



Ministerul Sănătății



EEA Grants 2014-2021

European Public Health Challenges Programme

APPLICANT GUIDE

Small Grant Scheme no 2

Providing outreach health services to improve prevention for remote and vulnerable population

Launched on 09th of December 2020
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Bucharest, 2020



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Preamble

This document aims to provide the necessary information for potential applicants (Project Promoters - PP) under the Small Grant Scheme “**Providing outreach health services to improve prevention of remote and vulnerable population**”, by the Ministry of Health.

Important!

Before filling in your application, we recommend that you make sure you have gone through all the information presented in this document and in the annexes, and that you have understood all the aspects related to the specificity of the projects financed by EEA Grants 2014-2021 and the manner of their implementation¹.

1. Overview on the EEA Grants 2014-2021 and the Programme

The EEA and Norway Grants are funded by Iceland, Liechtenstein and Norway. The Grants have two goals - to contribute to a more equal Europe, both socially and economically - and to strengthen the relations between Iceland, Liechtenstein and Norway, and the 15 beneficiary countries in Europe.

The objective of the Grants is to reduce social and economic disparities and strengthen bilateral relations. This strengthens the internal market, leading to a more prosperous Europe.

The EEA Grants are funded jointly by all three donor countries - Iceland, Liechtenstein and Norway. The donor countries contribute according to their size and GDP - Norway provides approximately 95.8%, Iceland 3% and Liechtenstein 1.2%. During the 2014-2021 funding period, the EEA Grants amount to €1.5 billion.

Based on the Memorandum of Understanding signed on October 13, 2016 between the Government of Romania and the Donor States, in the period 2018-2024 funding will be provided under **12 financing programmes** established in the areas:

- local development, reduction of poverty, Roma inclusion, children and youth at risk, human rights;
- renewable energy, energy efficiency, energy security;
- business development, innovation and SMEs;
- public health;
- research;

¹ An indicative list of documents, as well as the addresses of the website where these documents can be consulted, is presented at the end of this document



- cultural heritage, cultural entrepreneurship and cultural cooperation;
- justice, correctional services, fighting domestic and gender-based violence;
- home affairs, police cooperation and combating crime;
- education, scholarships, apprenticeship and entrepreneurship for youth;
- social dialogue and decent work;
- active citizens - civil society;
- environment and climate change.

The **Ministry of Health-Romania**, as a **Programme Operator**, is responsible for developing and implementation of "European Public Health Challenges" Programme. Norwegian programme partners are the Norwegian Institute of Public Health (NIPH) and the Norwegian Directorate of Health (HDIR). The total allocated budget is 48,235,294 euro from which 41,000,000 euro (85% EEA Grants) and 7,235,294 euro (15% - national co-financing).

The overall objective of the programme is to improve prevention and to reduce inequalities in health area. The specific objectives of the programme are focused on improvement of the policies and services for the prevention of diseases and for access to health care services for vulnerable groups improved.

During the implementation of the programme, the principles of cost-effectiveness, transparency and responsibility in the management of the funds should be observed to the highest degree, and also the principles of good governance, sustainability of results, ensuring equal opportunities and of gender, must be observed. The programme will be conducted in accordance with applicable national and European law, as well as the specific rules applicable to the EEA Financial Mechanism 2014-2021.

2. The Small Grant Scheme "Providing outreach health services to improve prevention of remote and vulnerable population"

General provisions regarding the activities. Respect for legislation. Avoiding double funding

PP will describe in the project proposal the criteria and the selection process of the persons composing the target groups, in compliance with the equal opportunities principle.

In terms of activities, it is recommended that partners develop the project proposals in a consultative manner, with potential beneficiaries and stakeholders, an aspect which will be described in the application.

Depending on their specificity, each activity/service provided in the project will comply with the applicable legislation regarding accreditation/licensing/authorisation of its



provider/premises and responsibility of the providing institution². Meeting this criterion is an eligibility condition for project costs for the whole duration of the project.

In activities and methodologies, the project promoters and project partners are encouraged to create synergies with other EEA and Norway Grants 2014-2021 Programmes, in particular with Programme “Local Development, Poverty Reduction and Enhanced Roma Inclusion”³ (Programme Operator - Romanian Social Development Fund), at the same time preventing any overlap.

Under this small grant scheme, in order to avoid overlapping and double funding with other similar initiatives, there will not be eligible activities that have already been or are going to be carried out through other projects (financed from structural funds or other national non-reimbursable funds, EEA and Norwegian etc) be it under implementation at the time of grant application submission or at the time of contracting the project (if the grant is awarded).

Moreover, in order to avoid double funding, there are not eligible, under the present small grant scheme, activities which fall under the PP/partners obligation to ensure sustainability of projects previously funded under RO19 Programme, funded by Norway Grants 2009-2014.

Also, there are not eligible activities promoting political parties and activities that directly or indirectly promote a religious doctrine, mission or proselytism related to the beliefs of a particular faith.

These conditions shall be confirmed by the PP at the time of the grant application submission under this small grant scheme by signing a specific Statement and also at the time of contracting, when the PP will have to sign this Statement once more.

If the project is funded and such breaches are acknowledged by the PO during project implementation, the respective activities shall be declared retrospectively ineligible.

The Small Grant Scheme no 2 contributes to the **Outcome II Access to health care services for vulnerable groups improved** and will support outreach measures for improving access to healthcare for vulnerable groups, including Roma, with a focus on awareness raising, capacity-building and educational promotions.

2.1 Expected objectives and results

The projects funded under this small grant scheme shall contribute to achieving the following programme results:

No	Expected programme results	Indicator	Unit of measurement	Source of verification	Frequency of reporting	Baseline value	Baseline year	Target value programme	Target value Small grant scheme
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² The providing institution is the Project Promotor or a subcontractor of the Project Promotor.

³ Please see <https://frds.ro/en/home-bun/> for details about the financing areas and possible synergies.



No	Expected programme results	Indicator	Unit of measurement	Source of verification	Frequency of reporting	Baseline value	Baseline year	Target value programme	Target value Small grant scheme
Outcome 2 Access to health care services for vulnerable groups improved	Output 2.5 Outreach services and other projects provided to vulnerable groups	Number of projects to improve access to health care services in remote areas or for vulnerable groups	Number	Project Promoter's records	Semi-annually	0	N/A	12	5
		Number of vulnerable persons that have received health care services (disaggregated by Roma)	Number	Project Promoters' records	Semi-annually	0	N/A	40000 (of which 8000 Roma)	4000 (of which 800 Roma)

2.2 Financial allocation

The total amount allocated to this small grant scheme is 1,000,000 euro which is financed by EEA Grants 2014-2021. The minimum/maximum grant amount that can be requested for the implementation of one project is 50,000 euro, and respectively 200,000 euro. This amount represents up to the 90% of total value of the project. The Project Promotor will need to co-finance the project, with own contribution being minimum 10% of the total project value.

2.3 Grant rate

The financial support of EEA Grants may be up to 90% of total eligible expenditure of the project.

The Project Promotor contribution is minimum 10%. In compliance with Art. 6.4.5 of the Regulation on the Implementation of the EEA Financial Mechanism 2014-2021 (Regulation), **contribution in kind** in the form of voluntary work is possible for projects implemented by NGOs.⁴ This contribution may not exceed 50% of the co-financing that PP must provide. The rest of the contribution is in cash.

Based on the type of labour, there will be used two types of values:

- For administrative/ unskilled labour the national gross minimum wage in force will be taking into account when calculating the contribution;

⁴ * The basis for calculating the unit prices for voluntary work is in the official data regarding the minimum and medium wage at national level, in force when the small grant scheme is launched.



- For the complex/qualified labour, the national gross medium wage in force will be taking into account when calculating the contribution.

For justifying the cost per hour of voluntary work, the voluntary work contract will have an annex containing the cost per hour of voluntary work based on project detailed budget. The voluntary work contract will be sent to PO during the project implementation stage.

The Donor project partners will use their usual remuneration policy in accordance with the Regulation, Chapter 8. The donor projects partners do not have to report the cost of voluntary/unpaid contribution, if this is used during project implementation.

2.4 Eligible Project Promoters

In compliance with the provisions of the Programme Agreement, under the small grant scheme **“Providing outreach health services to improve prevention of remote and vulnerable population”** the eligible project promoters are **Non-Governmental Organisations (NGOs)**, established in Romania as legal persons.

Eligible PPs can submit in this capacity one single proposal under this small grant scheme.

The entities in one of the following situations are not entitled to receive a project grant:

- are bankrupt, are under the administration of a judicial authority or under liquidation procedures, have suspended their business activities, are the subject of proceedings concerning the above mentioned matters, or are in any similar situation arising from a similar procedure applied under the provisions of the national legislation or regulations;
- are guilty of serious professional misconduct proven by any means, which the PO can reasonably justify;
- have not fulfilled its obligations relating to the payment of social security contributions or payment of taxes to the state budget, in accordance with the legal provisions of the country in which they are registered/established;
- are subject to a final legal judgment “res judicata”, for fraud, corruption, involvement in a criminal organization or any other illegal activity affecting the financial interests, without any evidence that they have taken in recent years corrective measures in this regard;
- they have been declared guilty to be in a serious breach of the contractual obligations regarding procurement procedures or procedures for the award of grants;
- they are in a situation of a conflict of interest with the organization or persons directly or indirectly involved in the grant award procedure, regardless the moment when the PO ascertains this situation;
- they are guilty of serious misrepresentation occurred in the process of supplying the information required by the PO or fail to provide the requested information, regardless the moment when this situation occurs.

2.5 Eligible partners



The programme aims to support initiatives to strengthen the cooperation at different levels between public entities and the civil society, between entities in Romania and Donor States. In this respect, partnership projects with entities from Romania and/or Donor States are encouraged and will receive extra points in evaluation.

The Partners (from Romania and/or Donor States) must be actively involved in the development of the application and contribute to the implementation of the project, sharing with PP the joint goal which is to be achieved through the implementation of the project. In this respect, it is recommended that partners have the capacity to act in the project's area, in accordance with the role assumed and in accordance with their legal responsibilities or status.

Under this small grant scheme, the following public or private legal entities are eligible as partners:

- a) from Romania: Public entities, NGOs, private entities (general practitioners) established as Romanian legal persons. The private entities will need to comply with TFEU art 107 by way of providing goods or services which do not affect the trade with EU Member States⁵;
- b) from Donor States: Any public or private entity, commercial or non-commercial, as well as non-governmental organisations established as a legal person in one of the Donor States.

⁵ Private entities can receive financing under the present small grant scheme only in the following situations:

1. in the situation of medical emergency activities

Article 107 (1) TFEU does not apply when the State acts "by exercising the prerogatives of public authority" or in cases where public entities act "in their capacity as public authorities". It can be considered that an entity acts by exercising the prerogatives of public authority if the respective activity is part of the essential functions of the state or is related to those functions, by its nature, by its objective and by the norms that apply in its case. In general, activities which are intrinsically part of the prerogatives of the official authority and which are exercised by the State do not constitute economic activities, unless the Member State concerned has decided to introduce market mechanisms. If it is considered that the medical emergency activities constitute a prerogative of the state, the suspicion of a state aid can be eliminated.

2. in the case of activities which do not affect trade with Member States

Public support for companies constitutes State aid according of Article 107 (1) TFEU only if "affects trade between Member States". The Commission has considered in several decisions, taking into account the specific circumstances of the cases, that the measure has a purely local impact and therefore has no effect on trade between Member States. In these cases, the Commission found, in particular, that the beneficiary provided goods or services in a limited area of a Member State and that it was unlikely to attract customers (in the case of medical units, patients) from other Member States and that it could not be foreseen that the measure would have a more than marginal effect on investment conditions or cross-border establishing.

Thus, the financing of healthcare units that provide the usual range of medical services that do not attract patients or investments from other Member States does not represent state aid.

The fulfilment of state aid legislation will be verified in the Stage 1 Formal appraisal of Evaluation process.



In case of partners from Romania, the same entity can be project partner in maximum two projects submitted under this small grant scheme (in case it has submitted one project as PP, it can act as project partner in only one other project).

The entities in one of the following situations are not entitled to be partners in the project:

- are bankrupt, are under the administration of a judicial authority or under liquidation procedures, have suspended their business activities, are the subject of proceedings concerning the above mentioned matters, or are in any similar situation arising from a similar procedure applied under the provisions of the national legislation or regulations;
- are guilty of serious professional misconduct proven by any means, which the PO can reasonably justify;
- have not fulfilled its obligations relating to the payment of social security contributions or payment of taxes to the state budget, in accordance with the legal provisions of the country in which they are registered/established;
- are subject to a final legal judgment “res judicata”, for fraud, corruption, involvement in a criminal organization or any other illegal activity affecting the financial interests, without any evidence that they have taken in recent years corrective measures in this regard;
- they have been declared guilty to be in a serious breach of the contractual obligations regarding procurement procedures or procedures for the award of grants;
- they are in a situation of a conflict of interest with the organization or persons directly or indirectly involved in the grant award procedure, regardless the moment when the PO ascertains this situation;
- they are guilty of serious misrepresentation occurred in the process of supplying the information required by the PO or fail to provide the requested information, regardless the moment when this situation occurs.

Partnership agreement

The PP will sign a Partnership Agreement with the project partners (recommended templates for national partners and partners from Donor Countries will be provided in the annex 5.6). The Partnership Agreement must clearly set out the roles, responsibilities and budget of the parties, coordinating bodies, financial arrangements between the parties etc. (see Article 7.7 of the Regulation). The Partnership Agreement must be submitted in draft as an appendix to the project proposal and will be finalized and signed by the national partners before signing the project financing contract. For partners from Donor States, only a letter of intent is required when submitting the application (see the recommended template provided by PO in the annex 5.6).

Facilities for search and creation of partnerships

Before and during the project proposal preparation period, the PO and Donor Programme Partners can provide support to entities from Donor States and Romania that are eligible under the small grant scheme with the purpose to search and create a partnership and to effectively and jointly prepare the project application. The request to PO or DPPs to advise on possible donor state partners should contain a brief description of project proposal and the



profile of the project partner needed. The potential beneficiaries can send those requests to contactsee@ms.ro.

2.6 Eligibility of target groups and beneficiaries

The projects submitted under the present small grant scheme must address the needs of the **main target groups**:

- Persons from vulnerable groups, including Roma;

Each person must be counted as belonging to the target group only once.

The 'vulnerability situation' represents one of the following situations in which the person is:

- a) not earning his/her own income or the income or those of legal supporters are not sufficient to ensure a decent and safe living environment;
- b) unable to care for him/herself and/or live alone without assistance and care;
- c) without a home or the possibility of ensuring his/her living conditions with their own resources;
- d) residing in remote areas where access is difficult, in segregated settlements, or in areas where housing is located at considerable distances from health infrastructure and from health and health related services;
- e) living in areas where he or she does not have access to basic medical services (without general practitioners).
- f) Medically vulnerable who are at risk of ill-health or worsening health status due to (1) biological, physical, socioeconomic, behavioral or health determinants; (2) having an increased probability of developing certain diseases or pathological conditions; (3) having certain personal characteristics related to age, disability or other related situations; (4) mental health issues.

When the project application is developed, the justification for target group will be done based on the official statistical data or other similar existing data that can justify the necessity of the proposed activities.

At the time of entry into operation, for each participant (the person belonging to the target group) it will be collected⁶ the supporting documents regarding:

- residence;
- affiliation of at least one vulnerable group.

The following **secondary target groups** may also benefit from project activities:

⁶ The Project Promotor must collect these data in line with GDPR rules.



- family members of the persons from the main target group;
- staff from the primary care and community medical care assistance (general practitioners, nurses, community nurses, Roma mediators);
- central and local public administration staff.

2.7 Eligible activities

The aim of this small grant scheme is to improve prevention for remote and vulnerable population through provision of outreach health services. Well-proven and documented approaches, activities and methodologies that bring new solutions to address the needs of the target groups, are encouraged in this small grant scheme.

The term “outreach health services” is used to describe any type of health service that mobilizes health workers (including trained health personell without formal education working in the health, social and educational sector) to provide services to the population or to other health workers, away from the location where they usually work and live.

Within the small grant scheme, the following activities are eligible:

1. Providing mobile outreach health services to remote and vulnerable population, especially for non-insured persons for:
 - mother and child health, women’s health and family planning;
 - the prevention of infectious diseases (for example, but not limited to tuberculosis, hepatitis B and C, HIV/AIDS, COVID-19). The prevention of infectious diseases can be done in connection with vaccination, outreach sessions that might already be existing and running in remote areas;
 - the prevention of non-communicable diseases (cardiovascular diseases, cancer, diabetes, respiratory diseases, mental health, oral health).

These activities will also include, if needed, training services, information and awareness raising promotions (training of target groups or personnel, organising events and materials to raise awareness among target groups).

The projects may also propose other types of outreach health activities, provided that they are justified in relation to the needs of the target groups and contribute to the fulfilment of the project indicators.

The activities foreseen in the project must be able to be measured by result indicators (of program or specific) and will contribute to the achievement of a specific objective of the programme.

The support / incentives that can be given to the target groups are exclusively in kind in the form of adequate medicines and medical services for their benefit. The financial support of the beneficiaries is not eligible.



2.8 Eligible costs

As a general implementation rule, the costs are eligible if they were made from the start date of the project (the date of signing the project financing contract) to the date of its closure (as defined in the financing contract, with the subsequent amendments and additions, as might be the case). At the end of the project, all the project activities will be completed and all the expenses will be incurred / committed. The final date of eligibility of expenditure within a project implemented within the programme is 30 April 2024. Further information on the general eligibility of costs can be found in the Regulation on the implementation of the EEA Financial Mechanism 2014-2021 (Chapter 8).

The same rules on eligibility of costs apply to both PP and partner. All non-eligible costs must be covered by the PP and/or its partners, as the case may be.

The budget of the project will be expressed in LEI with reference to the InforEuro⁷ rate from the date of budget preparation and will include only eligible costs (direct costs, indirect costs). In line with art 7.6.3 b of the Regulation, the project contract will contain the maximum amount of the project grant in euro and the maximum project grant rate.

In the project budget, it is recommended to include proportionate, necessary and accurate costs in relation with its planned objectives, activities and results. In this respect, in support of the project proposed budget, the PP must present a justification of the estimated costs (detailed by type of costs and unit prices - see the annex 5.1). The manner of drawing-up the budget shall be subject of the project evaluation and, if they deem as necessary, the evaluators may propose a budget revision.

The main categories of eligible costs are:

Direct costs:

- the cost of staff assigned to the project, comprising actual salaries plus social security charges and other statutory costs included in the remuneration, provided that this corresponds to the Project Promoter's and project partner's usual policy on remuneration. The corresponding salary costs of staff of national administrations are eligible to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the project concerned were not undertaken;
- travel and subsistence allowances for staff taking part in the project. Having regard to the principle of proportionality, travel costs, including subsistence allowance, may be calculated as a lump sum, on the basis of defined rules approved by the Programme Operator⁸;

⁷ Please see the art. 9.6 from Regulation. The Infor-Euro rates can be found here: https://ec.europa.eu/info/funding-tenders/how-eu-funding-works/information-contractors-and-beneficiaries/exchange-rate-inforeuro_en

⁸ Please see the Ministry of Health Order 902/2018: www.ro-sanatate.ms.ro/images/ro4/13_Ordin%20902%20din%202018.pdf



- cost of new equipment. The main rule applicable for this call concerning the equipment is the the “depreciation rule” mentioned in article 8.2.4 of the Regulation: *“Where new or second hand equipment is purchased, only the portion of the depreciation corresponding to the duration of the project and the rate of actual use for the purposes of the project may be considered eligible expenditure.”* However, according with article 8.3.1c *“In case the Programme Operator determines that the equipment is an integral and necessary component for achieving the outcomes of the project, the entire purchase price of that equipment may, by way of exception from the rule contained in paragraph 4 of Article 8.2, be eligible”*. In this way, the PPs must comply with the provisions of article 8.3.2 from Regulation: *“Where the entire purchase price of equipment is eligible in accordance with point (c) of paragraph 1, the Programme Operator shall ensure that the Project Promoter:*
 - (a) keeps the equipment in its ownership for a period of at least five years following the completion of the project and continues to use that equipment for the benefit of the overall objectives of the project for the same period;*
 - (b) keeps the equipment properly insured against losses such as fire, theft or other normally insurable incidents both during project implementation and for at least five years following the completion of the project; and*
 - (c) sets aside appropriate resources for the maintenance of the equipment for at least five years following the completion of the project.”;*
- costs of consumables and supplies, provided that they are identifiable and assigned to the project;
- costs entailed by other contracts awarded by a Project Promoter for the purposes of carrying out the project, provided that the awarding complies with the applicable rules on public procurement and this Regulation;
- costs arising directly from requirements imposed by the project contract for each project.

Indirect costs:

The indirect costs of entities from Romania acting as project promoters or project partners shall be calculated in accordance with Article 8.5.1(c) of the Regulation.

The indirect costs calculation method shall be stipulated in the project financing contract and in the Partnership Agreement (if applicable). The entities from Donor States may identify their indirect costs according to one of the methods mentioned in the Regulation (Article 8.5 Indirect costs in projects - overheads). The indirect costs calculating method cannot be changed during the project implementation.

2.9 Excluded costs

Costs such as the following are not considered eligible:

- interest on debt, debt service charges and late payment charges;
- charges for financial transactions and other purely financial costs, except costs related to accounts required by the FMC, the National Focal Point or the applicable law and costs of financial services imposed by the project contract;



- provisions for losses or potential future liabilities;
- exchange losses;
- recoverable VAT;
- costs that are covered by other sources;
- fines, penalties and costs of litigation, except where litigation is an integral and necessary component for achieving the outcomes of the project; and
- excessive or reckless expenditure.

2.10 Sustainably of projects financed

PP/partners will have to demonstrate the capacity to use the results also after the financing closing and to bear the cost of support services created/ developed by the project. In this regard, a plan on the sustainability of the project results shall be developed, according to the specifics of the project. PP must aim to promote sustainability of the financial support provided to the project to generate the maximum benefits to its target group and final beneficiaries. PP must also take into account the requirements of the Regulation (Art. 8.6 and 8.14).

The minimum post-completion operation for projects is of at least three years after the Programme Operator's approval of the project completion report, period in which the Project promotor will have to implement the measures from the sustainability plan of the project.

2.11 Project duration and implementation period

In determining the duration of the project, the Project Promoter (PP) shall take into account the limits set by the programme (the minimum and/or maximum duration of a project, the latest date for finalizing the implementation of the project), the application of procurement procedures, the specificity of the reporting and payment system, but also the individual aspects of the project (types of activities and impact on target groups, types and level of estimated costs). The duration and implementation period of the project is up to 12 months. The project can be extended, on PP request, according to the project contract. The final date for implemented projects financed under the programme is April 30, 2024. Expenditures incurred after 30 April 2024 will not be eligible.

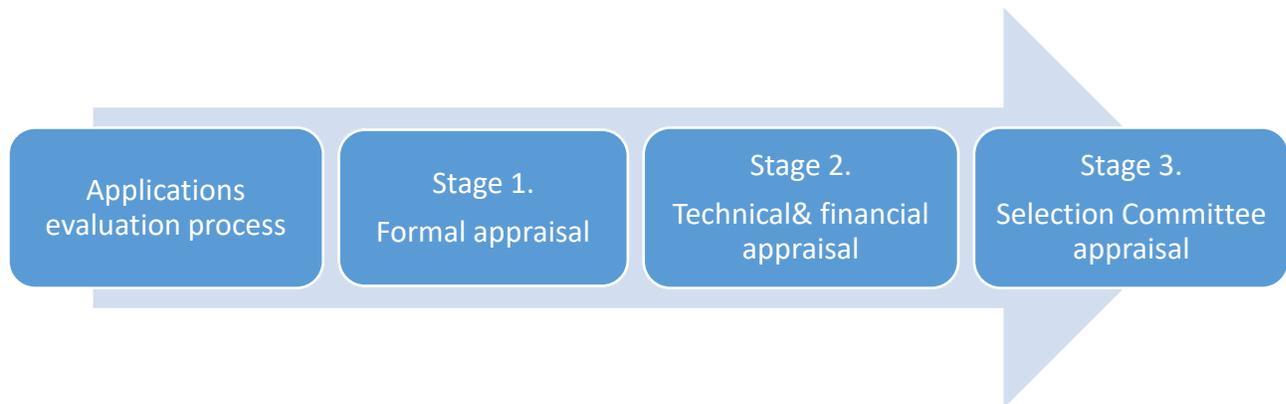
3. Projects verification, evaluation, selection and contracting

As PO, Ministry of Health is responsible for collecting applications, selecting projects to be financed and signing project contracts.

The selection process will follow the principles of good governance, transparency, equality, efficiency and zero tolerance towards corruption. The selection process involves several levels of checking, analysis review and decision-making, to assure the independent and impartial decision on applications to be financed. All criteria are published in this small grant scheme.



The appraisal process complies with the provisions of EEA Regulation (Art. 7.4). It has three stages consisting of formal, technical & financial and Selection Committee evaluation. The applications that meet the formal and technical & financial appraisal criteria will become subject to the analysis of the Selection Committee who can decide what applications will be supported or not. In each stage of the selection, the operations carried out are recorded in the Programme database in respect of the impartiality and confidentiality principles.



3.1 Formal appraisal

The following elements will be checked within this stage:

A. Formal compliance:

- compliance with the announced deadline;
- compliance with the required submission system;
- all requested documents are attached and comply with the required templates requirements.

B. Compliance with eligibility criteria:

- eligibility of the PP;
- eligibility of the project partners;
- the funds requested falls within the set limits;
- the duration and implementation period of the project is up to 12 months (the project must be completed by 30 April 2024);
- the project includes activities which fall within the eligible activities of the small grant scheme and are aimed at the target group of the small grant scheme;
- project activities do not fall under the PP/partners obligation to ensure sustainability of projects previously funded under RO19 Programme „Public health Initiatives, funded by Norway Grants 2009-2014.

Formal appraisal is carried out by the PO monitoring and contracting experts.

The projects proposals must fulfil all formal and eligibility criteria in order to pass to the technical & financial appraisal stage.



In case the provided information is not sufficient and clear enough to be able to make an objective decision as to whether a certain formal conformity or eligibility criterion is fulfilled or not, the PO may send the PP requests for clarification and/or submission of additional documents. The PP will respond within 5 working days of receipt of the PO (any document / clarification arriving after this deadline cannot be considered).

If one or more of the above criteria have not been met, the project proposal is rejected (either as formal non-compliant or ineligible) being excluded from subsequent stages of the selection.

The applicants of these projects proposals shall be notified within maximum 45 working days after the deadline for projects submission with regard to the results of the formal evaluation. Applicants shall be given ten working days from the date of notification to appeal that decision. The project proposals and all the documents related to the verification/clarifications shall be kept within PO database.

When preparing the application file, the PP shall make sure to comply with the form and content requirements mentioned in the documents of this small grant scheme under section 3.1, Formal verification stage, according with the checklist for formal conformity and eligibility mentioned in the annex 4 . Otherwise, the application file shall be rejected at that stage.

3.2 Technical & financial appraisal

The technical & financial appraisal shall be carried out by independent appraisers (external experts of PO) selected by public procurement procedure. The appraisal will be made “at the desk”. The appraisal is made by three appraisers who shall independently and separately score the application. During the evaluation, the experts, through PO, may request further clarification for a full and proper understanding of the application, but it is not allowed to submit additional documents. The deadline for clarification will not exceed 5 working days, during which, the appraisal procedure is suspended. The final score for application consists in the average of the three scores. At the end of the appraisal process, the experts will be prepared a report containing the full description and justification of the appraisal process for each application, including track records of all clarifications requested/provided. The applications scoring at least 60 points (from 100 points available) will be proposed for financing.

A ranking list of all applications evaluated will be established for the Selection Committee discussion to approve a final ranking list for funding as well as a reserve list. Within the ranking list, there will be indicated where the “limit” for funding is reached.

The main criteria on which the projects shall be evaluated are:

No	Evaluation criteria	Maximum score
I	QUALITY EVALUATION	10



I.1	The description of the approach for the identified needs (including solutions, methods, innovative techniques) is clear and appropriate for addressing the identified need(s) and the estimated impact on the area covered is presented in a coherent manner.	4
I.2	The project is based on a clear, coherent and credible data and figures the envisaged activities support increased access to health services.	4
I.3	The project offers new methods for improving access to health services for vulnerable groups.	2
Total score obtained MINIMUM SCORE SECTION I - 5 pts. * If the project doesn't obtain the minimum score for this section, it will be rejected.		
II	PROJECT RELEVANCE	30
II.1	The description of the initial situation is clear, coherent and credible and the description of the specific needs of the target groups and end beneficiaries is proper and coherent. The justification is based, as much as possible, on official and / or other objective and specific data	5
II.2	The target group(s) and end beneficiaries are clearly defined (qualitative and quantitative data).	3
II.3	The project highlights the added value for the target groups/end beneficiaries (presents the benefits for the members of the target groups/end beneficiaries, as a result of project implementation, as well as long term effects).	3
II.4	There is a clear connection between the overall objective of the project and the EEA Financial Mechanism objectives and the project contributes in a concrete and consistent manner to their achievement.	2
II.5	There is a clear connection between the overall objective of the project and the RO-Health Programme's objective and the project contributes in a concrete and consistent manner to its achievement.	2
II.6	The project contributes to increasing the annual number of people who benefit from outreach health services in vulnerable groups, including Roma: a) over 400 persons - 4 points b) between 300-400- 3 points c) between 200-300 persons - 2 points. d) under 200 persons - 1 point. The contribution of the project to the achievement of the programme result is clear and consistent (the beneficiaries of Roma ethnicity will be clearly distinguished).	4



II.7	The project is implemented in partnership with other NGO or different levels of public entities: a) Yes -2 points b) No -0 points	2
II.8	The project contributes to increasing the number of health professionals staff (including trained health personell without formal education working in the health, social and educational sector) trained on the job: a) more than 4 professionals - 2 points b) between 3 - 4 professionals - 1 point c) 2 professionals - 0 points*.	2
II.9	The project is implemented in partnerships with at least one public and/or a private entity from Donor states and contributes in a clear and consistent approach to the following bilateral output: "Project involving cooperation with a donor project partner in the field of health" * If the project is not implemented in partnership with a public or private entity from the donor states, the score will be "0".	3
II.10	Donor partners clearly and consistently contribute to the achievement of program outcomes and outcomes, other than bilateral ones. * If the project is not implemented in partnership with a public or private entity from the donor states, the score will be "0".	2
II.11	Consistency with relevant national and / or European policies / strategies / action plans in the field of health. The project is relevant to achieving the objectives of national and / or European policies / strategies / action plans relevant in the medical field, and the project contributes to achieving them consistently and coherently.	1
II.12	Contribution to cross-cutting issues The project fulfills the requirements of the Programme's cross-cutting issues and exerts a concrete positive influence on at least one of them (through concrete activities foreseen by the project, the implementation of good practices, an innovative approach, etc.), the description of the project's contribution during the implementation period and after the closure. The project is clear and consistent (emphasize the coherence of the information provided in different sections of the application form).	1
Total score obtained		



MINIMUM SCORE SECTION II - 12 pts. * If the project doesn't obtain the minimum score for this section, it will be rejected.		
III	IMPLEMENTATION CAPACITY AND EXPERIENCE OF APPLICANT AND PARTNER(S) (if applicable)	16
III.1	<p>Project not implemented in partnership The applicant has implemented at least one project funded from non-reimbursable funds, which amounts to:</p> <ul style="list-style-type: none"> • Less than half the value of the submitted project (1 points); • At least equal to half of the value of the submitted project (2 points); • At least equal to the value of the submitted project (3 points). <p>OR:</p> <p>Project implemented in partnership The applicant has implemented at least one project funded from non-reimbursable funds, which amounts to:</p> <ul style="list-style-type: none"> • Less than half the value of the submitted project (1 points); • At least equal to half of the value of the submitted project (2 points); • At least equal to the value of the submitted project (3 points). <ul style="list-style-type: none"> • The Romanian partner / partners (if applicable) has / have individually implemented or participated as partners in the implementation of a project financed from non-reimbursable funds, in value of at least the value of the individual budget allocated through the submitted project, according to the Partnership Agreement (1 point). • In case of partner(s) from donor states, 1 point is awarded. 	5
III.2	<p>Experience of the applicant and partner(s) in the fields relevant for the project The applicant and the partner(s) (if applicable) have sufficient technical expertise in the field relevant for the project. In case of projects implemented in partnership, the distribution of roles between partners is based on the relevant experience and the specific competencies of each entity.</p>	3
III.3	Financial capacity of the applicant and partner(s)	4



	<p>The applicant has the financial capacity to implement the project (including the co-financing and ineligible costs, if applicable) and to finance the activities envisaged for the sustainability period and there is a balance between the total project value and the financial resources managed.</p> <p>The Romanian partner(s) (if applicable) has/have the financial capacity to implement their activities according to the Partnership Agreement (including the co-financing and the ineligible costs, if applicable), as well as their envisaged activities for the sustainability period and there is a balance between their allocated budget and the financial resources managed.</p>	
III.4	<p>Capacity to implement the project</p> <p>The staff is sufficient and for each position from the management and implementation team are detailed the qualifications, minimal competences and main responsibilities / tasks necessary for an appropriate implementation of project activities.</p>	4
<p>Total score obtained MINIMUM SCORE SECTION III - 8 pts. * If the project doesn't obtain the minimum score for this section, it will be rejected.</p>		
IV	PROJECT FEASIBILITY	30
IV.1	Design and methodology of the project	14
IV.1.1	<p>The project objectives are clearly and properly defined:</p> <ul style="list-style-type: none"> - the overall objective expresses the long-term strategic perspectives of the project and is consistent with the objectives of the EEA Financial Mechanism and Programme; - the specific objectives address the identified needs, express the improved situation as a result of the project implementation, are SMART (specific, measurable, accessible / achievable, relevant and time-related) and can be fully realized by the end of the implementation period by delivering the planned results. 	4
IV.1.2	<p>The outcomes and outputs of the project are correlated with the needs of the target group (s) and can be fully achieved by the end of the implementation period with the planned resources (financial, human, material, technological, etc.). The identified sources and means of verification are credible and accessible both for proving the initial value (if any) and for verifying the achievement of the target values.</p>	2



IV.1.3	Project activities are eligible, realistic and necessary for achieving the planned results, the project includes the mandatory activities stipulated in the Applicant Guide and the description of activities contains sufficient details regarding the implementation methodology (how to involve the target group, planned resources, distribution of tasks between partners etc.) and the envisaged deliverables.	4
IV.1.4	Timetable and milestone are realistic and reflect the logical sequence of activities and the interconnections between them.	2
IV.1.5	The main risk of associated with activities were properly identified and the envisaged risk mitigation are appropriate and realistic	1
IV.1.6	The internal monitoring and evaluation measures are described and they are appropriate related to the specificity and project size	1
IV.2	Project Budget	16
IV.2.1	The budget is complete, the costs correctly fall into the budgetary headings, lines and sub-lines detailed in the budget format and are correlated with the procurement plan, the resources and project results. The budget is properly drafted in compliance with the Applicant's Guide requirements and instructions	4
IV.2.2	The cost included in the budget fall into eligible categories of expenditures for this small grant scheme	4
IV.2.3	The cost included in the budget are reasonable, necessary for achieving project objectives and envisaged result and are directly connected to the implementation of project activities	4
IV.2.4	Project procurement plan is properly drafted, respectively: <ul style="list-style-type: none"> - estimated amount of procurement is line with the legal framework (related to the thresholds) - the time of the procedure are realistic estimated in compliance with type of procurement procedure (taking into consideration the possibility of appeals) and correlated with the logical sequence of activities carried out in order to achieve the project results - procurement plan is in accordance with the principle of not dividing contracts with similar object in contracts with lower value 	4
Total score obtained MINIMUM SCORE SECȚIUN VI - 15 pts. * If the project doesn't obtain the minimum score for this section,		



it will be rejected.		
V	PROJECT IMPACT AND SUSTAINABILITY	14
V.1	The communication plan is appropriate related to the complexity and size of the project and, through the proposed activities, ensures a wide visibility among the target group(s), end beneficiaries and the general public and an appropriate dissemination of project results	4
V.2	The project results, by their nature, can be retrieved / used / replicated later by either the applicant/ partners or other entities (transferability and replicability).	2
V.3	The applicant has presented a coherent, realistic and consistent sustainability plan, addressing all three sustainability components: institutional, operational and financial.	4
V.4	Specific measures are described to capitalize on project results in the sustainability period and the applicant has the capacity to ensure the maintenance, operation and exploitation of project results after the end of the implementation period and during all the sustainability period.	4
Total score obtained MINIMUM SCORE SECTION VI - 8 pts. * If the project doesn't obtain the minimum score for this section, it will be rejected.		



3.3 Projects selection and approval

The final projects selection and approval is made by the Selection Committee. The Selection Committee consist of 3 members, respectively 2 from the Ministry of Health and and 1 from the Romanian Social Development Fund. The Ministry of European Funds, programme partners (Norwegian Institute of Public Health and Directorate of Health), the EEA Financial Mechanism Committee and EEA Financial Mechanism Office will participate as observers.

The Selection Committee may modify, in justified cases (e.g. avoid overlaps with other financing programs) and based on transparent criteria, contained e.g. in the Regulation, Programme Agreement and national legislation, the ranking of certain applications. The final list of projects selected voted by the Selection Committee will be approved by the PO.

The justification for the change shall be detailed in the minutes of the meetings and all the affected applicants shall be informed in writing on the justification for the change. Also, the Selection Committee shall aim to avoid overlaps with other financing programmes/double funding, shall avoid duplication of the projects under different calls by the same PP or with other programs etc.

The PO shall verify that the selection process has been carried out in compliance with the provisions in Regulation and the Selection Committee recommendations and complies with the programme's rules and objectives.

After these verifications, the PO, based on the SC selection, will make the final list regarding the projects that will be funded/rejected/put on the reserve list, depending the available funds. The PO will subsequently sign funding contracts with the PP.

The list of the projects selected for funding will be also sent to the EEA Financial Mechanism Office (FMO) within two weeks after the decision on the award of the grants.

Until the final decision is taken, all the documents related to the projects evaluation shall be confidential. All persons involved in the evaluation process shall sign confidentiality and conflict of interest statements.

3.4 Applicants notification

All the applicants (except those for projects rejected at the stage of formal or technical & financial appraisal) shall be informed and provided with a justification in 5 working days after the end of the process of selection and approvals. PO will make efforts to finalize the selection process in about 6 months from the deadline for submission of projects. In the case of projects approved for funding, the notification shall also comprise the conditions to be fulfilled for signing the project financing contract. If there are projects rejected as a result of SC's decision to change the initial or final ranking of the projects, the applicants affected by this change shall be informed in writing on the justification. Also, a list with all selected projects will be disseminated to PO website (www.ro-sanatate.ms.ro).



The PO shall take every reasonable measure to prevent a conflict of interest situation from occurring within the appraisal and selection process. If a conflict of interest situation nevertheless occurs, the PO shall take all the necessary measures to prevent that such a situation affects the integrity of the selection process (i.e. abstention from voting of the incompatible member of the Selection Committee, replacement of the incompatible independent expert/staff involved in the appraisal process). All the selection and approval process will respect the principle of the confidentiality and impartiality.

3.5 Appeals procedure

The applicants may appeal the rejection of their project proposal only during the formal appraisal stage, in which case they may file an appeal within maximum 10 working days from the date of receiving the notification.

3.6 Projects contracting

For each project approved for funding, the PO will conclude a project financing contract.

For a good implementation of the project, the Project Promotor will follow the Programme Implementation Manual published of the PO website, www.ro-sanatate.ms.ro.

During the project implementation, if necessary, the provisions of the financing contract/its annexes may be mutually amended within certain limits (without causing substantial changes to the initially approved proposal) or by the PO, in the conditions specified in the financing contract. The amendments might be subject of addendums to the financing contract, as the case may be.

3.7 Reporting and payment system

As a rule, the PP shall submit interim reports to the PO, twice a year (for a period of 6 months). After finishing the project implementation period, the PP shall send the final report. For each project, the reporting planning shall be mentioned in the project financing contract.

The programme applies the pre-financing system. The payments to the PPs shall be made by the PO in the form of advance payments, interim payments and payment of the final balance. The maximum level of advance and interim payments shall be linked to the project duration as follows:

Project implementation duration	Advance payment	Maximum value of interim payments	Final payment
Private entities (Project Promotors)			
≤18 Months	50%	40%	10%



An advance payment of a percentage of the total grant amount shall be paid within one month from the submission of a request after signature of the project contract. The interim payments shall be paid within one month after the approval of project interim reports. The project funds (in Lei) shall be transferred to the accounts specifically opened by the PP for the project at the local treasury or commercial bank.

4. Preparation and submission of the project proposal

If the PP calls on the services of a consultant for the preparation of the application/preparation of the application file, the consultant's name must be mentioned in the application form, in the specific field of the form.

4.1 Help-desk services and information seminars

During the period when the small grant scheme is open, the PO provides the PPs and their partners, upon request, with help-desk services (information and clarifications).

The applicants can send questions by e-mail contactsee@ms.ro.

Requests for information and clarifications related to the small grant scheme may be submitted to the PO no later than 10 working days before the deadline for submission of projects within the small grant scheme. Late requests will not be answered.

Answers to questions received by the PO can be provided within 3 working days after receiving the message if the question is received by email or on the website.

The most frequent and relevant **Questions and Answers** on the small grant scheme papers shall be published on the PO's website at www.ro-sanatate.ms.ro. These shall be updated periodically, depending on the questions received from potential applicants. We also recommend periodic consultation of PO website in order to provide access to additional and/or updated information.

4.2 Project proposal file preparation

The application form must be filled in according to the requirements described in the annex 5.

The application and the annexes will be drafted in Romanian, on the template provided by the PO.

When preparing the application file, the PP shall make sure to comply with the form and content requirements mentioned in the documents of this small grant scheme under section 3.1, Formal verification stage. Otherwise, the application file shall be rejected at that stage.



The grant application and all its annexes shall be all drafted in Romanian on the templates provided by the PO, except for the documents provided by partners from Donor States (the Letter of intent, CV, legal status, etc.) which can be submitted in English and become part of the application.

The grant application shall be accompanied by a package of documents (e.g. activities implementation schedule, budget justification, partnership agreement, communication and promotion plan, eligibility statements from the PP and project partners, documents proving the legal status of the PP and partners, CVs of the staff, etc.). The list of required documents to be submitted together with the grant application is available in the annex 2.

PP and partners shall verify the conformity and compliance of the project application file by completing the Conformity check list (see the template provided in the annex 4).

During the small grant scheme, if needed, the PO can issue corrigendum/ corrigenda to applicant guide. Those documents will be published on PO website www.ro-sanatate.ro and are compulsory for the applicants.

Please note that in case the PO can publish a corrigendum/ corrigenda, during the period when the small grant scheme is open, it is compulsory that the application proposal is in line with the latest approved and published forms/ documents/ annexes etc., otherwise this will automatically lead to the rejection of the application file at the formal (administrative) verification stage. If an application has been submitted prior to a corrigenda, the applicant will be contacted and given the opportunity to correct the application in line with the latest corrigenda and to resend the application within 5 working days, if needed.

4.3 Project proposal submission

The project proposal file (respectively a hard copy and an identical copy in electronic format, on electronic storage, i.e. USB, CD, etc) shall be sent to the PO's headquarter in Bucharest, the deadline being **09 of March 2021, hour 17.00**, either personally or by courier / mail (with receipt acknowledgment).

In case the project proposal is submitted by mail or courier services, the postal date or date of takeover by the courier service must be the announced deadline at the latest.

The files submitted by fax or e-mail, as well as files sent at addresses other than the mentioned one or after the announced deadline, shall be rejected.

After the deadline for submitting the projects, the PP can no longer request to make corrections or revisions of the project proposal file.

The documents for the project proposal and the electronic copy of the file will be presented in a sealed envelope / package, and the envelope / package shall bear the following information:

EEA Grants 2014-2021

Programme "European Public Health Challenges"

Small Grant Scheme 2: "Providing outreach health services to improve prevention of remote and vulnerable population"

Project title:.....



Name of applicant:.....

The envelope / package will be sent to the PO's office at the address below:

Ministry of Health (Programme Operator)

Mailing address: Bucharest, sector 1, no 1-3 Cristian Popisteanu street, 3rd floor, room 352

Telephone: 021 307 26 63; 021 307.25.11

E-mail: contactsee@ms.ro

Webpage: www.ro-sanatate.ms.ro

At any time before the PO's approval, the PP may choose to withdraw the project proposal from the competition. In this case, the PO shall return, upon request, the original file of the financing application and keep the electronic copy.

5. Further useful information

For a better understanding of the specificities of the EEA Grants 2014-2021 and the overall project framework, we recommend consulting the following documents (the list is not limited):

- Memorandum of Understanding signed between Iceland, the Principality of Liechtenstein and the Kingdom of Norway and the Government of Romania on the implementation of the EEA Financial Mechanism 2014-2021;
- Regulation on the implementation of the EEA Financial Mechanism 2014-2021;
- Program Agreement signed between Ministry of European Funds, as NFP and the donor states' representatives for the implementation of the programme;
- Regulation (EU) 2016/679 on the protection of individuals with regard to the processing of personal data and on the free movement of such data;
- Government Emergency Ordinance no. 34/2017 on the Financial Management of the Non- Reimbursable External Funds related to the EEA Financial Mechanism 2014-2021 and the Norwegian Financial Mechanism 2014-2021, as subsequently amended and supplemented;
- Order of the Minister of European Funds no. 1284/2016 regarding the approval of the competitive procedure applicable to the private applicants / beneficiaries for the award of services or works supply contracts, financed from European funds, as subsequently amended and supplemented;
- Law 98/2016 on public procurement, as subsequently amended and supplemented;
- Government Decision 395/2016 for the approval of the Methodological Norms for the application of the provisions regarding the award of the public procurement contract / the framework agreement in Law 98/2016, as subsequently amended and supplemented



- Law 101/2016 on remedies and remedies in connection with the award of public procurement contracts, sectoral contracts and works concession and services concessions contracts, as well as for the organization and operation of CNSC, as subsequently amended and supplemented;
- Order MDRAPFE / ANAP no. 6.712 / 890/2017 regarding the approval of the procurement procedures for the projects with European financing implemented in partnership;
- Ministry of Health Order 902/2018 regarding the approval of methodology for the calculation and payment of lump sums for travel expenses in Romania and abroad, at programme and projects level, financed from the EEA Financial Mechanisms 2014-2021;
- Government Emergency Ordinance 66/2011 on the prevention, detection and sanctioning of irregularities in the obtaining and use of European funds and / or related national public funds, as subsequently amended and supplemented;
- Government Decision 875/2011 for approving the Methodological Norms for the application of the provisions of Government Emergency Ordinance no. 66/2011 on the prevention, detection and sanctioning of the irregularities in obtaining and using the European funds and / or the related national public funds;
- Government Decision 519/2014 regarding the setting of the rates related to the percentage cuts / financial corrections applicable for the deviations provided in the Annex to GEO 66/2011, as subsequently amended and supplemented;
- Guides adopted by FMC in accordance with applicable Regulations www.eeagrants.org.

The above list of documents can be accessed here: www.ro-sanatate.ms.ro/index.php/ro/documente-relevante

6. Annexes

Annex 1 Declaration for GDPR for Project Promotors and partners

Annex 2 Framework content of the project application file

Annex 3 Declaration regarding state aid

Annex 4 Checklist for formal conformity and eligibility

Annex 5 Project Application