



European
Investment *Advisory Hub*
Europe's gateway to investment support



CALL FOR PROPOSALS

Delivery of local investment advisory services by National Promotional Banks (NPBs)

Reference Number **SG/AS/EIAH/2017-1621/MS**

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1. Introduction

The European Investment Bank (EIB) is launching this call for proposals (the “**Call**”) to identify and select proposals from national promotional banks or institutions (the “**NPBs**”) in Member States for actions resulting in the delivery, at local level, of investment advisory services to public and/or private beneficiaries in EU Member States, with support through the European Investment Advisory Hub (the “**EIAH**”).

The selected proposals will receive financial support, in the form of grants, under the terms and conditions detailed herein.

2. General background and context

The EIAH is a joint initiative of the European Commission (the “**Commission**”) and the EIB to strengthen support for project development and preparation in EU Member States, by providing targeted technical assistance for the identification, preparation and development of investment projects across the Union.

As one of the pillars of the Investment Plan for Europe, EIAH is established under the Regulation (EU) 2015/1017 of the European Parliament and of the Council of 25 June 2015 on the European Fund for Strategic Investments, the European Investment Advisory Hub and the European Investment Project Portal and amending Regulations (EU) No 1291/2013 and (EU) No 1316/2013 – the European Fund for Strategic Investments (OJ L 169, 1.7.2015, p.1) (the “**EFSI Regulation**”), and its implementation is governed by contractual arrangements between the European Union and the EIB.

The main objective of the EIAH, as stated in the EFSI Regulation, is to “*build upon existing EIB and Commission advisory services in order to provide advisory support for the identification, preparation and development of investment projects and to act as a single technical advisory hub for project financing within the Union*”¹.

EIAH was officially launched in September 2015. It is managed by the EIB as a specific, clearly defined set of advisory activities and supervised by a Coordination Committee composed of representatives of the Commission and the EIB.

The services provided to eligible EIAH beneficiaries (as defined in the EFSI Regulation) include project development support throughout the investment project cycle, from concept screening and review of feasibility studies to financial advice to enhance investors’ ability to access adequate sources of financing, and are provided in complement to other European investment advisory programmes and/or external consultancy services provided by the Commission or the EIB.

The costs of the operations of the EIAH are covered by financial contributions from the European Union, from the EIB and from fees paid by private sector beneficiaries of the EIAH services. The annual work programmes detailing the activities and costs that may be financed under each annual budget of the EIAH are set out in specific grant contracts concluded between the Union and the EIB.

Further, as envisaged in the EFSI Regulation, the EIAH seeks to cooperate, where possible, with providers of similar services at Union, regional, national or sub-national level, so as to ensure broad coverage of needs through localised delivery of advisory services. In this context, discussions with NPBs and Member States authorities revealed that different forms of cooperation may be required to ensure an effective implementation, depending on advisory needs and on existing capacity of national institutions to address such needs.

To this end, since the launch of the EIAH the EIB signed Memoranda of Understanding with more than twenty such institutions. Further, a comprehensive market gap analysis² commissioned by the EIB in 2016 identified specific market asymmetries that impact the availability, access, and affordability of

¹ Article 14.1 (*European Investment Advisory Hub*) of the EFSI Regulation

² Synopsis available at http://eiah.eib.org/publications/attachments/Market_gap_analysis_for_the_advisory_services_under_the_European_Investment_Advisory_Hub_EIAH.pdf

advisory services in the Member States. On this basis, and considering EIB experience to date in delivering advisory services in the framework of the EIAH, certain priorities for cooperation have been derived in terms of geographical scope, types of advisory services and sectors where the EIAH support would be most needed and effective in ensuring delivery of localised investment advice and ultimately increasing investment activity in Member States.

This Call is intended to address such priorities.

3. Objectives of the Call for proposals

The **overall objective** of this Call is to enhance the environment for investment in the EU and address shortcomings in mobilisation of financing (especially under the EFSI), notably through fostering the provision of investment advisory services at local level, to support project promoters to initiate and develop viable, sustainable and quality projects.

The **specific objective** of this Call is to allow EIB to identify and select proposals from eligible NPBs for the provision of certain types of advisory services, at national level, with support through the EIAH.

4. Indicative timetable and financial allocation for the Call

The Call is launched under the annual work programme for the EIAH agreed between the Commission and the EIB in the context of the 2016 EIAH budget, whereby an allocation of **EUR 7 000 000** (*seven million euros*) from the Union financial contribution has been earmarked to cover eligible costs under this Call, as detailed below.

The Union and the EIB reserve the right to earmark additional funds, under subsequent EIAH budgets, for the same or similar type of actions, and therefore the Call is intended to remain open until 30 June 2020. **For this purpose, the terms and conditions of this Call may be amended by the EIB at its sole discretion. Such amendments will be published on the same website as the Call, and will apply to proposals submitted after the date of their publication.**

The details on the selection and evaluation process are included in Section 5.5 (*Evaluation and selection of applications*).

Any grant requested under this Call must fall between the following minimum and maximum amounts:

- minimum amount: EUR 100 000;
- maximum amount: EUR 500 000.

Further, any grant requested under this Call must not exceed **75%** of the total eligible costs of the action proposed.

The balance (that is, the difference between the total cost of the action proposed, including eligible and non-eligible costs, and the amount of the grant requested and agreed by EIB to be awarded) must be financed from sources other than the general budget of the Union or the European Development Fund.

5. Rules for the Call for proposals

This Section details the rules for the submission, selection, and implementation of the actions financed under this Call for proposals.

5.1. Eligibility criteria

There are three sets of eligibility criteria, related to (1) the applicant; (2) the actions for which a grant may be awarded; and (3) the categories of costs that may be taken into account in calculating the amount of the grant.

5.1.1. Eligibility of applicants

In order to be eligible to receive a grant under this Call, the applicant must fulfil the following **cumulative criteria**:

- (a) be a legal person (i.e. enjoy legal personality);
- (b) be established in a Member State of the European Union;

The fulfilment of this criterion will be determined on the basis of the applicant's statutes, which should demonstrate that it has been established by an instrument governed by the national law of the Member State concerned and that its head office is located in a Member State. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if the statutes are registered locally.

- (c) be a national promotional bank or institution;

In accordance with Article 2 (*Definitions*) of the EFSI Regulation, a "national promotional bank or institution" (NPB) means "*legal entities carrying out financial activities on a professional basis which are given a mandate by a Member State or a Member State's entity at central, regional or local level, to carry out development or promotional activities*".

The applicant must include in its application copies of the relevant official documents demonstrating the fulfilment of the criteria on the basis of which it may be considered as NPB in accordance with the above definition, that is:

- 1) it carries out financial services on a professional basis;
- 2) has been given a mandate
 - (i) by the Member State, or by a Member State's entity at central, regional, or local level,
 - (ii) to carry out development of promotional activities
 - (iii) of the type which is eligible to receive financial support under this Call.

- (d) be directly responsible for the preparation and management of the action, not acting as an intermediary.

In line with the duty of the EIB to protect the financial interests of the Union and to ensure that its funds are employed as rationally as possible and used only for the purposes for which they were granted, potential applicants may be excluded from participation in this Call and may not be awarded grants thereunder if they fall into any of the situations that constitute a ground for exclusion in accordance with the applicable rules, policies and procedures of the EIB. As part of the application, each applicant must submit a declaration in the form included in the Annex 3.

For clarity, the following entities are not applicants:

- (i) other organisations or entities that may be involved in the implementation of the action, but which do not receive funding from the grant;
- (ii) contractors commissioned by the grantee NPB to execute part of the activities under the action. Contractors are subject to procurement rules set out in Section 5.6.2 (General duties and obligations in the implementation of the action).

NOTE 1: While acknowledging that more than one such entity may exist in a Member State, EIB intends to select one entity per Member State through this Call wherever feasible. In cases where more than one eligible application is received from a Member State, priority will be given to the one achieving a higher evaluation score. However, the EIB may consider selecting more than one entity per Member State in cases where this would ensure complementarity in sectors served, services offered and/or geographical coverage.

5.1.2. Eligible actions

In order to be eligible to receive funding under this Call, an action must fulfil the following **cumulative criteria**:

- (a) **Duration**: the action must be implemented (that is, the activities comprising it must be delivered, and the related costs must be incurred by the grantee) within a period of maximum 18 months.
- (b) **Location**: the advisory activities comprising the action must be delivered in the Member State where the grantee NPB is established, with the exception of
 - ✓ actions including activities aimed at the development of cross-border projects, which may be implemented in the Member State where the grantee is established and in one or more other Member States, and
 - ✓ actions comprising activities listed under letter (d) point (iii) of this Section 5.1.2 (*Eligible actions*), which must be implemented in the Member State of the recipient NPB.

NOTE 2: Although there are no restrictions, on the basis of the findings of the gap analysis referred to in Section 2 (*General background and context*), priority will be given to actions located as follows:

- **Priority 1 Member States**: Bulgaria, Croatia, Hungary, Latvia, Lithuania, Poland, Romania, Slovakia and Slovenia
- **Priority 2 Member States**: Cyprus, Czech Republic, Estonia, Greece, Malta, Portugal and Spain
- **Priority 3 Member States**: Belgium, Finland, France, Germany, Italy and Ireland
- **Priority 4 Member States**: Austria, Denmark, Luxembourg, the Netherlands, Sweden and United Kingdom

- (c) **Sectors or themes**: the advisory services comprising the action must address the sectors listed in the Article 9.2 (*Requirements for the use of the EU guarantee*) of the EFSI Regulation, namely:
 - a. research, development and innovation, in particular through:
 - (i) projects that are in line with Horizon 2020;
 - (ii) research infrastructures;
 - (iii) demonstration projects and programmes as well as deployment of related infrastructures, technologies and processes;
 - (iv) support to academia including collaboration with industry;
 - (v) knowledge and technology transfer.
 - b. development of the energy sector in accordance with the Energy Union priorities, including security of energy supply, and the 2020, 2030 and 2050 climate and energy frameworks, in particular through:
 - (i) expansion of the use or supply of renewable energy;
 - (ii) energy efficiency and energy savings (with a focus on reducing demand through demand-side management and the refurbishment of buildings);
 - (iii) development and modernisation of energy infrastructure (in particular interconnections, smart grids at distribution level, energy storage and synchronisation of networks).
 - c. development of transport infrastructures, and equipment and innovative technologies for transport, in particular through:
 - (i) projects and horizontal priorities eligible under Regulations (EU) No 1315/2013 and (EU) No 1316/2013;

- (ii) smart and sustainable urban mobility projects (targeting accessibility, reduction of greenhouse gas emissions, energy consumption and accidents);
 - (iii) projects connecting nodes to TEN-T infrastructures.
- d. financial support through the European Investment Fund and the EIB to entities having up to 3 000 employees, with a particular focus on SMEs and small mid-cap companies, in particular through:
 - (i) provision of working capital and investment;
 - (ii) provision of risk financing from seed to expansion stages for SMEs, start-ups, small mid-cap companies and mid-cap companies, to ensure technological leadership in innovative and sustainable sectors.
- e. development and deployment of information and communication technologies, in particular through:
 - (i) digital content;
 - (ii) digital services;
 - (iii) telecommunications infrastructures of high speed;
 - (iv) broadband network.
- f. environment and resource efficiency, in particular through:
 - (i) projects and infrastructures in the field of environmental protection and management;
 - (ii) strengthening of eco-system services;
 - (iii) sustainable urban and rural development;
 - (iv) climate change actions.
- g. human capital, culture and health, in particular through:
 - (i) education and training;
 - (ii) cultural and creative industries;
 - (iii) innovative health solutions;
 - (iv) new effective medicines;
 - (v) social infrastructures, social and solidarity economy;
 - (vi) tourism.

NOTE 3: Eligible advisory services must be related to pursuing the objectives listed in Article 9.2 (*Requirements for the use of the EU guarantee*) of the EFSI Regulation. In addition, the following sectors have been identified as key priorities:

- Transport infrastructure, including urban mobility and connectivity;
- Use of renewable energy, energy efficiency and development of energy infrastructure;
- Environment and resource efficiency;
- Small and Medium-sized Enterprises (SMEs) and mid-cap companies; and
- Social infrastructures, social and solidarity economy.

Further, certain categories of advisory activities will be prioritised in line with the anticipated amendments to the EFSI Regulation:

- Creation / development of investment platforms for bundling together small scale projects;
- Combining potential EFSI financing with other sources of the Union funding, including financial instruments under the European Structural and Investment (ESI) Funds; and
- Cross-border (engaging two or more Member States) and macro-regional (involving several regions) project development.

(d) **Types of actions and activities**: the actions intended to be supported through this Call may fall into one of the three categories below:

(i) **Delivery of investment advisory services at local level** – programmes consisting in the provision, by the grantee NPB, of advisory services, complementary to the existing activities of that NPB, in support of investment projects in the grantee’s country of establishment.

Such services will typically include technical, financial and legal advice in preparation of project proposals, pre-feasibility and feasibility studies, cost-benefit analyses and development of technical specifications, as well as organisation of promotional events, seminars and field missions. In the case of SME support programmes, typical services may also include preparation of business plans and investment proposals, training and mentoring activities.

(ii) **Establishment or developing organisational capacity** – services procured by the grantee NPB in support of establishment or development of its advisory capacity, such as expertise to develop internal procedures, horizontal market and feasibility studies and relevant trainings for the staff of the grantees, may be eligible under this Call, if the applicant demonstrates the need for such upstream support and such support is directly linked to the delivery of the advisory activities comprising the proposal and for which the Financial Support is provided.

(iii) **Knowledge transfer for developing a local advisory capacity** – actions proposed by an applicant NPB (which may become the grantee NPB) that aim at establishing or developing the capacity of one or more other NPBs (the recipient NPBs), the latter established in different Member States than the grantee NPB, to provide, in turn, advisory services in their Member State. Such “twinning” programmes may include exchange of know-how and best practices between the participating NPBs, with a view to accelerating development of the advisory capacity of the recipient NPBs by learning from NPBs that already have established and mature advisory programmes in place.

The applicant NPB (grantee NPB) will be expected to identify and obtain the consent of the recipient NPB for the programme and present such programme in sufficient detail in the application.

NOTE 4: The eligibility criteria listed in Section 5.1.1 (*Eligibility of applicants*), with the exception of letter (d) therein, will have to be fulfilled not only by the NPB, but also by each recipient NPB identified in the proposal.

NOTE 5: Within the framework of the EIAH, and with a view to developing the capacity of NPBs to deliver advisory support locally, the EIB aims to develop specific training programmes for the staff of the applicant NPBs, which may include staff secondments at EIB or Member State institutions, study visits to EIB, classroom and online courses and/or other forms of delivery.

The purpose of the programme is two-fold:

- (i) in the case of NPBs that are awarded a grant under the Call, to support the grantee NPB in implementing the action included in its proposal, or
- (ii) in the case of NPBs who are not selected under this Call, notably for reasons linked to their operational capacity to implement the action proposed, to support them to develop their capacity to implement similar actions, with a view to enabling them to submit, subsequently, a new proposal for a grant under the Call.

NPBs interested in receiving such training should note, however, that **such training programme is not part of this Call, and no grants will be awarded to any NPB for participation in it.**

If an NPB only wishes to participate in such training (and envisages to submit an application under this Call at a later stage, or not at all), no application should be

submitted. The NPB may address its request to participate in such training to the EIB through the regular EIAH point of entry, at the following coordinates: <http://eiah.eib.org>; eiah@eib.org.

The following types of actions are **not eligible** under this Call:

- actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences and congresses;
- actions concerned only or mainly with individual scholarships for studies or training courses;
- actions concerned only with one-off conferences. Any costs related to conferences may only be covered under the grant if they form part of a wider range of activities to be implemented in the life-time of the action. For these purposes, preparatory activities for a conference and the publication of the proceedings of the conference do not, in themselves, constitute such “wider activities”.

It is **mandatory** for all actions proposed to include appropriate monitoring tools and activities, such as base-line studies, surveys, opinion polls, etc. to measure the proposed action’s impact on target groups’ capacities to develop and implement projects. The proposal will therefore need to be based on sound needs assessment and stakeholder analysis and including baseline data to the largest extent feasible. The logical framework of the action should be carefully designed with realistic, measurable and time-bound indicators, of both a **quantitative** and **qualitative** nature. If applicable, the proposal should also include information on any synergies with other EU initiatives and how any potential duplication of activities is avoided.

- (e) ***Financial support to third parties:*** the applicants **may not** propose financial support to third parties. For the purposes of this Call, financial support to third parties means the award of financial contributions, in the form of a grant, by the applicant to third parties, out of the grant awarded to the proposal under this Call. For the avoidance of doubt, the payment of consultancy services outsourced by the grantee NPB as part of the proposed action does not constitute financial support to third parties.
- (f) ***Number of applications per applicant:*** the applicant
 - (i) may submit a maximum of two application under this Call
 - (ii) subject to the availability of funding, may be awarded more than one grant under this Call.

Before submitting multiple proposals, applicants should carefully consider the issue of overlaps and limit/eliminate them as much as possible.

5.1.3. Eligibility of costs

Only “eligible” costs may be covered by the grant. The categories of costs that are eligible and non-eligible are indicated below. The budget of the proposed action will be regarded both a cost estimate and an overall ceiling for “eligible” costs.

5.1.3.1. Eligible direct costs

In order to be eligible to be covered from the grant further to this Call, the actual costs incurred by a grantee NPB in the implementation of the activities for which the grant is provided will have to comply with the following conditions:

- (i) they are necessary for implementing such activities, directly attributable to such activities, arising as a direct consequence of their implementation and charged in proportion to actual use;
- (ii) they represent real expenditure, definitely and genuinely borne by the grantee;

- (iii) they are incurred by the grantee during the implementation period of the action, and in compliance with the terms of the funding agreement to be concluded between the EIB and the grantee.
- (iv) they are reasonable and justified, comply with the principles of sound financial management³ and are in line with the usual practices of the grantee, regardless of their source of funding;
- (v) they are identifiable and backed by supporting documents, in particular determined and recorded in accordance with the accounting practices of the grantee;
- (vi) they comply with the applicable tax and social legislation, taking due account, if applicable, of any privileges and immunities that the grantee may enjoy pursuant to its constituent documents, international convention, or any applicable law;
- (vii) they are covered by one of the categories of costs eligible for payment from the grant, and entered as eligible costs in the budget estimate included in the proposal, as accepted by the EIB, as these will be identified in the documentation for the call for proposals.

The internal accounting and auditing procedures of the grantee must permit direct reconciliation of the costs and revenue declared in respect of the activities for which the grant is provided with the corresponding accounting statements and supporting documents.

The applicants are requested to note that **only the following categories of direct costs are eligible** to be reimbursed from the grant:

- (a) Cost of applicant's personnel assigned to the action, in the proportion directly associated to implementation of the proposed action. Personnel costs comprise the actual salaries paid to staff assigned to the action, as well as social security charges and other statutory costs included in the remuneration, provided that their aggregate amount does not exceed the average rates corresponding to the grantee's usual policy on remuneration
- (b) Cost of consultancy services subcontracted for implementation of eligible activities under the action, in accordance with the applicable rules on procurement, as specified in Section 5.6.2 (*General duties and obligations in the implementation of the action*). Such subcontracted services may also include support services such as translations, venue and equipment rental, and catering;

The reimbursement of **direct eligible costs** will be based on the **actual direct costs incurred** by the grantee in the implementation of the action.

These costs correspond to (i) prices paid (on the basis of invoices) under service contracts with external service providers commissioned specifically for the action, or to (ii) staff costs, typically new hires. Nevertheless, existing staff members and/or existing contractors (service providers) of the grantee NPB may also be assigned, on a full or part-time basis, to the delivery of the activities comprising the action, provided that a written agreement is reached between the grantee NPB and the existing staff member or external service provider concerned in respect of:

- (i) the specific activities to be performed by that staff member or external service provider in the implementation of the action;
- (ii) the time to be dedicated to the action by the staff member or by the external service provider; and
- (iii) the remuneration or, respectively, the price to be paid by the grantee NPB for the services performed in the implementation of the action. In addition, in relation to this point (iii), the remuneration to be paid by the grantee NPB to the existing staff member assigned to the action

³ Defined as "the principles overarching the implementation of the action, namely economy, effectiveness and efficiency (including regarding internal control). The principle of economy requires that resources used in the pursuit of the implementation of the activities for which Financial Support is provided are made available in due time, in appropriate quantity and quality and at the best price. The principle of effectiveness concerns the attainment of the specific objectives and the achievement of the intended results. The principle of efficiency concerns the best relationship between resources employed and results achieved."

must comply with the requirements specified at letter (a) of this Section 5.1.3.1 (*Direct eligible costs*), and – in compliance with the applicable procurement rules and legislation - any agreement reached with an existing service provider must not constitute a new contract or otherwise breach any limitations to modifications of existing contracts.

NOTE 6: The estimates of the actual direct costs presented in the application have to be based on objective data such as statistical data or any other objective means or with reference to certified or auditable historical data of the applicant. The methods used to estimate the costs must ensure that the costs correspond fairly to the actual costs to be incurred by the grantee NPB, are in line with its accounting practices, no profit is made and the costs are not already covered by other sources of funding (no double funding).

Further, for each of the corresponding budget item or heading the applicants must describe the information and methods used to establish the amounts.

At contracting phase, the EIB decides whether to accept the proposed amounts on the basis of the provisional budget submitted by the applicants and the information and justification included therein. Recommendations to award a grant are always subject to the condition that the checks preceding the signing of the grant contract do not reveal problems requiring changes to the budget (such as arithmetical errors, inaccuracies, unrealistic costs and ineligible costs). The checks may give rise to requests for clarification and may lead the EIB to impose modifications or reductions to address such mistakes or inaccuracies. Such corrections may under no circumstances lead to an increase in the amount of the grant or to the percentage of the grant in total eligible costs specified in Section 4 (*Indicative timetable and financial allocation for the Call*).

As a pre-requisite for claiming the corresponding costs under the grant, the grantee NPB must ensure that the time worked by its staff members or by external service providers in the implementation of the action, and the specific activities performed are properly recorded using appropriate means (e.g. timesheets, specific software, etc) so as to allow proper justification of the costs incurred and control of time used.

As part of the financial reporting obligations of the grantee NPB (to be detailed in the grant agreement), the grantee NPB will have to submit to the EIB expenditure verification reports certified by an external, independent auditor agreeable to the EIB. The auditor will be required to certify, as a minimum, that the costs claimed to be covered from the grant have actually been incurred by the grantee NPB and comply with the conditions listed under points (i) to (vii) of this Section 5.1.3.1 (*Direct eligible costs*), including in terms of record keeping (that is, they are supported by adequate documentary evidence – such as invoices, salary slips, etc – that can be checked).

Further, where procurement procedures are carried out for the purpose of subcontracting external service providers for the implementation of the action, the grantee NPB will have to provide the EIB with legal opinions confirming that the applicable legislation, rules and procedures have been properly followed in tendering and awarding such contracts.

5.1.3.2. Eligible indirect costs

The indirect costs incurred in carrying out the action may be eligible for flat-rate funding (covering specific categories of eligible costs which are clearly identified in advance by applying a percentage fixed ex ante).

Indirect costs (*such as eligible costs that, while necessary and arising as a consequence of the implementation of the action and are supporting such implementation, are not considered part of the activities financed from the grant as described in the proposal, including corporate management costs, costs of horizontal and support staff, or office or equipment costs*) are eligible provided that they do not include costs assigned to another budget heading.

The applicant may be asked to justify the percentage requested before the funding agreement is signed. However, once the flat rate has been fixed in the funding agreement, no supporting documents need to be provided.

If any of the applicants is in receipt of an operating grant financed by the European Union, it may not claim indirect costs on its incurred costs within the proposed budget for the action.

NOTE 7: In the case of an applicant NPB who has entered into a framework agreement with the Commission which specifies a maximum or fixed percentage of such flat-rate financing for indirect costs when the NPB receives financial contributions from the general budget or the Union or the European Development Fund, the same maximum or fixed percentage will be considered in the case of the grant that may be awarded under this Call, provided it does not exceed **7%** of the total eligible direct costs.

In all other cases, the maximum flat-rate financing that may be accepted will not exceed **7%** of the total eligible direct costs of the action.

5.1.3.3. Ineligible costs

In addition to any costs that do not comply with the criteria and requirements specified above, the following costs are not eligible for financing from the proceeds of the grant:

- (i) bonuses, provisions, reserves, or non-remuneration related staff costs;
- (ii) travel and subsistence costs for missions undertaken as part of the activities comprising the action;
- (iii) purchase cost of equipment and assets, or depreciation or amortisation costs for such equipment or assets;
- (iv) duties, taxes, and charges, including VAT, that are deductible or recoverable by the grantee;
- (v) return on capital;
- (vi) debt and debt service charges;
- (vii) provision for losses, debts, or potential future liabilities;
- (viii) bank charges for the transfers of the grant from the EIB to the grantee;
- (ix) any applicable bank charges or costs relating to the maintenance and administration of any bank account opened by the grantee for the purposes of receiving and managing the grant;
- (x) exchange rate losses;
- (xi) costs incurred during the suspension, in whole or in part, of the activities financed from the grant.
- (xii) costs declared by the grantee under another agreement financed from the general budget of the Union;
- (xiii) contributions in kind from third parties. Contributions in kind mean the provision, free of charge, of goods or services to the grantee by a third party. As contributions in kind do not involve any expenditure for the grantee, they are not eligible costs, and may not be treated as co-financing. For the purposes of this Call, contributions in kind are **not accepted**;
- (xiv) costs of purchase of land or buildings;

5.2. Where and how to submit an application

To apply for this Call, applicants need to submit a full application as per the template included in Annex 1, along with documentation listed in the Annex 2 of this Call, **in a sealed envelope**, either by recorded delivery (official postal service) or hand delivered (including courier services) to the address below:

European Investment Bank (EIB)
Mark Mawhinney
EIAH Division, Advisory Services Department
100 boulevard Konrad Adenauer, L-2950 Luxembourg

Applications sent by any other means (such as by fax or electronic mail), or delivered to another address, will be rejected.

The envelope should carry the following information:

- a) the address for submission of applications indicated above;
- b) the reference number of this Call for proposals (indicated on the first page of this Call document);
- c) the words "**Not to be opened before the opening session**";
- d) the name of the applicant.

Applications must be submitted in **one original** and one copy, A4 size, in the English language. Any documentary evidence that needs to be submitted together with the application, if issued in a language other than English, will be submitted in the language of issuance and accompanied by a translation into English.

A USB or CD-ROM containing the electronic version of the full application (including documentary evidence) must be included with the printed version in the sealed envelope. **In case of any discrepancies between the electronic version and the original, printed version, the latter will prevail.**

Incomplete applications may be rejected.

Where one applicant sends several applications, each one has to be sent separately.

5.3. Deadline for the submission of applications

See Section 4 (*Indicative timetable and financial allocation for the Call*).

5.4. Additional information

Applicants may submit questions in writing to the following address, specifying the reference code and the title of the Call:

European Investment Bank (EIB)
Mark Mawhinney
EIAH Division, Advisory Services Department
100 boulevard Konrad Adenauer, L-2950 Luxembourg
Fax: +352 4379 53535
e-mail: eiah@eib.org

The EIB will endeavour to reply within 15 working days of receiving the request for information or clarifications. Questions that may be relevant to other applicants will be published, together with the answers, in the relevant sections of the EIAH website <http://eiah.eib.org>. It is therefore advisable to consult the aforementioned website regularly, in order to be informed of the questions and answers published.

As the assessment of the eligibility of an applicant and of an action will be done during the selection process by a selection panel, the applicants are requested to note that the EIB **will not** issue any prior opinion on this issue to interested applicants, although it may provide advice and clarification on the requirements of the Call in this respect.

5.5. Evaluation and selection of applications

Applications will be examined and evaluated by a selection panel including representatives of the EIB and of the Commission, and with possible assistance of external assessors. All applications will be assessed according to the steps and criteria described below.

Applications will be evaluated in **quarterly intervals**. The first round of evaluations is envisaged to be undertaken by 31 March 2018, for applications received on or before 28 February 2018. Subsequent evaluations will be undertaken, in principle, at quarterly intervals.

The EIB may, on its own initiative, inform applicants of any error, inaccuracy, omission or any other error in their application. If clarification is required or if obvious clerical errors in the application need to be corrected, the EIB may request the applicant to provide clarifications and/or additional information provided the terms of the submitted documents are not modified as a result.

If the examination of the application reveals that the applicant or the proposed action does not meet the eligibility criteria stated in Section 5.1 (*Eligibility criteria*), the application will be rejected on this sole basis.

The final decision will be taken by the EIB and each applicant will be informed about the decision taken and provided with feedback, if any and as relevant.

In each evaluation round, the EIB will select a group of top scoring successful applicants. The EIB will aim to conclude funding agreements with selected applicants to govern the implementation of selected actions. Certain mandatory terms and conditions to be included in the funding agreements are described in Section 5.6 (*Conditions for implementation after the decision of the EIB to award a grant*), and applicants are required to acknowledge and accept without reservations the terms listed therein.

5.5.1. Step 1: Eligibility assessment

During the opening and administrative check (including the eligibility check of the action) the following will be assessed:

- If the application is complete and satisfies all the formal and administrative requirements specified in this Call;
- If the applicant and the action satisfy the eligibility criteria listed in Section 5.1 (*Eligibility criteria*) of this Call.

If any of the requested information is missing or is incorrect, or the applicant or the action do not fulfil any of the eligibility criteria, the application may be rejected on that **sole** basis and the application will not be evaluated further.

5.5.2. Step 2: Selection criteria assessment

The selection criteria help to evaluate the applicant's operational and financial capacity and are used to verify that the applicant (i) has stable and sufficient sources of finance to maintain its activity throughout the proposed action and, where appropriate, to participate in its funding; and (ii) has the management capacity, professional competencies and qualifications required to successfully complete the proposed action.

For the purpose of the evaluation of the financial capacity, applicants must ensure that the relevant information and documents (such as accounts of the latest financial year and external audit report, where applicable, letters of support obtained from a third party (together with evidence of that third party's financial capacity), or other similar documentation) are included together with the application. If the information and documents provided do not allow for a proper evaluation of the financial capacity, the application may be rejected.

Operational capacity will be assessed on the basis of (i) a description of the profiles of the persons primarily responsible for managing and implementing the activities (e.g. accompanied by curriculum vitae); (ii) the activity reports of the applicant for at least the last year; or (iii) a description of previous similar initiatives that the applicant carried out. The applicant should include sufficient information and documentation in the application to allow the selection panel to form an opinion.

If an applicant is assessed as not possessing the required operational capacity to implement the action, the application will be rejected. At its sole discretion, the EIB may propose the applicant to participate in the separate programme referred to in NOTE 5 in Section 5.1.2 (*Eligible actions*), point d).

5.5.3. Step 3: Award criteria assessment

The award criteria help to evaluate the quality of the applications in relation to the objectives and priorities set forth in this Call, and to award grants to actions which maximise the overall effectiveness of the Call. They help to select applications which the EIB can be confident will comply with its objectives and priorities. They cover the relevance of the action, its consistency with the objectives of the Call, quality, expected impact, sustainability and cost-effectiveness.

For applicants who are assessed to possess the required financial capacity and sufficient operational capacity, the proposed action will be evaluated against the following criteria:

Geographical and status criteria (max 35 points)

<i>Geographical scope of the action (max 15 points)</i>	<i>Points</i>
Priority 1 Member States: Bulgaria, Croatia, Hungary, Latvia, Lithuania, Poland, Romania, Slovakia, Slovenia	15
Priority 2 Member States: Cyprus, Czech Republic, Estonia, Greece, Malta, Portugal, Spain	12
Priority 3 Member States: Belgium, Finland, France, Germany, Italy, Ireland	5
Priority 4 Member States: Austria, Denmark, Luxembourg, the Netherlands, Sweden, United Kingdom	1

<i>Geographical coverage of the applicant organisation (max 10 points)</i>	<i>Points</i>
Whole territory of the Member State	10
50% or more of the Member State territory	5
Less than 50% of the Member State territory	2

<i>Applicant's relation with EIAH (max 10 points)</i>	<i>Points</i>
Signed Letter of Intent or Memorandum of Understanding on cooperation with EIAH	10

Sector and activity criteria (max 30 points)

<i>Target sector (max 12 points)</i>	<i>Points</i>
Transport infrastructure, including urban mobility and connectivity	6
Use of renewable energy, energy efficiency and development of energy infrastructure	6
Environment and resource efficiency	6
Small and Medium-sized Enterprises (SMEs) and mid-cap companies	6
Social infrastructures, social and solidarity economy	6
Other sectors, listed under point 5.1.2 (c)	3

<i>Advisory category (max 18 points)</i>	<i>Points</i>
Creation / development of investment platforms	6
Combining potential EFSI financing with other sources of the Union funding, including financial instruments under the ESI Funds	6

Cross-border (engaging two or more Member States) and macro-regional (involving several regions) project development	6
Other sectors and areas of advisory	3

Operational readiness and effectiveness criteria (max 35 points)

<i>Proposal maturity and expected results (max 35 points)</i>	<i>Points</i>
Appraisal of the maturity of the proposed action	10
Appraisal of the strategic fit of proposed action, and relevance to market deficiencies identified	10
Appraisal of the action's expected results, investible project proposals	15

A minimum score of 60 points will be required for an application to be considered successful.

The EIB reserves the right to award grants to the selected applicants in accordance with the award criteria, or not to award grants to applicants. The EIB may cancel this Call or any part of the funds available hereunder without notice at any time. Applicants should only participate in the selection process on the understanding that they would not be entitled to any form of compensation, should the EIB decide to interrupt the selection procedure or cancel the process before the funding agreement is signed.

5.6. Conditions for implementation after the decision of the EIB to award a grant

Following the decision to award a grant, the selected applicants will be offered a funding agreement, which will include clauses reflecting the following fundamental terms and conditions.

5.6.1. Cooperation in the protection of Union's financial interests

The grantee NPB will cooperate fully in the protection of Union's financial interests, including through granting the necessary rights and access required for the EIB, the Commission, OLAF and the Court of Auditors of the European Union to exert fully their respective relevant competences. In the case of the EIB and OLAF, this shall include the right to carry out investigations, including on-the-spot checks and inspections.

For the avoidance of doubt, such access rights will include access to documentation or data, whether in electronic or paper form, as well as access to the premises of the grantee NPB or to the sites where the activities for which the grant is provided are carried out.

The specific details of the grantee's cooperation, as described above, will be included in the funding agreement. Exceptionally, where the grantee has entered into a bilateral agreement with the Commission, OLAF, or the European Court of Auditors governing such cooperation, including in respect of the rights and access to be granted by the grantee to the Commission, OLAF and the Court of Auditors of the European Union, or of the conditions for any verifications or checks that may be carried by the afore-mentioned entities, the specific details will be as specified in any such bilateral cooperation agreement.

The grantee will have to foresee in any contractual documentation it enters into with third parties in respect of the implementation of the activities for which the grant is provided terms transposing the aforementioned obligations, as applicable.

5.6.2. General duties and obligations in the implementation of the action

The grantee NPB will be expected to comply with the following general obligations in the implementation of the action for which the grant is provided:

- be solely responsible for implementing the action, regardless whether the activities are carried out by the grantee directly, or by third parties commissioned by the grantee (under an implementation contract) to implement certain activities in relation to the action.
- mobilise all necessary resources, including human resources, required for implementing the action. The grantee NPB may, for this purpose, enter into implementation contracts with outside providers, if such implementation contracts are awarded in accordance with procurement procedures acceptable to EIB.

In this respect:

- if the grantee NPB is subject to national procurement law, the use of procurement procedures compliant with the applicable national legislation will be acceptable to EIB;
- if the grantee NPB is not subject to national procurement law, but its procurement procedures have been assessed and accepted by the Commission as equivalent to its own, the use of such procurement procedures will be acceptable to EIB;
- in all other cases, the grantee NPB will be required to carry out any procurement activities in compliance with the EIB Guide to Procurement in force at the time the tender procedure is launched, as the Guide is available on EIB website.

Further, the grantee NPB will ensure that (i) participation to tender procedures organised in the implementation of the action and the award of resulting implementation contracts, are open to all qualified tenderers, without any restrictions or limitations on the basis of the nationality of such tenderers, and that (ii) no implementation contracts are awarded to tenderers falling into the exclusion situations provided for in the pertinent EIB internal policies, as communicated by EIB to the grantee.

For the avoidance of doubt, the staff of the grantee NPB will not be considered in any respect as being employees or agents of EIB, and no contract or any other legal commitment that may be entered into between the grantee and a third party in respect of the implementation of the action may create, or be construed as creating, any contractual relations between such third party and EIB.

- ensure the functioning of an effective and efficient internal control system throughout the duration of the funding agreement with regard to the management of the grant, and perform its obligations set forth in the funding agreement with the requisite degree of care, efficiency, transparency, and diligence.

To the extent that the grantee NPB has been positively assessed by the Commission pursuant to Article 60 (*Indirect management*) of the Financial Regulation⁴, it may apply its own rules, policies in the implementation of the action. In other cases, specific terms and conditions may be included in the funding agreement.

- take all necessary measures to ensure that the proceeds of the grant are used only for the payment of eligible costs, as described in Section 5.1 3 (*Eligibility of costs*) of this Call, and in accordance with the funding agreement.
- keep full, accurate and systematic records on the implementation of the action and the use of the grant, in such form and detail as is necessary and sufficient to establish accurately that the activities have been carried out and the cost identified in its reports to EIB have been duly incurred. Such records shall enable the receipts and expenditure related to the activities financed wholly or partly by the grant to be easily traced, identified and verified, and must be kept by the grantee for a period of seven (7) years following the expiry of the funding agreement, and in any case until any on-going audit, verification, appeal, litigation or pursuit of claim, arising out of or in connection with the funding agreement or any legal commitment thereunder, has been disposed of. They must be easily accessible and filed so as to facilitate their examination

⁴ Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002 (*OJ L 298, 26.10.2012, p. 1*), as may be amended from time to time.

- promote the respect of human rights and respect applicable environmental legislation including multilateral environmental agreements, as well as internationally agreed core labour standards.
- take all necessary measures to prevent, detect and correct irregularities, fraud, or any other illegal activity in connection with in the use of the grant, including, where appropriate, by carrying out ex-ante or ex-post controls, through desk reviews or on-the-spot checks on representative or risk-based samples of transactions, to ensure that the activities financed wholly or partly by the grant are effectively carried out and implemented correctly in accordance with the terms of the funding agreement;
- take actions to terminate contracts with any third parties with respect to which it has been determined that such third parties have been involved in prohibited practices in connection with the implementation of the action, and repay to EIB the grant or the portion thereof which has been misused.

For this purpose, “**prohibited practices**” are understood to mean one or more of the following:

- (a) a **coercive practice**, that is an act or omission, which is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- (b) a **collusive practice**, that is an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;
- (c) **corrupt practice**, that is the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party;
- (d) a **fraudulent practice**, that is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- (e) an **obstructive practice**, that is (i) the act of deliberately destroying, falsifying, altering or concealing of evidence material to the investigation; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or (ii) any acts intended to materially impede the exercise of the EIB’s contractual rights of audit or access to information or the rights that any banking, regulatory or examining authority or other equivalent body of the European Union or of its Member States may have in accordance with any law, regulation or treaty or pursuant to any agreement into which the EIB has entered in order to implement such law, regulation or treaty;
- (f) **money laundering**, that is (i) the conversion or transfer of property, knowing that such property is derived from criminal activity or from an act of participation in such activity, for the purpose of concealing or disguising the illicit origin of the property or of assisting any person who is involved in the commission of such activity to evade the legal consequences of his action; (ii) the concealment or disguise of the true nature, source, location, disposition, movement, rights with respect to, or ownership of property, knowing that such property is derived from criminal activity or from an act of participation in such activity; (iii) the acquisition, possession or use of property, knowing, at the time of receipt, that such property was derived from criminal activity or from an act of participation in such activity; or (iv) participation in, association to commit, attempts to commit and aiding, abetting, facilitating and counselling the commission of any of the actions mentioned in the foregoing points;
- (g) **financing of terrorism**, that is the provision or collection of funds, by any means, directly or indirectly, with the intention that they should be used or in the knowledge that they are to be used, in full or in part, in order to carry out any of the offences within the meaning of Articles 1 to 4 of the Council Framework Decision 2002/475/JHA of 13 June 2002 on combating terrorism (OJ L 164, 22.6.2002, p. 3);

and including inciting or conspiring with a party to commit any of the practices listed under letters (a) to (g) above, attempting to commit any of such practices, as well as aiding, abetting,

counselling or procuring, or acting in joint enterprise with a party in the commission of any of such practices.

5.6.3. Provision of information and operational and financial reporting

The grantee NPB will be required to:

- provide EIB with full information on the implementation of the action, through regular reporting that will include at least semi-annual and annual operational and financial reports, and a final report at the end of the implementation period of the action (or, if applicable, after the early termination of the funding agreement).

The operational reports must provide a full account of the aspects of the progress in implementing the action for the period covered, including any difficulties encountered and measures taken to overcome problems, eventual changes introduced, as well as the degree of achievement of the expected results, measured by corresponding indicators. The final report must also provide a detailed description of the results and impact of the action. The reports will be laid out in such a way as to allow monitoring of the objective(s), the means envisaged and employed.

The financial section of each annual report and of the final report will consist of a statement of expenditure, listing eligible costs, determined in accordance with the pertinent provisions of the funding agreement (on the basis of the provisions of Section 5.1.3 (*Eligibility of costs*) of this Call. The statement will list the eligible costs that were incurred by the grantee in the period covered by the report and are intended to be claimed for payment from the grant, in the currency of expenditure and in its equivalent Euro amount, and indicating for each item of expenditure its title, amount, relevant category of expenditure specified in the agreed budget of the action, and the reference of the document evidencing it. The semi-annual reports will also include preliminary financial information, in the same format as the annual report.

A certificate verifying the expenditure reported, issued by an independent auditor, or an equivalent certification, will be required to accompany the final financial report.

- provide EIB with any additional information in relation to the implementation of the action that EIB, acting reasonably, may request.
- inform EIB promptly of the occurrence of any circumstance or event that is likely to affect or delay the implementation of the action in any material respect, and cooperate with EIB in finding a mutually acceptable strategy to address such situation.

5.6.4. No-profit rule

The funding agreement will include terms specifying that the grant must not have the purpose or effect of producing a profit in the framework of the activities for which it is provided, where “profit” is defined as a surplus of the receipts over the eligible costs approved by the EIB, at the time when the final amount of the grant is determined. The receipts to be taken into account are the receipts that are either (i) income generated by the activities for which the grant is provided, or (ii) financial contributions specifically assigned by other donors to the financing of the same eligible costs financed by the grant and declared by the grantee NPB as actual costs under the grant, consolidated on the date on which the final report is submitted by the grantee for the purposes of determining the final amount of the grant.

5.6.5. Grant payment schedule

No pre-financing will be provided by the EIB for actions financed under this Call.

The grants under this Call will be disbursed upon completion of the action and submission by the grantee NPB, and approval by EIB, of a final report as specified in Section 5.6.3 (*Provision of information and operational and financial reporting*), accompanied by the certified expenditure verification report.

5.6.6. Exemption of liability for the Union and the EIB

The grantee NPB will be required to undertake to indemnify, and to discharge the EU and the EIB of any and all liability arising from any claim or action brought as a result of an infringement of the applicable laws, rules or regulations committed by the grantee NPB or the grantee's employees or individuals for whom those employees are responsible, or as a result of a violation of a third party's rights in the context of the implementation of the activities for which the grant is provided.

Further, the grantee is requested to note that EIB will not be held liable for any death, injury, damage or loss that may be sustained by the grantee NPB, its personnel and/or contractors in connection with or as a result of the implementation of the action, except where such death, injury, damage or loss is the direct result of an action or omission of EIB due to EIB's fraud, gross negligence, or wilful misconduct.

The grantee will have to foresee in any contractual documentation it enters into with third parties in respect of the implementation of the activities for which the grant is provided terms transposing the aforementioned obligation, as applicable.

5.6.7. Confidentiality

In cases where the EIB discloses to the grantee NPB confidential information received from the Commission, the funding agreement will require the grantee to keep such confidential information, and all documents containing, or referring to, any confidential information, under its effective control and using the same standard of care the grantee uses to keep its own confidential information confidential, and not to use or reproduce any document containing, or referring to, any confidential information, nor allow any other person to use or reproduce any such document, except to the extent necessary to enable it to exercise its rights or perform its obligations in accordance with the terms and conditions of the funding agreement, or with the prior consent in writing of the EIB.

5.6.8. Conflicts of interest

With regard to cases of conflict of interest, the funding agreement will require the grantee to take all necessary precautions to avoid, eliminate, or address any facts or circumstances which could give rise to a conflict of interest (that is, situations where the impartial and objective exercise of the functions of any person implementing the activities for which the grant is provided is compromised) in the execution of the agreement or the action, and to foresee in any contractual documentation it enters into with third parties in respect of the implementation of the activities for which the grant is provided terms transposing the aforementioned obligation, as applicable.

ANNEX 1 – APPLICATION TEMPLATE

Call for Proposals for delivery of investment advisory services by National Promotional Banks (NPBs) on behalf of the European Investment Advisory Hub, reference number SG/AS/EIAH/2017-1621/MS

The applicants must either use this template form for the application, or present all required information in another format with the following structure.

1. Information about the applicant
2. Information about the proposed action
3. Estimated costs and funding for the action
4. Supplementary documents as listed in Annex 2 and any other relevant documents

Notes:

- *The application template is available in editable format from the EIAH website <http://eiah.eib.org>*
- *Applications must be submitted in English language. Any supplementary documents, if issued in a language other than English, shall be submitted in the language of issuance and accompanied by a translation into English.*
- *Explanation boxes in each section are there for guidance only. The applicant should add further information if it is deemed relevant for the section.*
- *The suggested lengths of section in number of pages are there for suggestion only and are not binding constraints.*

I. Information about the applicant

Organisation Name	
Address of the applicant (registered office)	
Memorandum of Understanding or Letter of Intent signed with EIB in respect of the EIAH services (YES/NO); Date signed	

Person authorised to submit the application:

Name	
Position	
Contact details: Telephone number Fax number Email address	

Person for communication (if different than authorised person):

Name	
Position	
Contact details Telephone number Fax number Email address	

II. Information about the proposed action

Geographical scope of the proposed action (i.e. whole or part of territory of the Member State; state the name of the region)	
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Sectors which the proposed action will target (*select up to 2 sectors and list any subsector(s)*):

<i>Sector</i>	<i>List any details (subsectors)</i>
<input type="checkbox"/> Research, development and innovation	

<input type="checkbox"/> Use of renewable energy, energy efficiency and development of energy infrastructure	
<input type="checkbox"/> Transport infrastructure, including urban mobility and connectivity	
<input type="checkbox"/> Small and Medium-sized Enterprises (SMEs) and mid-cap companies	
<input type="checkbox"/> Information and communication technologies	
<input type="checkbox"/> Environment and resource efficiency	
<input type="checkbox"/> Human capital, culture and health (including social infrastructures, social and solidarity economy)	
<input type="checkbox"/> Other (please specify)	

Scope of services under the proposed action (select one or more and provide any details):

<i>Scope</i>	<i>List any details</i>
<input type="checkbox"/> Creation / development of investment platforms	
<input type="checkbox"/> Combining potential EFSI financing with other sources of the Union funding, including financial instruments under the ESI Fund	
<input type="checkbox"/> Cross-border project development, (engaging two or more Member States)	
<input type="checkbox"/> Other (please specify)	

Description of the applicant organisation and proposed action (please extend the text boxes as appropriate)

Applicant organisation's profile

Provide a short profile of the applicant organisation, its current scope of activity and description of relevant experience in investment management and/or advisory. Indicate the size of the organisation in terms of employment and assets value (max 500 words).

Add separately the accounts of the latest financial year and external audit report; any relevant activity reports of the applicant for at least the last year and/or a description of previous similar initiatives that the applicant carried out, as applicable.

Governance and organisational structure

Describe the organisation's governance structure, including internal control systems and procedures in place to meet its objectives of the proposed action. In case of a newly formed business unit, present indicative timeline of when the organisational and administrative structure and procedures will be put in place. (max 500 words).

Add separately any supporting documents as applicable, e.g. organisation charts.

Investment environment and market gaps

Assessment of Member State's investment advisory market and pertaining issues and obstacles to development of investment proposals. Present specific issues in the priority sector(s) chosen above. For the knowledge transfer (twinning) actions, present the situation in the country of recipient partner. Indicate complementary programmes or initiatives and potential synergies. (max 500 words)

Add separately any relevant supporting documents, as applicable.

Objectives and expected results

Present specific objectives for the action, expected results and key performance indicators. Indicate any projects in pipeline, target number and estimated value of investment projects to be supported as a result of the proposed action. Indicate how many of those shall be expected to receive external finance (from national, EIB or other international sources) within 12 months after completion of individual advisory sub-project. (max 300 words)

Add separately a logical framework for the action, as applicable.

Scope of service

Description of methodology, promoter/project selection process and indication of types of proposed advisory services. Present a tentative outline plan of actions for 18 months of implementation with a more detailed action plan for the first 6 months. (max 800 words).

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Add separately any relevant supporting documents, as applicable.

Staffing and capacity building
Indicate the number, profiles and qualification of staff to be engaged in the proposed action. Description of specific capacity building needs, including description of staff trainings needed with estimated time plan. (max 300 words)

Add separately, as applicable, any CVs of staff to be engaged in the implementation.

III. Estimated costs and funding for the action

Budget estimate with relevant breakdown and including eligible cost categories as specified in section 5.1.3 (a) (Eligible direct costs) of this Call. Explain in sufficient detail the methods and sources used to estimate the costs.

Estimated cost for the action

Direct staff costs			
Categories of staff (e.g. senior expert, junior expert, assistant, etc.)	Monthly salary (EUR) (A)	Number of work months (B)	Direct staff costs (EUR) (A x B)
1.			
2.			
3.			
4.			
5.			
6.			
...			
Subtotal direct staff costs			

Cost of external consultancy services		
Type / category of activities	Description of tasks to be carried out	Total (EUR)
Subtotal external consultancy costs		

Indirect, flat rate costs	
Indicate and explain a percentage rate (%)	(EUR)

Estimated total eligible costs for the action (EUR)	
---	--

Funding for the action

	EUR	%
Estimated total cost for the action		
Estimated total eligible costs for the action, of which...		
Requested EIAH funding		
Own funding		
Other sources (<i>if any, please name the source</i>)		

ANNEX 2 – REQUIRED DOCUMENTS

The applicants under this Call are required to submit the following documents. Documentation must be presented in one original and one copy, A4 size, in the English language. Documents issued in a language other than English, shall be submitted in the language of issuance and accompanied by a translation into English.

1. Proposal in the form of the template presented in Annex 1 of this Call
(The template is available in editable format from the EIAH website <http://eiah.eib.org>)
2. Copies of the relevant official documents demonstrating the fulfilment of eligibility criteria as specified in the section 5.1.1 (Eligibility of applicants) of this Call
3. Accounts of the latest financial year and external audit report
4. Activity reports of the applicant for at least the last year, or a description of previous similar initiatives that the applicant carried out
5. As applicable, baseline assessment of investment environment and market gaps
6. Description of the profiles of the persons primarily responsible for managing and implementing the activities, including curriculum vitae as applicable
7. Logical framework for the action, with expected results and verifiable and time-bound indicators for the action
8. As applicable, letter of consent and acceptance by beneficiary (recipient partner) organisation.
(In case the proposed action is addressed to “Knowledge transfer for developing advisory capacity” as specified under the point (d) (iii) of the section 5.1.2 (Eligible actions) of this Call.)
9. Declaration on honour on exclusion criteria and on absence of conflict of interest, in the form of the template presented in Annex 3
10. A USB or CD-ROM containing the electronic version of the full application (including documentary evidence)

ANNEX 3 – DECLARATION

Declaration on honour on exclusion criteria and on absence of conflict of interest

[to be submitted on letterhead paper of the applicant NPB]

The undersigned [*insert name of the signatory of this form*], representing:

(<i>only for natural persons</i>) himself or herself	(<i>only for legal persons</i>) the following legal person:
ID or passport number: (‘the person’)	Full official name: Official legal form: Statutory registration number: Full official address: VAT registration number: (‘the person’)

I – Situation of exclusion concerning the person

(1) declares that the above-mentioned person is in one of the following situations:	YES	NO
(a) it is bankrupt, subject to insolvency or winding up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended or it is in any analogous situation arising from a similar procedure provided for under national legislation or regulations;	<input type="checkbox"/>	<input type="checkbox"/>
(b) it has been established by a final judgement or a final administrative decision that the person is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the law of the country in which it is established, with those of the country in which the contracting authority is located or those of the country of the performance of the contract;	<input type="checkbox"/>	<input type="checkbox"/>
(c) it has been established by a final judgement or a final administrative decision that the person is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the person belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:		
(i) fraudulently or negligently misrepresenting information required for the verification of the fulfilment of selection criteria;	<input type="checkbox"/>	<input type="checkbox"/>
(ii) entering into agreement with other persons with the aim of distorting competition;	<input type="checkbox"/>	<input type="checkbox"/>
(iii) violating intellectual property rights;	<input type="checkbox"/>	<input type="checkbox"/>
(iv) attempting to influence the decision-making process of the contracting authority during the award procedure;	<input type="checkbox"/>	<input type="checkbox"/>
(v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;	<input type="checkbox"/>	<input type="checkbox"/>
(d) it has been established by a final judgement that the person is guilty of the following:		
(i) fraud, within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July	<input type="checkbox"/>	<input type="checkbox"/>

1995;		
(ii) corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of EU Member States, drawn up by the Council Act of 26 May 1997, and in Article 2(1) of Council Framework Decision 2003/568/JHA, as well as corruption as defined in the legal provisions of the country where the contracting authority is located, the country in which the person is established or the country of the performance of the contract;	<input type="checkbox"/>	<input type="checkbox"/>
(iii) participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA;	<input type="checkbox"/>	<input type="checkbox"/>
(iv) money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council;	<input type="checkbox"/>	<input type="checkbox"/>
(v) terrorist-related offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;	<input type="checkbox"/>	<input type="checkbox"/>
(vi) child labour or other forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;	<input type="checkbox"/>	<input type="checkbox"/>
(e) the person has shown significant deficiencies in complying with the main obligations in the performance of a contract financed by the Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an Authorising Officer, OLAF or the Court of Auditors;	<input type="checkbox"/>	<input type="checkbox"/>
(f) it has been established by a final judgment or final administrative decision that the person has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;	<input type="checkbox"/>	<input type="checkbox"/>
(g) for the situations of grave professional misconduct, fraud, corruption, other criminal offences, significant deficiencies in the performance of the contract or irregularity, the applicant is subject to: <ul style="list-style-type: none"> i. facts established in the context of audits or investigations carried out by the Court of Auditors, OLAF or internal audit, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body; ii. non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics; iii. decisions of the ECB, the EIB, the European Investment Fund or international organisations; iv. decisions of the Commission relating to the infringement of the Union's competition rules or of a national competent authority relating to the infringement of Union or national competition law; or v. decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body. 	<input type="checkbox"/>	<input type="checkbox"/>

II – Situations of exclusion concerning natural persons with power of representation, decision-making or control over the legal person

(2) declares that a natural person who is a member of the administrative, management or supervisory body of the above-mentioned legal person, or who has powers of representation, decision or control with regard to the above-mentioned legal person (this covers company directors, members of management or supervisory bodies, and cases where one natural person holds	YES	NO	N/A
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a majority of shares) is in one of the following situations:			
Situation (c) above (grave professional misconduct)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (d) above (fraud, corruption or other criminal offence)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (e) above (significant deficiencies in performance of a contract)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (f) above (irregularity)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

III – Situations of exclusion concerning natural or legal persons assuming unlimited liability for the debts of the legal person

(3) declares that a natural or legal person that assumes unlimited liability for the debts of the above-mentioned legal person is in one of the following situations:	YES	NO	N/A
Situation (a) above (bankruptcy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (b) above (breach in payment of taxes or social security contributions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IV – Grounds for rejection from this procedure

(4) declares that the above-mentioned person:	YES	NO
(h) has distorted competition by being previously involved in the preparation of procurement documents for this procurement procedure.	<input type="checkbox"/>	<input type="checkbox"/>

V – Remedial measures

If the person declares one of the situations of exclusion listed above, it must indicate measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. This may include e.g. technical, organisational and personnel measures to prevent further occurrence, compensation of damage or payment of fines. The relevant documentary evidence which illustrates the remedial measures taken must be provided in annex to this declaration. This does not apply for situations referred in point (d) of this declaration.

VI – Evidence upon request

Upon request and within the time limit set by the contracting authority the person must provide information on the persons that are members of the administrative, management or supervisory body. It must also provide the following evidence concerning the person itself and concerning the natural or legal persons which assume unlimited liability for the debt of the person:

For situations described in (a), (c), (d) or (f), production of a recent extract from the judicial record is required or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of establishment of the person showing that those requirements are satisfied.

For the situation described in point (a) or (b), production of recent certificates issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the person is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social

security contributions. Where any document described above is not issued in the country concerned, it may be replaced by a sworn statement made before a judicial authority or notary or, failing that, a solemn statement made before an administrative authority or a qualified professional body in its country of establishment.

The person is not required to submit the evidence if it has already been submitted for another procurement procedure. The documents must have been issued no more than one year before the date of their request by the contracting authority and must still be valid at that date.

The signatory declares that the person has already provided the documentary evidence for a previous procedure and confirms that there has been no change in its situation:

Document	Full reference to previous procedure
<i>Insert as many lines as necessary.</i>	

VII – Declaration of Absence of Conflict of Interest

	YES	NO
Is the economic operator aware of any conflict of interest* due to its participation in the procurement procedure? If yes , please provide details:	<input type="checkbox"/>	<input type="checkbox"/>
Has the economic operator or an undertaking related to it advised the contracting authority or contracting entity or otherwise been involved in the preparation of the procurement procedure? If yes , please provide details:	<input type="checkbox"/>	<input type="checkbox"/>

**A conflict of interest could arise in particular as a result of economic interests, political or national affinity, family, emotional life or any other shared interest*

The above-mentioned person may be subject to rejection from this procedure and to administrative sanctions (exclusion or financial penalty) if any of the declarations or information provided as a condition for participating in this procedure prove to be false.

Full name

Date

Signature