

## **CALL FOR PROJECTS RULES APPLICABLE TO THE AWARD OF GRANT CONTRACTS**

**PROGRAMME NAME:**  
**AFRICA-EUROPE YOUTH ACADEMY**

**OBJECT OF THE CALL FOR PROJECTS:**  
GRANT AWARDS TO "SPACES FOR YOUTH" IN SUB-SAHARAN AFRICA  
(WORK PACKAGE 1)

**TOTAL AVAILABLE GRANT AMOUNT OF THE CALL FOR PROJECTS:**  
EUR 1 035 000 (INCLUDING MANAGEMENT FEES AND EXPENSES  
RELATED TO ACTIVITIES)

**FINANCIAL SIZING OF GRANTS (INCLUDING MANAGEMENT FEES  
AND EXPENSES RELATED TO ACTIVITIES):**

Grant amount for lot 1: EUR 414,000€

Grant amount for lot 2: EUR 207,000€

Grant amount for lot 3: EUR 414,000€

### **DATE, TIME AND LOCATION OF THE CALL FOR PROJECTS INFORMATION MEETINGS:**

- 27/08/2025 AT 2PM (PARIS TIME CET) IN ENGLISH AND 4PM (PARIS TIME CET) IN FRENCH
- 17/09/2025 AT 2PM (PARIS TIME CET) IN ENGLISH AND 4PM (PARIS TIME CET) IN FRENCH

zoom link: <https://zoom.us/j/94785775054>

*Bilingual reports will be sent at the end of each webinar to prevent unfair treatment. One unique folder will be created on the platform where the Call for Project will be hosted and accessible to all applicants.*

**TIME AND DATE LIMIT FOR THE SUBMISSION OF THE FULL APPLICATION: 30<sup>TH</sup>  
OF SEPTEMBER 2025 AT 23:59 PM (PARIS TIME CET)**

## DISCLAIMER

All documents must be submitted at the same time (concept note and full application). During the first stage, only the concept notes will be evaluated. Subsequently, full applications will be evaluated for the shortlisted lead applicants. After assessment of the full applications, the eligibility of the provisionally shortlisted applicants will be verified on the basis of supporting documentation requested by Expertise France and in light of the declaration signed by the lead applicant, submitted at the same time as the full application.

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## GLOSSARY

- **AEYA (Africa-Europe Youth Academy):** An EU-funded programme, implemented by Expertise France and the Italian Agency for Development Cooperation (AICS), that aims to strengthen the role of 18- to 30-year-olds as agents of sustainable development and to build bridges between Africa and Europe. The call for projects falls under Aeya activities.
- **Expertise France:** The French public agency for international technical cooperation; it is the contracting authority for this call for projects.
- **AICS (Italian Agency for Development Cooperation):** The Italian government's development-cooperation agency; it co-implements the Aeya programme with Expertise France.
- **Work package (WP):** A coherent set of activities within the Aeya programme. There are three work packages under the Aeya.
- **Lead applicant:** A non-profit legal entity (CSO, NGO, or international organisation) that submits a proposal for one or more lots and if selected, signs the grant agreement and becomes "beneficiary" of the grant.
- **Partner:** An organisation that joins the lead applicant in a consortium. It shares tasks, budget, and joint responsibility and must meet the same eligibility criteria as the Lead Applicant.
- **Beneficiary(ies):** The organisation(s) that will be selected by expertise France among the applicants and will sign the contract. They will (i) identify and select youth organisations, (ii) manage and redistribute grants to third-parties (Rounds 1 & 2), and (iii) provide technical support and training to third-parties, monitoring, and reporting. The Beneficiary(ies) serve as the sole contact point for Expertise France.
- **Third-Party(ies):** Youth-led and youth-focused organisations selected by the Beneficiary(ies), in consultation with Expertise France, that receive financial support under Rounds 1 and 2.
- **Youth-focused Organisation:** An organisation in which at least 75 % of its beneficiaries are aged 18-30.
- **Youth-led Organisation:** An organisation in which at least 75 % of its board or governing members are aged 18-30.
- **Youth-owned Organisation:** An organisation in which young people hold the majority ownership.
- **Space for Youth:** A physical or virtual space designed by and for young people where they develop leadership, express their voices, and access tailored support services. Each grant to third-parties (Round 1 & 2) will support the growth of a Space for Youth project.
- **Lot:** A set of countries geographically close where one beneficiaries or a consortium of beneficiaries will distribute grants to third-parties:
  - Lot 1 – West Africa: Côte d'Ivoire, Benin, Ghana, Senegal, Mauritania, and Togo (7 countries)
  - Lot 2 – Central Africa: Cameroon, Democratic Republic of the Congo, Republic of the Congo, and Rwanda (4 countries)

- Lot 3 – East & Southern Africa: Ethiopia, Kenya, Malawi, Mozambique, Uganda, Tanzania, and Zambia (7 countries)
- **Round 1:** The first stage of the sub-grant mechanism in which 50 selected third-parties each receive €10 000.
- **Round 2:** The second stage of the sub-grant mechanism in which up to 10 of the Round 1 third-parties receive up to €40 000 each, if they demonstrate scaling potential and partner with a European institution.
- **Concept note:** A short proposal (maximum score 50) assessed during the selection process to draw up a shortlist of applicants.
- **Full application:** A concept note, detailed narrative, logical framework, and budget (maximum score 100) submitted by shortlisted applicants along with all relevant appendix.
- **Co-financing:** An auditable, traceable financial or in-kind contribution provided by the applicant or partners on a voluntary basis that complements the grants. Co-financing is not a prerequisite for this call.

## 1. AFRICA-EUROPE YOUTH ACADEMY

### 1.1 Context

#### General context

The African continent is experiencing a demographic surge, particularly among its youth. Currently, 70% of sub-Saharan Africans are under 30 years old, positioning Africa's population the youngest in the world. Africa's youth population will double by 2050 meaning that one out of three young people in the world will be living in Sub-Saharan Africa. African youth currently comprise 22.7% of the world's total youth population and are expected to make up almost half of the world's youth by 2100<sup>1</sup>.

This youth represents an unparalleled opportunity for sustainable development but also faces multiple structural challenges:

- Limited access to education and employment opportunities aligned with labor market needs;
- Restricted participation in governance and civic engagement, limiting youth voices in policy-making;
- Limited access to financial and technical support for youth-driven entrepreneurial and social initiatives;
- High vulnerability among marginalized groups, including women, persons with disabilities, and rural youth.

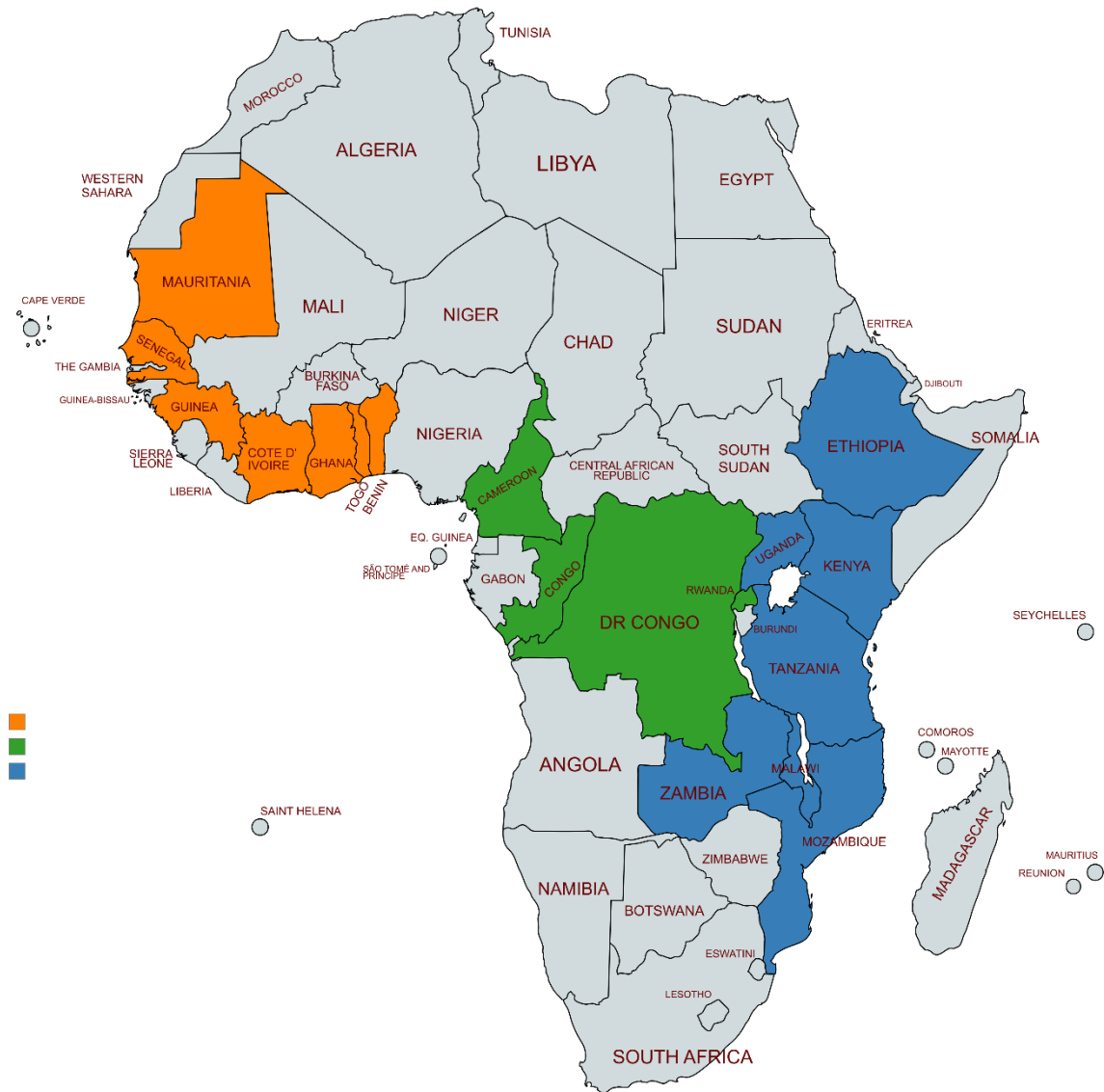
The African youth demographic is poised to play a pivotal role in shaping the continent's present and future. A great number of youths are turning to social movements to promote change, recurring movements for change are led by youth who demand and participation for open governance. Besides, economic advancements such as innovations and increased use of information technology where young people play a key role.

#### Specific context by region

While there are some common challenges faced by the African across the continent, they manifest in different ways depending on regional and national contexts. To reflect these nuances and ensure adapted responses, the Africa-Europe Youth Academy (AEYA) grant scheme is structured around three regional lots, as it appears in the map below.

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<sup>1</sup> *Africa's youth: action needed now to support the continent's greatest asset*, Camilla Rocca, Head of Research & Ines Schultes, Mo Ibrahim Foundation, 2020.



### West Africa (Lot 1 – Côte d'Ivoire, Senegal, Benin, Togo, Guinea-Conakry, Ghana, Mauritania)

West Africa is home to a vibrant ecosystem of youth-led and youth-focused civil society organisations, often at the forefront of social movements, community development, and cultural innovation. Young people in the region actively engage in democratic debates and advocacy initiatives despite recurrent political instability and high unemployment rates. Civil society here is generally dynamic but unevenly supported, with many youth organisations operating informally or struggling with access to sustainable funding and formal training.

### Central & East Africa (Lot 2 – Cameroon, Republic of the Congo, Democratic Republic of the Congo, Rwanda)

In Central Africa, youth-led organisations operate in complex environments often marked by fragile institutions, limited civic space, and economic hardship. Despite these structural challenges, young people demonstrate resilience and a strong commitment to peacebuilding, education, environmental protection, and social inclusion. The region features diverse national contexts but shares important operational and institutional similarities, particularly in civil society structuring and youth mobilisation. Supporting youth-led action in this region requires sustained efforts to strengthen organisational capacities, expand access to funding, and create inclusive, community-rooted Spaces for Youth across both urban and rural areas.

### **East and Southern Africa (Lot 3 – Kenya, Tanzania, Mozambique, Malawi, Zambia, Uganda, Ethiopia)**

East and Southern Africa are characterized by a dynamic and fast-growing youth population playing a key role in digital innovation, civic engagement, environmental action, and local entrepreneurship. Youth-led organisations in this region often display strong creativity and commitment, but face difficulties in accessing stable resources, formalizing their activities, and scaling their impact. In both rural and urban settings, young people are mobilizing to address pressing social and economic challenges while also engaging with regional integration platforms. There is significant potential for developing inclusive and innovative Spaces for Youth that promote leadership, access to services, and intergenerational dialogue.

### **The Africa-Europe Youth Academy (AEYA) Program**

In response to this pivotal demographic shift and the structural challenges facing African youth, the Africa-Europe Youth Academy (AEYA) was established to foster inclusive, youth-led development across the continent. The AEYA program is funded by the European Union (EU) and implemented by Expertise France and the Agenzia italiana per la cooperazione allo sviluppo (AICS). The Africa-Europe Youth Academy is part of the **Partnership to Connect** pillar of the **Youth Action Plan (YAP)** and the **Global Gateway Africa-Europe Investment Package**, under which the 'Youth Mobility for Africa Flagship' resides.

The AEYA project is implemented over a period of 48 months (4 years), with a budget of 15 million euros. The countries 20 for the implementation of activities are as follows: Côte d'Ivoire, Senegal, Benin, Togo, Guinea, Cameroon, Republic of the Congo (Congo-Brazzaville), Democratic Republic of the Congo (DRC), Ghana, Rwanda, Mauritania, Kenya, Tanzania, Mozambique, Malawi, Zambia, Uganda, Ethiopia, Niger, and Burkina Faso.

Expertise France will cover the countries mentioned above (excluding Niger and Burkina Faso) for component 1, but only the following 10 countries for component 2: Côte d'Ivoire, Senegal, Benin, Togo, Guinea, Cameroon, Republic of Congo (Congo-Brazzaville), Democratic Republic of Congo (DRC), Rwanda and Mauritania. Component 3 will be implemented by AICS.

**Main Objective:** The AEYA program aims to strengthen the role of young people as change agents and leaders of sustainable development, while reinforcing the links between Africa and Europe.



**Target Group:** Young people (18-30 years old) from 20 Sub-Saharan African countries (including 50% women and 25% youth in situations of vulnerability).

**Specific Objectives:**

- SO 1: Increased access for young people (including women and youth in situations of vulnerability) to spaces where they can express their leadership potential.
- SO 2: Young leaders create positive change within their communities (by engaging in activities addressing gender inequality, accessibility, and vulnerability challenges) and become "multipliers" by enabling other young people to take action.
- SO 3: Inclusive leadership among young people is promoted at local, national, and international levels.

To achieve these objectives, AEYA is structured into three key work packages (WPs):

**Work Package 1 – Unlock Potential:** Support and structure local youth organisations in the development of "Spaces for Youth".

- **Objective:** Strengthen the organisational, sectoral, and institutional capacities of African youth organisations so that they can offer training, engagement, and entrepreneurship opportunities on a larger scale.

**Work Package 2 – Amplify Potential:** Train and support young leaders through the "New Leaders Lab".

- **Objective:** Offer young project leaders targeted training in leadership, civic engagement, and entrepreneurship to help them become agents of change in their communities.

**Work Package 3 – Connect Potential:** Develop opportunities for expression and connections between young people from Africa and Europe.

- **Objective:** Foster cooperation between African and European youth leaders by facilitating the exchange of knowledge, access to opportunities, and mentorship.

**Work Package 1 priorities**

**The present call for projects falls under Work Package 1**, which targets almost all countries of implementation of the project (18 countries): Ivory Coast, Senegal, Cameroon, Benin, Togo, Guinea, Mauritania, DRC, Congo Brazzaville, Rwanda, Ghana, Kenya, Tanzania, Mozambique, Malawi, Zambia, Uganda, Ethiopia.

The selected countries present particularly fertile ground for impactful engagement with youth and civil society organisations. In these contexts, such organisations benefit from a strong understanding of their communities' specific dynamics, enjoy the trust of young people, and have cultivated relevant experience to address youths-related challenges effectively. At the same time, many of these actors operate in informal or semi-structured environments, which, while fostering innovation and

responsiveness, may also limit their long-term sustainability and capacity for scale. While similar dynamics may exist elsewhere, the countries selected offer a strategic opportunity to pilot and learn from targeted interventions that can inform broader regional efforts.

This is why **Work Package 1 – UNLOCKING POTENTIAL** focuses on strengthening local youth organisations by providing grants, training, connections to EU stakeholders and capacity-building (technical assistance), which is crucial for improving the operational capacity, sustainability of existing projects and transforming them into “Spaces for Youth” with an ability to reach better and more young people in their communities.

## 1.2 Objectives of this call for projects

This call for projects falls under Work Package 1 and aims at supporting the structuration of “Spaces for Youth”. It focuses on the core activity of grant allocation, which also implies supporting the youth organisations with funds management, support to ensure proper reporting, connections to EU institutional local actors and other related challenges.

This call for projects aims to build upon existing local contexts and initiatives by directly supporting 50 recognised youth organisations in the 18 Sub-Saharan African countries mentioned above.

These youth organisations are already engaged in social, cultural, ecological, participatory or educational initiatives that actively involve youth in efforts with positive community-impact. However, many face challenges in expanding and sustaining their work. This call seeks to address these gaps by offering targeted support through a two-phase funding mechanism aimed at fostering the creation of “Spaces for Youth”.

### **Definition of a “Space for Youth”<sup>2</sup>:**

**“Spaces for Youth” are:**

- **Youth-focused:** youth between 18 and 30 years old represents <75% of their “Space for Youth” project target beneficiaries;
- **Youth-led:** <75% the governance bodies members of the “Space for Youth” project are between 18 and 30 years old;
- **And preferably youth-owned:** the youth organisations are “owned” by a person or a collective of members between 18 and 30 years old.

**They are designed by and for young people**, enabling them to develop their leadership potential, express their voices, and access tailored support services. Inspired by the « European Spaces of Culture” by EUNIC, they are “hybrid spaces” that serves as a communal or informal gathering place.

These spaces give young people the freedom to choose the subjects that engage them, in relation to the social, environmental or cultural issues that concern them directly and other targeted young people. Above all, they are places for support, co-construction, learning, mentoring and networking, encouraging the emergence of high-impact projects.

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<sup>2</sup> The definition will evolve throughout the project based on input from young people and partner organisations.

They should be connected to a **physical space** (cafés, libraries, co-working spaces, fablabs, social innovation lab or community hubs) and **accessible to young people**. They can be **permanent or temporary** (event). They should be apolitical, non-partisan, and non-discriminatory on the basis of religious, denominational or ethnic affiliation.

No specific theme will be expected. For instance, *Spaces for Youth*, while recognizing that youth is a social construct, could provide concrete services to young people, such as empowerment and entrepreneurship support, leadership and mentorship, training, access to technology, so that they could foster exchange, learning, and civic engagement.

The AEYA will prioritize working with “Spaces for Youth” that focus on young women, youth in situation of vulnerability.

The **overall objective** of this call for projects is to enable youth organisations to enhance and scale their initiatives by developing a specific project of “Space for Youth” that provide safe, inclusive, and empowering environments where young people can develop leadership skills and access support services.

The **specific objective** is to provide both financial and technical support to carefully selected youth organisations to design and implement local capacity-building initiatives, community-based projects, or other impactful actions. These initiatives aim to unlock the leadership potential of aspiring young changemakers, with particular attention given to the inclusion of marginalized youth, especially those from in situation of vulnerability, living with disabilities, or facing gender or sexual orientation-based discrimination. Through this support, these youth organisations will also be integrated into the broader Africa-Europe Youth Academy programme, including taking part in local events, online mentoring and training as part of activities under Work Package 3 (mentoring, local events, online training).

To implement this grant scheme, Expertise France will select **up to three intermediary organisations (Applicants) through the present call for projects**. Each Applicant will be responsible for:

- **Sourcing, providing guidance throughout the process and selecting** – through a selection process and selection criteria to be validated with Expertise France.
- **Supporting funds management, ensuring proper reporting, providing connections to EU institutional local actors and training in other related challenges** (e.g. project management, financial projections, organisational development etc.);
- And **Distributing grants** to youth-led and youth-focused organisations within its assigned geographical area (see the two-round mechanism below).

To ensure balanced geographic coverage, contextual coherence, and effective implementation across the 18 eligible countries, this call for projects is structured into **three regional lots**:

Lots	Grants covered (non-negotiable)	Grant amount (non-negotiable)	Maximum amount for activity expenses & management fees (maximum 7%)	MAXIMUM AMOUNT

<b>Lot 1 – (7 countries):</b> Côte d'Ivoire, Senegal, Benin, Togo, Guinea, Mauritania, Ghana;	<b>Round 1: EUR 10,000 to 20 youth-led and youth-focused organisations;</b>  <b>Round 2: EUR 40,000 to 4 youth-led and youth-focused organisations.</b>	EUR 360,000	EUR 54,000	<b>EUR 414,000</b>
<b>Lot 2 – (4 countries):</b> Cameroon, Republic of the Congo, Democratic Republic of the Congo (DRC), Rwanda;	<b>Round 1: EUR 10,000 to 10 youth-led and youth-focused organisations;</b>  <b>Round 2: EUR 40,000 to 2 youth-led and youth-focused organisations</b>	EUR 180 000	EUR 27,000	<b>EUR 207,000</b>
<b>Lot 3 – (7 countries):</b> Kenya, Tanzania, Mozambique, Malawi, Zambia, Uganda, Ethiopia.	<b>Round 1: EUR 10,000 to 20 youth-led and youth-focused organisations;</b>  <b>Round 2: EUR 40,000 to 4 youth-led and youth-focused organisations</b>	EUR 360,000	EUR 54,000	<b>EUR 414,000</b>
<b>TOTAL</b>		<b>EUR 900,000</b>	<b>EUR 135,000</b>	<b>EUR 1,035,000</b>

This regional breakdown reflects geographic, linguistic, and operational commonalities that will foster a coherent and efficient implementation strategy. While the number of countries per lot may vary, the distribution aims to ensure a manageable structure, a balanced workload for Third Parties, and a coherent regional strategy for the development of youth-led and youth-focused organisations. **Each Applicant may apply for one or more regional lots.**

The grant distribution will follow a **two-round mechanism**, that will be implemented by the Applicants:

- **Round 1: 50 youth-led and youth-focused organisations** will be selected to receive a grant of **EUR 10,000** each. These funds will support the creation or strengthening of “Spaces for Youth” through youth-led and youth-focused organisations. **Each Applicant is expected to distribute grants to at least 2 youth-led and youth-focused organisations per country.** The first-round grants will be distributed to:
  - **Lot 2:** a total **10** youth-led and youth-focused organisations;
  - **Lot 3:** a total of **20** youth-led and youth-focused organisations.
- **Round 2:** From the initial cohort, up to **10 youth-led and youth-focused organisations** will be selected according to a process to be validated by Expertise France, to receive an **additional grant of up to EUR 40 000**. These second-round grants are intended for projects that have demonstrated strong potential, with the goal of scaling up their reach and impact and that **built**

a **partnership with at least one European Institution**. The second-round grants will be distributed to:

- **Lot 1:** a total of 4 youth-led and youth-focused organisations;
- **Lot 2:** a total 2 youth-led and youth-focused organisations;
- **Lot 3:** a total of 4 youth-led and youth-focused organisations.

In total, **up to EUR 900,000** (excluding management fees and funds dedicated to activities) will be distributed through this two-phase grant scheme.

The first round of grants should be distributed during the first 12 months after the signing of the contract with Expertise France. All grants should be distributed over the 30 months of duration of the Work Package 1 activities.

**Applications from consortia are permitted and encouraged**, particularly when they demonstrate complementary expertise and/or geographic coverage, and the ability to deliver high-quality technical and financial support to youth-led organisations across multiple countries in the region. Applicants must clearly demonstrate their operational presence or strong partnerships in at least several of the countries within the lot they are applying for, as well as their capacity to work inclusively with youth, especially those from marginalized groups. The Lead Applicant is responsible for the consortium and for dealing with any breach of the Partners and ensuring their activities in case of withdrawal. The Proposal shall state clearly how activities and funds will be distributed among them. A consortium agreement shall be made between all Partners highlighting:

- Division of tasks and funds
- Joint liability
- Breach or withdrawal clauses conditional on project implementation

The Lead Applicant shall propose an agreement which should be validated by Expertise France. Expertise will provide a template of consortium agreement if required.

### **1.3 Total amount of financial support made available by Expertise France**

**The indicative total amount made available under this call for projects is EUR 1 035 000** (grants, management fees and funds related to activities included). Expertise France reserves the right not to allocate all of the available funds.

#### **Grant amounts**

Any request for a grant under this call for projects must lay between the following minimum and maximum amounts:

- **Minimum grant amount** implies that the Applicant will cover only lot 2: EUR 207,000
- **Maximum grant amount** implies that the Applicant will cover lots 1, 2 and 3: EUR 1,035,000€

**A project applicant may submit a proposal for one or more lots. In such cases, a separate application file must be submitted for each lot. Each file must be complete and fully compliant with the submission requirements detailed below. Applications will be evaluated independently and compared only with proposals submitted for the same lot.**

#### **Co-financing percentage**

Voluntary co-financing is permitted and encouraged. Applicants may indicate complementary financial (grants) or in-kind contributions (activities). These shall be reported in the budget (Annex B) and must be auditable and traceable. The balance (i.e. the difference between the total cost of the project and

the amount requested from Expertise France) has to be financed by sources other than the European Union budget or the Expertise France budget. The overall budget will be audited.

#### **1.4 Awarding of grants for similar projects**

By way of derogation from the grant award procedures (see point 3.4 of the Call for Projects Guide issued by Expertise France), Expertise France may award an additional grant contract via direct allocation for the implementation of a similar project to one of the successful applicants designated on conclusion of this call for projects.

Where such a contract is placed by Expertise France, the period during which new contracts may be entered into may not exceed 3 years from notification of the initial grant contract.

## 2. RULES APPLICABLE TO THIS CALL FOR PROJECTS

The call for projects rules define the rules applicable to the submission, selection and implementation of the projects financed under this call for projects and which apply to this call for projects.

### 2.1 Eligibility criteria

There are three sets of eligibility criteria, respectively relating to:

(1) the parties involved:

**the lead applicant, i.e. the entity submitting the application form (2.1.1),  
as applicable, its partner(s) (2.1.1),**

(2) projects:

**projects eligible for a grant (2.1.4);**

(3) costs:

**the types of costs that may be included in grant amount calculations (2.1.5).**

#### 2.1.1 *Eligibility of the lead applicant*

##### Lead applicant:

**(1) In order to be able to claim a grant, the lead applicant must meet the following conditions:**

- be a legal entity;
- Proof of existence (agreement, certificate) showcasing that the applicants have the capacity to operate and long-term physical presence in all countries of operation;
- be non-profit (agreement, certificate or official proof of request will be required);
- belong to one of the following categories: civil society organisation (CSO), non-governmental organisation (NGO), and international (intergovernmental) organisation<sup>3</sup>;
- be established<sup>4</sup> in an eligible State in accordance with the financial instrument employed, namely in one of the 18 Sub-Saharan African countries targeted (Côte d'Ivoire, Senegal, Benin, Togo, Guinea, Ghana, Cameroon, Republic of the Congo, Democratic Republic of the Congo, Rwanda, Kenya, Tanzania, Mozambique, Malawi, Zambia, Uganda, Ethiopia, Mauritania). This obligation does not apply to international organisations;
- be directly responsible for the preparation and management of the project, either individually or in a consortium, and not act as an intermediary;

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<sup>3</sup>International organisations are international public-law organisations created by intergovernmental agreements as well as specialist agencies created by said organisations.

<sup>4</sup>Establishment is determined on the basis of the organisation's articles of association which must show that the organisation has been founded under an act of law of the country in question and that its registered office is located in an eligible country. In this regard, any legal entity whose articles of association have been created in another country cannot be treated as an eligible local organisation, even if it is registered locally or a "memorandum of understanding" has been signed.

- demonstrate proven experience and operational capacity to manage multi-country programmes and support grassroots youth-led initiatives in at least several of the countries covered by the lot;
- prove the ability to comply with EU financial and narrative reporting standards: latest financial statements proving financial and fiscal liability;
- proof of non-recovery of VAT:
  - (i) an official document from the competent tax authority stating that the beneficiary does not have the right to recover taxes for the activities in question;
  - (ii) the absence of a response from the competent tax authority within the tax deadline set by the applicable national law or
  - (iii) the entity's annual accounts supplemented by an extract from the national VAT tax law stating that the entity does not have to account for VAT.

**(2) Potential applicants may not participate in calls for projects or receive a grant if any situations mentioned in Annex VIII of the draft contract are applicable (Annex F of these Call for Projects Rules – to be completed and signed)**

In the grant application form (“lead applicant declaration”), the lead applicant must declare that none of these situations apply either it -or its partner(s)) (Annex A of these Call for Projects Rules, pages 10 to 11/29).

The lead applicant may act either individually or with one or more partner(s).

**If the grant is awarded, the lead applicant becomes the beneficiary identified in the Special Conditions. In this regard, it shall assume full financial liability for implementation of the project in compliance with the conditions of the grant contract.** The beneficiary shall be the main point of contact for Expertise France. It shall represent any other partners and acts on their behalf. It shall design and coordinate the implementation of the project.

### **Partners**

Partners participate in the definition and implementation of the action, and the costs they incur are eligible on the same basis as those incurred by the lead applicant.

Partners must meet the eligibility criteria that apply to the lead applicant. Therefore, all the above-mentioned eligibility documents required from the lead applicant are also required from the implementing partner(s). As such, they must complete and sign Annex F of these Call for Projects Rules from the first stage of the procedure, in order to certify that they are not in any of the situations listed therein.

Partners must also sign the “mandate for the lead applicant” included in the grant application form (Annex A of these Call for Projects Rules, page 12/29).

## **2.1.2 Associates and contractors**

The following entities are neither applicants nor partners. They do not have to sign the “beneficiary’s mandate”:



## Associates

Other organisations or individuals may become involved with the project. Associates participate in the project but cannot claim any benefit under the grant, with the exception of daily allowances and travel expenses. These associates do not have to meet the eligibility criteria set out in 2.1.1. Associates must be mentioned in Part B, Section 6 of the grant application form, entitled “Associates participating in the project”.

## Contractors

The beneficiaries and their partners may place contracts. The associates and partners may not simultaneously be project contractors. Contractors are subject to the same rules applicable to the awarding of contracts set out in Annex IV of the model grant contract.

### 2.1.3 *Eligible projects: for which projects may an application be submitted?*

#### Definition

A project is composed of a set of activities.

#### Duration

The planned initial duration of a project may not be less than a year or exceed 30 months.

#### Geographical coverage

- **Lot 1 – (7 countries):** Côte d’Ivoire, Senegal, Benin, Togo, Guinea, Mauritania, Ghana;
- **Lot 2 – (4 countries):** Cameroon, Republic of the Congo, Democratic Republic of the Congo (DRC), Rwanda;
- **Lot 3 – (7 countries):** Kenya, Tanzania, Mozambique, Malawi, Zambia, Uganda, Ethiopia.

#### Project types

- **Financial support to Third-Parties** (youth-led and youth-focused organisations) will be the main objective of the project, and must directly contribute to the creation or development of Spaces for Youth in the countries covered by the applicant's regional lot (*more information below in “Financial support for Third-Parties”*).
- **Activities:** The activities complement the grant distribution: applicants will support the third parties through every stage of the grant journey and provide full-cycle accompaniment support; from launching the call for project to submitting final financial and narrative reports, while providing additional, locally based capacity building. The support provided should ensure that third parties are empowered not only to manage funds, but also to implement activities and meet all reporting requirement.

Activities eligible under this call include (non-exhaustive list):

- Design and launch of calls for expressions of interest to identify youth-led organisations;
- Producing visibility and outreach content related to the grants distribution;
- Supporting youth-led organisations in project design, formalization and proposal writing;
- Supporting Third-Parties’ financial management and compliance,

- **Organising a transparent, competitive grant-allocation process;**
- Ensuring accurate narrative and financial reporting by third-parties;
- Providing mentorship or coaching;
- Facilitating links with EU and other institutional actors,
- Delivering training on business and organisational skills (e.g. project management, budgeting, financial projections, governance, organisational development etc.);
- **Conducting Monitoring and evaluation linked to the grants;**
- **Assisting with the establishment and operation of “Spaces for Youth”;**
- **Generating knowledge management content related to the “Spaces for Youth”;**
- **Contingency reserve (see 2.1.4).**

The applicant shall clearly describe in its proposal (narrative and budget) the specific mix of grant-management tasks and complementary support it will deliver at local level.

**The following types of projects are not eligible (non-exhaustive list):**

- **Projects that do not provide financial support to youth-led and youth-focused organisations for the creation or strengthening of “Spaces for Youth”;**
- **Projects solely or mainly consisting of sponsoring the participation of private individuals in workshops, seminars, conferences and congresses;**
- **Projects solely or mainly consisting of financing individual study or training bursaries.**

**Selection Process**

The Applicants will be in charge of designing, launching and spreading the call for applications to a maximal number of targeted young people and fix their own selection process, following Expertise France’s requirements and in consultation with Expertise France team. The selection procedures should comply with the principles of proportionality, sound financial management, equal treatment and non-discrimination, guarantee transparency with adequate publication of calls for proposals and avoid conflicts of interest throughout the award procedure. The selection process should include **two selection committees** (one for each round of grants) **where Expertise France will serve as co-selector.**

**Selection Criteria (refer to the selection grids in 2.3 Application evaluation and selection)**

- Level of understanding of the AEYA and Work Package 1
- Quality of the Third-Parties’ sourcing and selection strategy
- Capacity to identify the needs of the target group
- Capacity to distribute grants and ensure proper reporting
- Level of connection to the local ecosystem and quality of the network
- Quality of complementary support to third-parties (activities)
- Capacity to support young women and youth in “situations of vulnerability”
- Quality of the Logical Framework
- Feasibility, clarity of the proposal
- Complementarity between Partners, if applicable
- Sustainability of the project
- Cost-effectiveness of the budget

### **Visibility**

Applicants must comply with the specified objectives and priorities and guarantee the visibility of the financing provided by Expertise France and the European Union.

**Applicants must take all necessary measures to ensure the visibility of financing by Expertise France and the European Union.** Projects must, wherever possible, include information and communication activities designed to raise awareness among all or a section of the public regarding the motivation behind the project and behind the support provided by Expertise France and the European Union in the country or region concerned, and in terms of the results and impact of the support.

All communications shall respect European Union Communications and branding guidelines: [https://international-partnerships.ec.europa.eu/knowledge-hub/communicating-and-raising-eu-visibility-guidance-external-actions\\_en](https://international-partnerships.ec.europa.eu/knowledge-hub/communicating-and-raising-eu-visibility-guidance-external-actions_en). All communications should include the mention “funded by the European Union” in the communication language (e.g. in French it should be “Financé par l’Union Européenne”) and the Global Gateway logo. All communications should be branded according to the “Youth Mobility for Africa” flagship branding. Templates will be provided by Expertise France.

### **Number of applications and grants per applicant:**

- The lead applicant may submit **up to three (3) applications** under this call for projects. Each application must relate to a different lot;
- The lead applicant may be awarded **up to three (3) grants** under this call for projects;
- A partner may take part in **only one (1) application per lot** under this call for projects.

### **Monitoring Evaluation Accountability and Learning (MEAL):**

The Logical Framework will be reviewed with Expertise France and a [Monitoring, evaluation, accountability, and learning \(MEAL\)](#) plan will be set up at the beginning of the collaboration. The beneficiaries are responsible for the measuring of indicators from the Logframe. The beneficiaries will ensure the collection of data for a baseline study and an endline study (can be up to one year after the grant-distribution) designed by Expertise France and organise focus groups in coordination with the MEAL Officer from Expertise France.

### **Reporting and Audit:**

Applicants must clearly specify the necessary documents that Third-Parties must keep in order to prove that the financial support has been used in accordance with the grant contract.

The beneficiaries will submit quarterly financial and biannual narrative reports. The financial and narrative reporting templates should be validated with Expertise France prior to the first report and ensure clear commitment and spending of the funds. Steering Committees with Expertise France will happen on a quarterly basis.

Financial reports will be subject to two expenditure verification audits on the following dates: one intermediate audit covering the first year, and one final audit covering the entire period.

**Financial support for third parties:**

**Requirements to Applicant(s) are also applicable to Third-Parties that shall provide the same level of reporting. The Applicant(s) will be responsible for collecting and gathering and these documents with Expertise France in due time.**

Applicants must propose the following mechanism (detailed above):

- First-round grants of EUR 10,000 each to up to 50 youth-led organisations;
- Second-round grants of up to EUR 40 000 awarded to up to 10 high-potential youth organisations amongst the 50 supported.

**In accordance with the conditions set out in these Rules, the lead applicant must state the following in the grant application form:**

- the objectives and anticipated results of the financial support;
- an exhaustive list of the types of activities eligible for financial support;
- the categories of people eligible for financial support;
- the selection criteria of third-parties;
- the exact amount of financial support for each third party; and
- the maximum amount that may be reallocated.

**Duration**

- Round 1: The planned initial duration of a project may not be less than 6 months or exceed one year.
- Round 2: The planned initial duration of a project may not be less than 6 months or exceed one year.

**Third-Parties project types (prerequisites):**

**The selection of Third-Parties shall comply with Expertise France's internal procurement and grant award procedures. Applicants are fully accountable for all funds transferred to third-party beneficiaries. They are required to ensure proper justification of expenditures. Here are some prerequisites:**

- Third-Parties shall have a legal status formalized (status, certificate or official proof of request to be provided);
- Third-Parties should provide proof of financial reliability (Certificate of active operation, bank certificate to be provided);
- Third-Parties should have at least one year of existence;
- Third-Parties should be able to report for the use of the grants and provide proof eligible to Expertise France's standards;
- Third-Parties should be apolitical, non-partisan, and non-discriminatory on the basis of religious, denominational or ethnic affiliation;
- All projects submitted by Third-Parties must contribute to the creation or strengthening of "Spaces for Youth" (see definition in 1.2) - clear plan to be provided;
- All projects submitted by Third-Parties should be:
  - **Youth-focused:** youth between 18 and 30 years old represents >75% of their "Space for Youth" project target beneficiaries;

- **Youth-led:** >75% the governance bodies members of the “Space for Youth” project are between 18 and 30 years old (list of members disaggregated by sex and age to be provided).
- The proposed project shouldn’t follow for-profit objective.

It should be noted that no restrictions in terms of nationality or origin may be defined for the beneficiaries of financial support.

**Businesses may be eligible** under this Call for Projects, provided they meet all of the following criteria:

- Be legally established entities (legal persons);
- Be classified as very small enterprises (VSEs), small or medium-sized enterprises (SMEs), or start-ups;
- Not be subsidiaries of, or controlled by, a large corporate group;
- Not pursue any profit-making objectives within the framework of the proposed project;
- Propose a project of general interest, consistent with the objectives and rules of this Call for Projects.

In addition, businesses must certify that they are not subject to any exclusion criteria under European Union regulations. To this end, they will be required to sign a declaration of honour, a template of which may be provided by Expertise France.

The following types of project are not eligible:

- **Religious projects, partisan political activities or political lobbying;**
- Projects or activities taking place outside the geographic scope defined by the regional lot; or unrelated to the call’s thematic objectives;
- Projects already financed by another donor programme (double-funding);
- **Projects solely or mainly consisting of sponsoring the participation of private individuals in workshops, seminars, conferences and congresses;**
- **Projects solely or mainly consisting of financing individual study or training bursaries;**
- **Projects from Third-Parties with a public status.**

Selection Criteria for Third-Parties (round 1 & 2 of grant-distribution):

**The Applicant(s) will propose a grid of criteria that will be validated with Expertise France**, taking the elements below into account. The criteria should not be arbitrary nor discriminatory. To access grants, the Third-Parties will have to follow criteria defined by the Applicants, including Expertise France criteria such as:

- **Being youth-owned:** the youth organisations are “owned” by a person or a collective of members between 18 and 30 years old.
- **Strong outreach and inclusivity** of women, and youth in “situations of vulnerability”, as the Third-Parties will have the following obligations:
  - **In total >50% of members from the youth-led and youth-focused organisations are women;**

- **In total >25% of members of the youth-led and youth-focused organisations are in “situations of vulnerability”<sup>5</sup>**, meaning he/she falls into at least one of the following categories:
  - Disability: which can be physical, motor and sensory and/or related to mental health;
  - Social and/or economical vulnerability (consequence of individual/household-related factors):
    - Lack of access to higher education, low level of literacy
    - Lack of access to electricity, to internet
    - Food insecurity
    - Financial insecurity of the current household
    - Familiar bonds (e.g. single-parent family)
    - Teen mothers
  - Geographical and/or environmental vulnerability (consequence of external factors):
    - Environmentally exposed locations
    - Medical deserts, lack of access to health services, sexual and reproductive health, mental health
    - Insecurity
- **Strong potential of impact** on the local youth at the local level— particularly in terms of inclusion, participation, and empowerment of other young people;
- **Scaling potential**;
- **Potential for collaboration with EU Institutional Actors** (e.g. Alliance Française, Institut Français, Goethe Institute, Istituto di Cultura Italiano, etc.)

**The grants shall support actions and shall be related to the implementation of specific activities.**

They are not operating grants covering operational costs. Furthermore, all profits generated by the activities as a result of the grant should be reinvested in the sustainability of these activities or in other activities contributing to youth leadership.

Activity types (round 1 & 2 of grant distribution):

Activities eligible under this call include, but are not limited to:

- **Activities that support young women and men** (18-30 years) in developing their leadership potential, accessing tailored support services, and engaging in co-construction, learning, mentoring, and networking opportunities;
- **Activities encouraging the emergence of high-impact projects** from young women and men (18-30 years) and offering concrete services such as empowerment, entrepreneurship support, training, access to technology, and opportunities for civic participation;
- **Activities from physical hubs** that serve as inclusive gathering places for young people's leadership, learning and civic-engagement needs (e.g. community cafés, youth libraries, not-for-profit co-working spaces, fablabs, social innovation lab or community hubs);
- **Permanent or temporary events** promoting youth leadership or showcasing creations from young people (18-30 years);
- **Activities that bring the above services to youth in situations of vulnerability**, in underserved or remote communities (e.g. mobile pop-up hubs).

<sup>5</sup> The type of “proof” required to justify a situation of vulnerability and/or disability can be self-declaration; the third-parties will be responsible for attesting of the validity/confirmation of the declaration.

Selection criteria specific to round 2 of grant distribution:

A second selection process will be designed, implemented and spread by the Beneficiary(ies) to evaluate the potential of the projects submitted by third. The Beneficiary(ies) will propose a second grid of criteria that will be validated with Expertise France, taking the elements below into account. The criteria should not be arbitrary nor discriminatory. To access grants, the Third-Parties will have to follow criteria defined by the Beneficiary(ies), including Expertise France criteria such as:

- All required documentation to justify the use of the first round of grant of 10 000€;
- A plan to grow or scale their project presented during round 1 (business plan to be provided);
- Proof of partnership with at least one European institution related to their project; **this partnership should not involve the transfer any funds as the full amount of 40 000€ shall be distributed to the Third-Party;**

Number of applications and grants per Third-Party:

- A Third-Party may not be awarded more than **two (2) grants** (one under Round 1 and one under round 2) within the framework of this call for projects.
- **The two grants (round 1 and round 2) must relate to the same project**, specifically a continuation or scale-up of the initiative launched under Round 1. Round 2 is not intended to support new or separate projects.
- **The combined project duration period** for Round1 and Round 2 must **not exceed 24 months** in total.

These conditions are mandatory in all circumstances. They must be clearly defined in the grant contract to avoid the financial support being reallocated on a discretionary basis.

#### **2.1.4 Costs eligibility: what costs may be included?**

Eligible direct costs must comply with Article 14 of the EU General Conditions of the grant contract (Annex II).

Only “eligible costs” may be covered by a grant. The different types of eligible and ineligible costs are set out below. The budget constitutes both a cost estimate and an overall ceiling for “eligible costs”.

Recommendations to award a grant are always subject to verifications preceding signature of the grant contract not revealing any issues requiring modification of the budget (e.g. arithmetical errors, inaccuracies, unrealistic costs and ineligible costs). The verification procedure may give rise to clarification requests and lead Expertise France to impose modifications or reductions in order to correct any such errors or inaccuracies. Corrections may not give rise to a higher grant and higher percentage of cofinancing from Expertise France.

Consequently, it is applicants' interests to provide a **realistic budget and appropriate cost effectiveness**.

Eligible direct costs

In order to be eligible under this call for projects, costs must satisfy the conditions set out in Article 14 of the general conditions of the model grant contract. The salary costs of the national authority's personnel may be eligible to the extent that they are related to the costs of activities that the national authority in question would not incur if the project were not to take place.

### Contingency reserve

The budget may include a contingency reserve up to a maximum of 5% of estimated direct eligible costs. It may only be used with **prior written authorisation** from Expertise France.

### Eligible indirect costs

The indirect costs incurred during implementation of the project may be eligible for fixed-rate financing; the total amount may not exceed 7% of the estimated total of direct eligible costs. Indirect costs are eligible provided they do not include costs recognised under another budget item in the model grant contract. The lead applicant may be asked to support the requested percentage before the grant contract is signed. However, once the fixed rate is specified in the special conditions of the grant contract, no supporting documentation is required from the beneficiary.

Should any applicant or partner be in receipt of an operating grant financed by Expertise France or the EU, indirect costs may not be recorded against their incurred costs in the proposed project budget.

### Ineligible costs

The following costs are not eligible:

- debt and the cost of debt (interest);
- provisions for losses or any future debts;
- costs declared by the beneficiary and financed by another project or work programme in receipt of a grant from Expertise France or the European Union;
- acquisition of land or buildings, unless the purchases are fundamental to the direct implementation of the project, in which case ownership must be transferred in accordance with Article 7.5 of the general conditions of the model grant contract, by the latest on conclusion of the project;
- foreign exchange losses;
- loans to third parties;
- the salary costs for the national authority's personnel if not assigned to the project, not supported by contracts and duly justified with pay slips and time sheets;
- Global structural or institutional funding, excluding projects;
- Actions already financed by other donors to avoid the risk of double-funding;
- Travel not justified by the purpose of the project;
- Taxes and VAT.



## 2.2 Application to the Call for Project

### 2.2.1 *Application Forms*

**Applications must be submitted in line with the instructions relating to the concept note and the full application stated in the grant application form annexed to these Rules (Annex A).**

Applicants must submit their application in English.

Beneficiaries must include the following information in their full proposal:

- The objectives and results to be achieved with the financial support;
- The different types of activities likely to benefit from financial support, based on the list defined by Expertise France;
- The types of persons or categories of persons eligible for financial support.
- The criteria for selecting these entities and granting financial support.
- The criteria used to define the exact amount of financial support granted to each third-party entity;
- The maximum amount that may be granted.

Any error relating to the items stated in the instructions for producing the concept note or any major inconsistency in the application (inconsistency between amounts stated in the budget calculation spreadsheet, for example) may lead to the immediate rejection of the application.

Clarification will only be sought when the information provided is unclear, preventing Expertise France from carrying out an objective evaluation.

Handwritten requests will not be accepted.

**It should be noted that only the grant application form and published annexes fully completed (budget, logical framework) will be evaluated. It is therefore particularly important that these documents contain ALL pertinent information relating to the project. No supplementary annex is to be sent. The following documents are to be sent:**

- Copy of the receipt for the declaration of association from the Ministry of State/Ministry of the Interior and Security;
- Copy of the ministerial order authorising the entity to operate issued by the Ministry of the Interior (if available).
- Copy of the publication in the official gazette (if available); Most recent proof of the existence of a bank account in the name of the entity;
- Copy of the annual activity report (narrative and financial) for the year 2023 or 2024 if already produced, copy of the statutes and internal regulations;
- Tax declaration of existence (DFE):
  - a. Valid social security certificate;
  - b. Valid certificate of social security contributions

### **2.2.2 Where and how must applications be sent?**

The call for projects and all related documents (application form, annexes, clarification responses) will be published on the Expertise France's public procurement platform POPS (<https://pops.expertisefrance.fr>). Applications must be submitted via this platform only. Applications submitted by email or other means will not be accepted.

Applications submitted by other means (e.g. by fax or email) or delivered to other addresses will be rejected.

**Applicants must use the grant application form to ensure that their application is complete (Annex A - Part 3). Incomplete applications may be rejected.**

### **2.2.3 Deadline for submission of applications**

The maximum date and time for submission of applications are stated on the cover page of these Rules. Proof of submission times is given by the confirmation of receipt electronic. All applications submitted after the deadline will automatically be rejected.

### **2.2.4 Other information concerning applications**

Two information sessions for this call for projects will be held online on zoom on <https://zoom.us/j/94785775054> on:

- Wednesday 27<sup>th</sup> of August, 2025 at 2PM in English and 4PM in French (Paris time CET);
- Wednesday 17<sup>th</sup> of September, 2025 at 2PM in English and 4PM in French (Paris time CET).

All questions and requests for clarification must be submitted via POPS. Expertise France will respond to questions submitted up to 10 days before the deadline through the platform to ensure transparency and equal treatment of all applicants until 5 days before the deadline. Expertise France is not obliged to provide clarification relating to any questions received after this date.

Responses will be given no later than five days before the application submission deadline.

In order to ensure equality of treatment between applicants, Expertise France cannot issue any prior opinion on the eligibility of lead applicants, partners, projects or specific activities.

No individual responses will be given to the questions asked. All questions and their responses and other important information communicated to applicants during the evaluation procedure will be published in good time and shared with all applicants. You are therefore advised to regularly access the website at the above address in order to stay informed about the published questions and responses.

### 2.3 Application evaluation and selection

**Applications will be examined and evaluated by Expertise France, if necessary with the support of external assessors. All applications will be evaluated in line with the following stages and criteria.**

If examination of the application reveals that the proposed project does not meet the eligibility criteria set out in 2.1.4, the application will be rejected on this basis alone.

## **STAGE 1: OPENING, ADMINISTRATIVE VERIFICATION AND VERIFICATION OF THE ELIGIBILITY OF APPLICANTS AND PARTNER(S)**

### **Opening and administrative verification**

At the opening and administrative verification stage, the following elements will be examined:

- Compliance with the deadline. If the deadline has not been met, the application will be automatically rejected.
- **Compliance for the application form with all criteria specified on the grant application form. This examination also includes an assessment of the project's eligibility. If any of the requested information is missing or incorrect, the application may be rejected on this basis alone and may not be evaluated.**

### **Verification of eligibility**

Eligibility will be verified on the basis of the supporting documentation requested by Expertise France (see point 2.4). It will be solely conducted for applications that have been provisionally selected based on their score and within the limits of the budget specified for this call for projects.

- Checks will be carried to ensure consistency between the information on the lead applicant's declaration (in the grant application form) and the supporting documents provided. Any missing supporting documentation or inconsistency between the lead applicant's declaration and the supporting documentation may lead to the rejection of the application on this basis alone.
- The eligibility of applicants and partners will be verified in line with the criteria set out in sections 2.1.1, 2.1.2 and 2.1.3.

Any rejected application will be substituted by the next best placed application on the reserve list that complies with the budget limits specified for this call for projects.

## **STAGE 2: EVALUATION OF CONCEPT NOTES**

The concept notes passing this control point will be evaluated against the pertinence and overall concept of the proposed project.

Concept notes will be given an overall score out of 50 in line with the breakdown given in the scoring table below. The evaluation will also verify compliance with the instructions on how to complete the concept note, which are included in the grant application form.

The evaluation criteria are divided into sections and subsections. Each subsection is scored between 1 and 5 as follows: 1 = highly unsatisfactory, 2 = unsatisfactory, 3 = average, 4 = good, 5 = very good.

<b>1. Pertinence of the project</b>	<b>Sub-score</b>	<b>30</b>
1.1 To what extent does the proposal meet the objectives and priorities of the Work Package 1 of the Africa-Europe Youth Academy? To what extent does the proposal demonstrate a solid understanding of regional and local dynamics, show synergy with other Expertise France, EU and international organisations initiatives, and avoid duplication?	5(x2)**	
1.2 Are the target group (youth-led and youth-focused organisations) clearly and strategically defined? Have their needs been clearly defined and are they adequately covered in the proposal?	5	
1.3 Do(es) the Applicant(s) have the capacity to cover the needs of the target group (e.g. local presence, network, etc.)	5	
1.4 How qualitative is the proposed Third-Parties' selection process (including selection criteria)?	5	
1.5 To what extent does the proposal respond to the specific challenges of young women and youth "in situations of vulnerability"?	5	
<b>2. Project concept</b>	<b>Sub-score</b>	<b>20</b>
2.1 How coherent is the overall design of the Project and its Logical Framework?	5(x2)**	
2.2 Does the proposal offer clear, context-sensitive operational support (e.g. project management, reporting), along with inclusive and well-designed capacity-building activities (e.g. training, mentoring, peer learning) that empower youth organisations in the long term?	5	
2.3 Does the proposal demonstrate robust, transparent, and inclusive processes for sub-granting and reporting?	5	
<b>TOTAL SCORE</b>		<b>50</b>

## **STAGE 3: EVALUATION OF FULL APPLICATIONS**

The following points will be evaluated in the first instance:

- The full application complies with all criteria specified in these rules in the application form. This examination also includes an assessment of the project's eligibility. If any of the requested information is missing or is incomplete, the application may be rejected on this basis **alone** and will not be evaluated.

Those full applications passing this control point will then be evaluated in terms of quality, including the proposed budget and the capacity of the applicants and partners, based on the evaluation criteria contained in the scoring table provided below. The evaluation criteria break down into selection criteria and award criteria.

The **selection criteria** help to assess the operational capacity of the applicants and partners and are used to verify that they enjoy the management ability, skills and professional qualifications required for successful implementation of the proposed project. This applies to lead applicants and is based on the analysis of information provided under Annex E.

The **award criteria** help to assess the quality of the applications in terms of the objectives and priorities specified in the Rules and to award grants to the projects that maximise the overall effectiveness of the call for projects. They help to select the applications that will ensure Expertise France is able to satisfy its objectives and priorities. They relate to the pertinence of the project, its consistency with the objectives of the call for projects and the quality, anticipated impact and durability of the project, in addition to its cost effectiveness.

*Scoring:*

The evaluation criteria are broken down into sections and sub-sections. Each subsection is scored between 1 and 5 as follows: 1 = highly unsatisfactory, 2 = unsatisfactory, 3 = average, 4 = good, 5 = very good

**Scoring table: points system may be adapted with prior approval.**

Section	Maximum score
<b>1. Pertinence of the project</b>	<b>/30</b>
<i>Same score obtained from evaluation of the concept note</i>	
<b>2. Effectiveness and feasibility of the project</b>	<b>/30</b>
2.1 Are the proposed activities appropriate and feasible for sourcing, selecting, supporting youth organisations, providing training, and managing sub-grants	15
2.2 Is the implementation plan clear and achievable, including the two round sub-granting mechanism and technical support?	5
2.3 Does the proposal contain robust evaluation methods and verifiable indicators to assess the project results (as part of the Logical Framework)?	5
2.4 Does the lead applicant demonstrate multi-country operational capacity, strong contextual knowledge, and transparency in sub-granting mechanisms? Is there a satisfactory level of project participation and commitment among the partners?  <i>If the lead applicant makes an application without partners, the score for point 2.4 will be 5, unless partner participation is mandatory under these Rules as applicable to applicants.</i>	5
<b>3. Sustainability of the project</b>	<b>/20</b>
3.1 Does the applicant propose tailored, context-sensitive support in areas such as project management, reporting (financial and narrative reporting), and other core operational needs ?	5
3.2 Are the proposed activities (e.g. training sessions, mentoring schemes, peer exchanges) inclusive, and designed to build long-term capacities, promote peer learning, and ensure youth organisations are empowered beyond the project cycle ?	5
3.3 Is the project likely to have a meaningful and measurable impact on youth-led and youth-focused organisations (third-parties)?	5
3.4 Does the project demonstrate potential for scaling, replication, and broader influence? Are the results likely to be sustainable ( financially, institutionally, politically, environmentally, etc.)	5
<b>4. Cost-effectiveness of the budget</b>	<b>/20</b>
4.1 Are the grants and complementary activities accurately reflected and justified in the budget?	/10
4.2 Is there a sound relationship between the estimated costs and expected results?	/10
<b>Maximum total score</b>	<b>100</b>

## **Provisional selection**

After evaluation, a table will be produced of all the applications classified by score. The applications that have obtained the best scores will be provisionally selected until the budget for the call for projects has been exhausted. A reserve list will also be produced using the same criteria. This list will be exploited if more funds become available during the period of validity.

### **2.4 Submission of supporting documents for provisionally selected applications**

**Lead applicants whose applications have been provisionally selected or included on the reserve list will be notified in writing by Expertise France. They will be asked to provide the following documents to enable Expertise France to verify their eligibility and, as applicable, that of their partner(s)<sup>6</sup>:**

1. **An external audit report produced by an approved auditor**, certifying the accounts of the lead applicant for the last available financial year where the total amount of the grant is above EUR 750,000 (EUR 100,000 for operating grants). The partners, if any, are not required to submit an external audit report. This applies only if the Lead Applicant applies for over one lot.

This obligation does not apply to public bodies, international organisations, or secondary or higher education institutions.

2. **A copy of the lead applicant's most recent financial statements** (income statement and balance sheet for the last financial year)<sup>7</sup>. The partners, if any, are not required to submit a copy of their financial statements; the financial identification form (see Annex D of these Rules), duly completed and signed by each applicant (i.e. the lead applicant and any partners), accompanied by the required supporting documents, **including the identification of a bank account or sub-account dedicated exclusively to the grant<sup>8</sup>**. This requirement aims to ensure the traceability of financial flows, facilitate the monitoring and control of expenditures, and ensure compliance with contractual obligations towards the donor (see Article 7.3 of the Model Grant Contract – Annex G). A capacity description sheet for the lead applicant (not partners) in accordance with the model attached in Annex E of these Rules. **Local bank accounts may have to be created in the countries of implementation to facilitate funds transfer in local currency.**

Tax and social security clearance certificates valid at the time of submission.

The documents must be provided in the form of originals, photocopies or scans (showing the company stamps, signatures and dates).

Where such documents are not written in French or English a translation into in French or English of the document's pertinent parties proving the eligibility of the lead applicant and, as applicable, of the partners, must be enclosed to enable the application to be analysed.

**When these documents are written in a language other than in French or English, it is strongly recommended for evaluation purposes to provide a translation in in French or English of the document's pertinent parties proving the eligibility of the lead applicant and, as applicable, of the partners.**

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<sup>6</sup>No supporting documentation will be required for grant applications not exceeding EUR 39,999.

<sup>7</sup>This obligation does not apply to individuals who have been awarded a scholarship or who are in greatest need of direct assistance. Public entities and international organisations are likewise exempt. This also does not apply when the accounts, in practice, are the same documents as the external audit report already provided under 2.4.2.

<sup>8</sup> If such an account does not exist it should be created to be eligible to apply to the call for project.



If the aforementioned supporting documentation is not provided before the deadline specified in the request for submission of supporting documentation issued by Expertise France to the lead applicant, the request may be rejected.

After verification of the supporting documentation, the evaluation committee will make a final recommendation to the Managing Director of Expertise France or the latter's delegated representative, who will decide on the awarding of grants.

## 2.5 Notification of the Expertise France decision

### Content of the decision

Lead applicants will be advised in writing of Expertise France's decision regarding their applications and, if rejected, the reasons for the negative decision.

If an applicant believes they have been wronged due to an error or irregularity committed during a call for proposals procedure, they shall refer the matter directly to Expertise France. Expertise France must respond within 30 days from the date the complaint is received. Furthermore, if the applicant is not satisfied with Expertise France's response, they may initiate pre-contractual or contractual summary proceedings ("référé précontractuel" or "référé contractuel") against this procurement procedure, in accordance with Chapter II of Ordinance No. 2009-515 of 7 May 2009 on the review procedures applicable to public procurement contracts, and Articles L. 1441-1 et seq. of the French Code of Civil Procedure, before the competent judicial authority:

Tribunal Judiciaire de Paris  
Parvis du Tribunal de Paris  
75 859 PARIS Cedex 17  
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### Indicative timetable

	DATE (2025)	TIME IN PARIS (CET)
<b>1. Information meetings</b>	27 <sup>th</sup> of August	2PM in English and 4 PM in French
	17 <sup>th</sup> of September	2PM in English and 4 PM in French
<b>2. Deadline clarification requests issued to Expertise France</b>	20 <sup>th</sup> of September	23:59 PM
<b>3. Last date on which clarifications are given by Expertise France</b>	25 <sup>th</sup> of September	23:59 PM
<b>4. Submission deadline for applications</b>	30 <sup>th</sup> of September	23:59 PM
<b>5. Notification of lead applicants regarding opening, administrative verifications, eligibility (Stage 1) and evaluation of the concept note (Stage 2)</b>	17 <sup>th</sup> of October	23:59 PM
<b>6. Notification of lead applicants regarding evaluation of full applications (Stage 3)</b>	31 <sup>st</sup> of October	23:59 PM

8. Notification of award	3 <sup>rd</sup> of November	23:59 PM
9. Signing of the contract	28 <sup>th</sup> of November	23:59 PM

**All times are in the local time of Expertise France (CET).**

**This indicative timetable provides provisional dates (except for dates 2, 3 and 4) and may be modified by Expertise France during the procedure. The applicants shall be duly informed in the event of a change to the deadlines.**

## **2.6 Conditions for implementation after a decision by Expertise France to award a grant**

Following a decision to award a grant, the beneficiaries will be offered a contract based on the model grant contract (Annex F to these Rules). By signing the application form (Annex A of the Rules), applicants accept the contractual terms set out in the model grant contract in the event that a grant is awarded.

Where implementation of a project requires the beneficiary and, as applicable, its partners to place contracts, such contracts must be placed in accordance with Annex IV of the model grant contract.

Each third-party must open a dedicated bank account and maintain a separate accounting system or analytical ledger to ensure traceability of funds.

## **2.7 Personal data protection and confidentiality**

Expertise France undertakes to comply with the regulations in force applicable to the processing of personal data and, in particular, Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 applicable as of 25 May 2018.

### ***Identity and contact details of the Data Controller and its representative:***

Expertise France

40 Boulevard de Port Royal

75005 Paris, France

Represented by its CEO,

Operational Data Controller:

The Information Systems Department represented by its Director

### ***Contact details of the personal data protection officer:***

[informatique.libertes@expertisefrance.fr](mailto:informatique.libertes@expertisefrance.fr)

The legal grounds justifying the data processing correspond to sections c) and e) of Article 6.1 of the GDPR, namely that:

- Processing is necessary to comply with a legal obligation to which Expertise France is subject;
- Processing is necessary for the performance of a mission carried out in the public interest or in the exercise of the public authority vested in Expertise France;

The purposes of the processing are:

- The management and monitoring of this call for projects,
- Managing and monitoring of the award of the grant that is the subject of the call for projects.

The recipients or category of recipients of personal data are exclusively the authorised staff of the contracting authority, ministries, and State operators charged with the signing and performing of the contract, as well as the service providers assisting them in their activities.

Retention period: these data are stored throughout the period during which the contract is signed and performed, as well as for the duration of administrative usefulness (DUA) applicable to the contract. In accordance with the provisions of Articles 15 to 21 of the GDPR, persons whose personal data are collected have a right of access, rectification and erasure of this information concerning them. They also have a right to restrict processing and to oppose this processing on legitimate grounds. Information rights and any other right of the persons affected by the processing implemented may be exercised with the Expertise France Data Protection Officer.

Individuals whose personal data are collected in connection with the present procedure have the right to lodge a complaint with the French Data Protection Authority (CNIL).

Expertise France undertakes to guarantee the confidentiality of the proposals sent to it and to ensure the security and storage of these proposals.

### 3 LIST OF ANNEXES

#### DOCUMENTS TO BE COMPLETED

Annex A: Grant Application Form (Word format)

Annex B: Budget (Excel format)

Annex C: Logical framework (Excel format)

Annex D: Financial identification sheet

Annex E: Form setting out the financial and organisational capacities of the applicant

Annex F: Integrity commitment

#### INFORMATION DOCUMENTS<sup>9</sup>

Annex G: Model grant contract specific to each lot (1, 2, 3)

Annex I: Description of action (Annex C to this document)

Annex II: General Terms and Conditions

Annex III: Budget (Annex B to this document)

Annex IV: Rules applicable to procurement contracts

Annex V: Letter for submission of reports and payment requests

Annex VI: Model narrative and financial report

Annex VII: Transfer of ownership of assets

Annex VIII: Integrity commitment (Annex F to this document)

Annex H: Daily allowance rates (per diem), available at:  
[http://ec.europa.eu/europeaid/funding/about-procurement-contracts/procedures-and-practical-guide-prag/diems\\_en](http://ec.europa.eu/europeaid/funding/about-procurement-contracts/procedures-and-practical-guide-prag/diems_en) (all necessary information is available via the link, publication of the annex is optional)

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<sup>9</sup> These documents should also be published by Expertise France.