant in writing by standard electronic means.

The decision on the approval of projects will be done by the Committee of CEI National Coordinators (CNC), taking into account the results of the evaluation procedure and the limits of the available budget. After approval of the project by the CNC, the applicant will be informed about the amount of the approved CEI contribution and the conditions of disbursement.

The evaluation procedure shall be carried out according to the following evaluation criteria:

### 1. Relevance (score 0-10)

- To which extent are the activities proposed in line with the KEP priority areas?
- To which extent does the project contribute to the country and sector strategies of international development cooperation and/or to national plans or strategies of the recipient country?

### 2. Applicant's operational capacity (score 0-10)

- To which extent does the applicant's past expertise and experience qualify it for a successful implementation of the project?
- What is the level of the ownership of the project and is there the commitment of the recipient institution(s)?
- Have the applicant and the project partners sufficient knowledge and expertise about the problem the assignment is expected to solve?

### 3. Quality of information (score 0-10)

- Has the application been completed in all its parts?
- To which extent is the information in the application presented in complete, concise and clear way?

### 4. Cost-effectiveness and budget coherence (score 0-10)

- To which extent is the proposed budget sound and cost-effective?
- Could same results be obtained with less funding?

### 5. Objectives and Results (score 0-10)

- Are the proposed activities appropriate, practical, and consistent with the objectives and results set?
- Does the project contain specific and concrete outputs that will be delivered at the end of the project?
- Does the project envisage verifiable indicators for the outcome of the action?

### 6. Impact and Sustainability (score 0-10)

- To what extent do the proposed activities contribute to the effective know-how transfer and to the building up of relevant expertise in the recipient institution(s)?
- To what extent will the action have a tangible impact in the recipient country?
- To what extent are the benefits of the project likely to continue after the cease of the current funding?

## 5. HOW TO APPLY

Applications must be submitted by an institution from an EU country which acts as know-how donor in the given project. The applicant needs to have the qualifications and experience to successfully carry out and complete the project and is responsible for the project implementation and the management of the grant.

Before applying for a grant applicants should thoroughly read the KEP AUSTRIA Rules and Procedures and Application Form, available at: [www.ceinet.org/KEP](http://www.ceinet.org/KEP).

Application forms shall be submitted in the electronic format (Word) via e-mail (Subject: KEP AUSTRIA Call 2011 – COUNTRY – PROJECT NAME), together with the scanned last page of the application, containing applicant's and recipient's signatures and stamps. The application shall be sent to the KEP AUSTRIA Office of the CEI Executive Secretariat (e-mail: [gostisa@cei-es.org](mailto:gostisa@cei-es.org)) and in copy to the CEI National Coordinator of the applicant's country. Contact details of the CEI National Coordinators are available at: <http://www.ceinet.org/contacts>

Deadline for submission of applications is 11 March 2011. Applications submitted after the closing date shall not be taken into consideration.

For more information please contact:

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## 6. INDICATIVE TIMETABLE

Publication of the Call for Proposals 2011:	12 January 2011
Deadline for project submission:	11 March 2011
Envisaged date for project evaluation	April 2011
Envisaged date for projects approval by the Committee of CEI National Coordinators	May 2011
Beginning of project implementation	Not before 1 July 2011