



Reference: Rural Women's Development Society – RWDS- PP3

Date: 19/03/2023

Subject: TOR call for proposal of Sub Grants

Project: Sustainable Networks for Agro-food Innovation Leading in the Mediterranean, MedSNAIL, Registration number A_A.1.2_0261

Funding Source: EU under ENI CBC Med to the support of the EU/Program

1.1 BACKGROUND

RWDS is currently an implementing partner of the project “Sustainable Networks for Agro-food Innovation Leading in the Mediterranean – MedSNAIL”. The project is lead by FAMP - Andalusian Federation of Cities and Provinces - Spain and involve another 5 Organizations from different countries. Slow food Foundation –Italy, ESDU - American University of Beirut – Lebanon, University of Sfax – Tunisia, Gozo Regional Committee – Malta, and NAMAA – Jordan.

MedSNAIL overall objective is to strengthen collaboration among the key territorial stakeholders (mainly agro-food enterprises, public authorities and thematic associations and networks) and to establish an Euro-Mediterranean agro-food business alliance – developed according to the “SLOW” approach – able to set up shared, bottom-up strategies and measures for sustainable and durable development of the sector, beyond the major economic trends. More specifically, the proposal will apply the SLOW FOOD principles to pilot rural areas, and develop cooperation and support strategies and tools for the creation and diffusion of brands for typical agro-food products - able to trigger development while preserving and valorising local heritage and identity.

1.2 OBJECTIVES OF THE CALL FOR SUB-GRANTS

The MedSNAIL project aims to foster the enhancement and development of small-scale traditional agro-food value chains that will offer increased business opportunities and more socio-environmental sustainability.

The main objective of this call for subgrant proposals is to enhance and improve the agro-food value chains by addressing the production needs of the grantees by the purchase of equipment for supporting agro-food production, the purchase of materials to support production and quality, and the purchase of packaging design, printing activities for labeling products.



1.3 FINANCIAL ALLOCATION

The overall indicative amount made available under this call for sub-grant proposals is EUR 34,480.00.

Rural Women's Development Society (RWDS) as project partner reserves the right not to award all available funds.

Size of sub-grants

Any grant requested under this call for proposals must not exceed the available amount per each sub grant:

Maximum of 8,620.00 EUR

Number of sub-grants

This call for application will award grants to a minimum of FOUR (4) applicants.

1.4 ELIGIBILITY CRITERIA

The target groups' criteria for applying for the sub grant are as below:

1.4.1. Eligibility of applicants

In order to be eligible for a grant, the Applicant must fit the below profile:

- Eligible Area
Only producers, micro businesses and cooperatives, micro and small enterprises (MSEs), farmers, and women farmers in Jenin Governorate Areas are eligible to apply, applicants are required to provide a rent contract for residence/business as proof of eligibility/ if available.
- Production Scale
Only producers of micro businesses and cooperatives are eligible to apply.
Cooperative definition according to the ILO and the Palestinian Cooperative Work Agency (CWA) stands for an independent association composed of people united together voluntarily to achieve their common economic, social and cultural needs and aspirations through a collectively owned and democratically supervised facility.
MSEs according to the Palestinian Ministry of Economy are defined as small enterprises that employ 6-15 workers and the capital that invested in fixed assets in less than 15,000.00 \$, the medium business is a project that employs 15-50 workers and invests from 15,000.00 \$ to 25,000.00 \$ in fixed assets.
RWDS is well recognized in developing and building the capacities of cooperatives, SMEs, CBOs and working groups (Known as Women Clubs), in the agribusiness sector, food processing and socio-economic empowerment.
Accordingly, the business registration certificate and a document indicating the number of people employed by the business (for small enterprises if applicable) are required as proof of eligibility. Yet, for CBOs and working groups, which are not registered officially, must proof their eligibility,

by list of beneficiaries and personal IDs. **In addition, they will be obligated to submit a guarantee of performance for implementing the activities with a total amount of their proposed budget, a bank guarantee bond, or a bank cheque bond.**

- Type of agro-food products:

Only producers dealing with local, traditional agricultural and gastronomic products that are strongly linked to local communities will be considered. The MedSNAIL project has already identified 81 products within the Jenin Governorate Please access the link for the [inventory of products](#), below as such products:

Vegetables	1. Tomatoes	Fruit trees	34. Apple	Processed food	64. Pumpkin Jam
	2. Potato		35. Pecan		65. Strawberry Jam
	3. Pepper		36. Cactus		66. carob syrup (called rub)
	4. Chilli	Cereals	37. Wheat	Wild plants and Mushrooms	67. Carob
	5. Eggplant		38. Barley		68. Wild Mushroom
	6. Cucumber	Legumes	39. Broad Bean		69. ** Blume schott "Ja'adeh"
	7. Squash		40. Lentils		70. Sorrel
	8. Pumpkin		41. Beans (Common bean)		71. Cyclamen persicum
	9. Green Pumpkin		42. Cowpea (black-eyed bean)		72. Borage
	10. Watermelon		43. Peas		73. Gundelia
	11. Cantaloupe Muskmelon		44. chickpeas		74. Thyme
	12. "Faqous" Aremenian Cucumber	Oil plants and spices	45. ** Sesame		75. Mallow
	13. Garlic		46. Safflower		76. Chicory/ Dandelion green
	14. Onion		47. ** Black caraway		77. Fennel
	15. Cabbage		48. ** Anise		78. Summer purslane (common purslane)
	16. Cauliflower		49. Fenugreek		79. Mustard
	17. Fennel		50. ** Cumin	Fiber crops	80. Sumac
	18. Beetroot	Fresh Herbs	51. Parsley		81. Louhfa
	19. Turnip or white turnip		52. Mint		
	20. Molokhia		53. Oregano		
	21. Okra		54. Sage		
	22. Lettuce		55. Spinach		
	23. Kohlrabi		56. Rocket		
	24. Radish		57. Swiss Chard		
	25. Strawberry		58. Chamomile		
Fruit trees	26. Olives	Honey Bees	59. Honey bees		
	27. Almonds				
	28. Grapes				
	29. Greengage Sour Cherries/ Plums				
	30. Apricot				
	31. Figs				
	32. Lemon				

33. Orange	<table border="1"> <tr> <td data-bbox="566 369 726 436">Processed food</td> <td data-bbox="726 369 997 436">60. Dry tomatoes</td> </tr> <tr> <td></td> <td data-bbox="726 436 997 470">61. Coscos (Maftool)</td> </tr> <tr> <td></td> <td data-bbox="726 470 997 504">62. Groats (Burgul)</td> </tr> <tr> <td></td> <td data-bbox="726 504 997 571">63. Freekeh (grilled green wheat)</td> </tr> </table>	Processed food	60. Dry tomatoes		61. Coscos (Maftool)		62. Groats (Burgul)		63. Freekeh (grilled green wheat)	
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NB: If awarded the sub-grant contract, the applicant will become the sub-grantee, who is the main interlocutor of Rural Women’s Development Society (RWDS) awarding the sub-grant, and will coordinate the design and implementation of the action.

1.4.2. Eligible activities for which an application may be made

Duration: The initial planned duration of an activity may not exceed **Three months**.

Duration: The initial planned duration of an activity may not exceed **Three months**. In any case, the activity should not finish after 25th July 2023, regardless of the start date of the implementation of this activity. Thus, the activity should last less than three months if this is necessary to meet the deadline (25/07/2023).

Types of activity: Activities supporting agro-food production:

- The purchase of equipment for supporting agro-food production (such as food small-scale processing plants, greenhouses, agricultural inputs, etc.)
- The purchase of materials to support production and quality.
- The purchase of packaging design, printing activities for labeling products.

Types of activities that are ineligible: Activities related to human resource, rents, administrative costs are NOT eligible.

Number of applications and sub grants per applicant(s); the applicant may not submit more than one application under this call for sub grant proposals.

Visibility: sub grant applicants must comply with the objectives and priorities and guarantee the visibility of the MedSNAIL project financing. This is especially important for those activities related to packaging design and printing activities for labeling products.

The sub grant beneficiary must take all necessary steps to publicize the fact that the ENI CBC Med programme through the MedSnail project has financed the action. Such measures must comply with the Programme rules for visibility, as well as any national regulations/requirements pertaining to visibility, as the case may be.



In particular, the sub grant beneficiary shall mention the action, name of the project of the contracting body contribution in information given to the final recipients of the action, in its reports, and in any dealings with the media. It shall display the ENICBC and MedSNAIL Project logo and RWDS logo wherever appropriate, and according to the Chapter 10 of the Project implementation manual:

[COMMUNICATION AND VISIBILITY \(updated November 2021\).](#)

Use of project visual identity

Beneficiaries are requested to ensure high visibility of the EU and ENI CBC Med programme support in any action undertaken or printed/digital material produced. Displaying the logo is the most important element for ensuring that project activities are eligible for funding.

Following the signing of the Subgrant Contract, Rural Women's Development Society (RWDS) will send an integrated logo to the Subgrantee. The project logo is available in English, French and Arabic and in different graphic formats (including jpeg, eps, png, pdf).

Using the project logo: do's and don'ts

The project logo should be displayed on a white background and set within a white rectangle in case it is placed on a dark or colorful background.

The project logo shall always be used as one united graphic element and cannot be divided into separate parts (unless for social media picture profile where the logo version containing only the thematic icon and acronym can be used and in exceptional and duly justified cases such as small gadgets or stationary where it is not possible display the full project logo due to size limitation – please consult the Managing Authority communication officer addressing RWDS to find the right solution).

The project logo shall not be rotated nor distorted. No visual effects shall be added to the project logo.

Placement and size of logo

The size of the project logo must be such that it is possible to read the text included in it. As a general requirement, the project logo shall not be smaller than 4cm (height) and 10,17cm (width). In exceptional and well-justified cases (due to technical limitations), it is allowed to use a smaller version of the project logo. Please always consult the Programme communication manager beforehand.

The project logo must always be prominently displayed alongside other logos and can never be smaller than other logos placed next to it. Only the beneficiary and Rural Women's Development Society (RWDS) are entitled to have their logos displayed together with the project logo.

Provided the specific requirements for the different types of communication support described below, the project logo shall always appear on top of any material, on the front page (for publication, etc.) and at the beginning of a video.



a- Printed material

Publications, including leaflets and brochures, shall always incorporate the project logo on the top of the cover page as well as the following elements:

- A clear reference that the project is funded by the EU under the ENI CBC MedSnail Programme;
- The total budget of the project as well as the amount of the contribution received (in figures + percentage);
- The following disclaimer: “This publication has been produced with the financial assistance of the European Union under the ENI CBC Mediterranean Sea Basin Programme. The contents of this document are the sole responsibility of < Beneficiary's Name /Rural Women’s Development Society (RWDS)> and can under no circumstances be regarded as reflecting the position of the European Union or the Programme management structures”.

Before issuing any publication, subgrantees shall share the draft version with Rural Women’s Development Society (RWDS), which, in case of doubt, will consult with the MedSNAIL Lead beneficiary for approval.

b- Branding supplies and equipment

Supplies, equipment (including computers), etc. purchased by projects should be clearly identified and visibly carry the project logo with the phrase “Provided by the European Union - ENI CBC Med Programme” in English and Arabic. This should be preferably done by putting a visible sticker on the item.

There is no required template for stickers but recommended sizes are 90 mm x 50 mm (smaller items) and 100 mm x 100 mm (larger items).

1.4.3. Eligibility of costs:

The sub-grant shall take the forms of **conditional pre financing payments**, and according to a limited financing per each payment, RWDS will schedule the payments according to the following schedule:

Payment No.	Relevant action	Rate of total sub-grant	Estimated to be paid by RWDS
1 st payment.	Based on awarding and contracting the sub grantees, with initial approval by RWDS on the suggested action plan, and the preoperational documents or stage.	20% of the total approved sub grant.	By April and beginning of May 2023
2 nd payment	Based on 50% and above progress have been made by the Sub grantee of the total activity. Initial draft report	30% of the total approved sub grant.	By the end of May and beginning of June 2023

	Technical and Financial to be submitted to RWDS.		
3 rd payment	Upon submission of financial documents and invoices, indicates the forecasted payments of the total activity, and initial approve of final Technical and Financial reports.	50% of the total approved sub grant.	By the end of June and the beginning of July 2023.

It is necessary for the individuals and not registered entities, and upon awarding the sub grant to them, to submit a performance bond. “Bank cheque from the representative person, is dated to be paid on the contracting date as stated in the 1.7.2 Sub grant timetable,” for 6 months with amount of 100% of their activities budget (equivalent in local currency). As it will be returned after completion of the sub grant activities.

Only eligible costs can be covered by the sub-grant. The categories of costs that are eligible and non-eligible are indicated below. The budget is both a cost estimate and an overall ceiling for eligible costs.

Eligible costs:

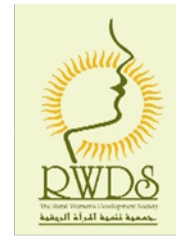
To be eligible under this call for proposals, costs must comply with the following:

Eligible costs are actual costs incurred and paid by the sub grant beneficiary, which are compliant with the programme rules and meet the following criteria:

- They cost are incurred during the implementation of the action and paid before the submission of the final report; which shall end no later than 25th July 2023.
- they are indicated in the budget for the action;
- they are necessary for the implementation of the action;
- They are identifiable and verifiable, in particular being recorded in the accounting record of the sub grant beneficiary.
- they comply with the requirements of applicable tax and social legislation;
- they are reasonable, justified and comply with the requirement of sound financial management, in particular regarding economy and efficiency;
- they are supported by adequate proving documents

The sub grant applicant agrees that the auditor contracted by the Rural Women’s Development Society (RWDS) will carry out expenditure verification. The below proof will be required for expenditure verification:

- Accounting records (computerized or manual) from the accounting system such as general ledger, sub-ledgers and payroll accounts, fixed assets registers and other relevant accounting information



- Proof of procurement procedures such as tendering documents, bids from tenderers and evaluation reports;
- Proof of commitments such as contracts and order forms;
- Proof of receipt of goods such as delivery slips from suppliers;
- Proof of completion of works, such as acceptance certificates, together with pictures;
- Proof of purchase such as invoices and receipts;
- Proof of payment such as bank statements, debit notices, proof of settlement by the contractor;
- Proof that taxes and/or VAT that have been paid cannot actually be reclaimed;

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

The Project is VAT exempted (Zero VAT) therefore the contracts by the Sub grantees have to include RWDS as third party in their contracting, so that the Vat Exemption Certificate can be issued under RWDS-PP3.

Ineligible costs:

The following costs are not eligible:

- human resources costs such as salaries
- service provided cost, except for expenditure related to the activity: the purchase of packaging design, printing activities for labeling products.
- real estate rent
- administrative costs
- debts and debt service charges (interest);
- provisions for losses or potential future liabilities;
- costs declared by the applicants and financed by another action or work programme receiving a European Union grant;
- purchases of land or buildings;
- currency exchange losses
- duties, taxes and charges, including VAT, except when non-recoverable under the relevant national tax legislation unless otherwise provided in appropriate provisions negotiated with partner countries, as per the provisions of the related Financing Agreement;
- loans to third parties;
- fines, penalties and expenses of litigation;
- contributions in kind;

1.4.4. Ethic clauses and Code of Conduct

a) Absence of conflict of interest

The applicant must not be affected by any conflict of interest and must have no equivalent relation in that respect with other applicants or parties involved in the actions. Any attempt by an applicant to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation



committee or Rural Women's Development Society (RWDS) during the process of examining, clarifying, evaluating and comparing applications will lead to the rejection of its application and may result in administrative penalties.

Zero tolerance for sexual exploitation and sexual abuse:

The European Commission applies a policy of 'zero tolerance' in relation to all wrongful conduct which has an impact on the professional credibility of the applicant.

Physical abuse or punishment, or threats of physical abuse, sexual abuse or exploitation, harassment and verbal abuse, as well as other forms of intimidation

b) Respect for human rights as well as environmental legislation and core labor standards

The applicant and its staff must comply with human rights. In particular, and in accordance with the applicable act, applicants who have been awarded contracts, must comply with the environmental legislation including multilateral environmental agreements, and with the core labor standards as applicable and as defined in the relevant Palestinian Labor Law, and International Labor Organization conventions (such as the conventions on freedom of association and collective bargaining; elimination of forced and compulsory labor; abolition of child labor).

c) Anti-corruption and anti-bribery

The applicant shall comply with all applicable laws and regulations and codes relating to anti-bribery and anti-corruption. Rural Women's Development Society (RWDS) and the Programme bodies reserve the right to suspend or cancel the sub-grant if corrupt practices of any kind are discovered at any stage of the award process or during the execution of the contract. For the purposes of this provision, corrupt practices' are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or execution of a contract already concluded.

d) Breach of obligations, irregularities or fraud

Rural Women's Development Society (RWDS) and the Programme bodies reserve the right to suspend or cancel the procedure, where the award procedure proves to have been subject to breach of obligations, irregularities or fraud. If breach of obligations, irregularities or fraud are discovered after the award of the contract, the project beneficiary may refrain from concluding the contract.

1.5. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

1.5.1. Applications

Sub grant applicants are invited to submit an application using the application form provided by Rural Women's Development Society (RWDS) and annexed to this call for proposals (Annex A).



Please complete the application form carefully and as clearly as possible so that it can be assessed properly. Any error in the sub grant application form or any major inconsistency may lead to the rejection of the application.

Clarifications will only be requested when information provided is unclear and thus prevents Rural Women's Development Society (RWDS) from conducting an objective assessment.

As the sub grant is intended for: the purchase of equipment for supporting agro-food production (such as small-scale processing plants, greenhouses, etc.), materials to support production, marketing activities, packaging design and printing activities, the applicant is required to provide three offers for the intended activity for the sub grant application.

Please note that only the application form and the published annexes, which have to be filled in, will be evaluated. It is **therefore of utmost importance that these documents contain ALL the relevant information concerning the activity.**

1.5.2. Budgeting for sub grant

Each of the applicants shall submit the activity budget according to the Annex B: Budget (excel form) with the application for the sub grant Annex A.

The Budgeting excel form will be finalized and amended directly after the awarding with the final approved budgeting, this will be revised by the Financial Department of Rural Women's Development Society (RWDS).

1.5.3. Where and how to send applications

Applications must be submitted in a sealed envelope by hand-delivery to the address below:
RWDS office Jenin,
Jenin Chamber of Commerce & Industry Bld,
Fourth Floor,
Jenin City,
WB, Palestine. 00970.

Applications must be submitted in one original copy in A4 size. In Arabic or English

The envelope must bear the reference of the call for sub grants, together, the full name and address of the applicant, and the words 'Not to be opened' and '<local language equivalent>'.>

The application form and the annexes must be submitted in PDF format sending them by email. The documents must be supplied in electronic format to the following e-mail address info@rwds.ps, and to ensure that the title of the email is **MedSNAIL_Subgrants_Application**.

Applicants must verify that their application is complete using the checklist included in the sub-grant application form. Incomplete applications may be rejected.

1.5.4. Deadline for submission of applications

Monday, 03/04/2023 before 15:00 Hour Jerusalem time zoon.

1.5.5. Further information about applications

Any questions and inquiries can be made no later than 7 days before the deadline for the submission of applications by email to info@rwds.ps with the subject of the email as; **MedSNAIL_Subgrants_Inquiries.**

Rural Women's Development Society (RWDS) has no obligation to provide clarifications to questions received after this date. Replies will be given no later than 5 days before the deadline for the submission of applications within general directed email to all registered applicants at receive or RWDS website.

To ensure equal treatment of applicants, Rural Women's Development Society (RWDS) cannot give a prior opinion on the eligibility of applicants or an action.

1.6. EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by an evaluation committee chosen by Rural Women's Development Society (RWDS), including not only staff working at RWDS. All applications will be assessed according to the following steps and criteria.

If the examination of the application reveals that, the proposed action does not meet the eligibility criteria stated in section 1.4 the application will be rejected on this sole basis.

STEP 1: Opening Applications & Eligibility Check

During the opening and eligibility check, the following will be assessed:

- If the deadline has been met. Otherwise, the application will be automatically rejected.
- If the application satisfies all the criteria specified in the checklist below:

	Criteria	yes/no
	The relevance of the application to the objective of the sub grant	
	The applicant provided the specific details of the need for a sub grant	
	The applicant specified the breakdown of the equipment and material with exact associated costs	

	The applicant is within the budget indicated for the sub grant, and they have submitted performance bond (if applied)	
	The applicant provided the supporting documents to confirm that they meet the eligibility criteria set in section 1.4.1	

If any of the requested information is missing or is incorrect, the application may be rejected on that sole basis and the application will not be evaluated further.

STEP 2: Evaluation of the Application

The applications that pass the opening and administrative checks will be further evaluated on their technical proposal, including the proposed budget. They will be evaluated using the evaluation criteria in the evaluation grid below:

Section 1 – Financial Evaluation	Maximum Score	Applicant score
1. Financial proposed budgeting.	30	
1.1. Do the applicants and, if applicable, their affiliated entity (ies) have declared their financial goals?	5	
1.2. Do the applicants and, if applicable, their affiliated entity (ies) have assessed their expenses accurately?	5	
1.3. Do the applicants have sufficient financial management capacity (including capital budgeting, capital structure and working capital management to handle the budget for the action)?	5	
1.4. Does the applicant have stable and sufficient sources of finance?	5	
1.5. Are the activities appropriately reflected in the budget?	5	
1.6. Is the ratio between the estimated costs and the expected results satisfactory?	5	
Maximum total score	30	
Section 2 – Technical Evaluation	Maximum Score	Applicant score
2. Relevance of the action	25	

2.1. How relevant is the proposal to the objectives and priorities of the call for proposals? Are the expected results of the action aligned with the priorities of this call (section 1.2)?	10	
2.2. How relevant is the proposal to the particular needs and constraints of the target region?	10	
2.3. Does the proposal contain particular added-value elements (e.g. innovation, best practices) to the overall objective of the Project?	5	
3. Design of the action	15	
3.1. How coherent is the design of the action? Does the proposal indicate the expected results to be achieved by the action?	5	
3.2. Does the proposal include credible baseline, targets and sources of verification?	5	
3.3. Does the design reflect a robust analysis of the problems involved, and the capacities of the relevant stakeholders?	5	
4. Implementation approach	10	
4.1. Is the action plan for implementing the action clear and feasible? Is the timeline realistic?	5	
4.2. Does the proposal include an effective and efficient monitoring system? Is there an evaluation planned (previous, during or/and at the end of the implementation)?	5	
5. Sustainability of the action	20	
5.1. Is the action likely to have a tangible impact on its target groups?	10	
5.2. Is the action likely to have multiplier effects, including scope for replication, extension capitalization on experience and knowledge sharing?	5	
5.3. Are the expected results of the proposed action sustainable? - Financially (e.g. financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs) - Institutionally (will structures allow the results of the action to be sustained at the end of the action? Will there be local 'ownership' of the results of the action?)- Environmentally (if applicable) (will the action have a negative/positive environmental impact?)	5	
Maximum total score	70	

Section 1 + 2 Maximum total score	100	
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After the evaluation, a table will be drawn up listing the applications ranked according to their score. The highest scoring applications will be provisionally selected until the available budget for this call for proposals is reached. In addition, a reserve list will be drawn up following the same criteria. This list will be used if more funds become available during the validity period of the reserve list.

Rural Women's Development Society (RWDS) as project partner reserves the right not to award all available funds.

STEP 3: Verification of Eligibility of the Applicants

The applicants' eligibility verification will be performed by a field visit by Rural Women's Development Society (RWDS) to assess the following:

1. Applicants production practices are already consistent with the MedSNAIL approach as far as sustainability, security and fairness of products and production practices are concerned
2. Verify that applicant meet to the criteria set out in section 1.4.1 and accuracy of the provided documents for the proof of eligibility
3. Any missing supporting document or any incoherence between the declaration by the applicant and the supporting documents may lead to the rejection of the application on that sole basis.

It will by default only be performed for the applications that have been provisionally selected according to their score and within the available budget for this call for proposals.

Any rejected application will be replaced by the next best-placed application on the reserve list that falls within the available budget for this call for proposals.

1.7. NOTIFICATION OF THE RESULTS OF THE EVALUATION

1.7.1. Content of the decision

Applicants will be informed in writing of Rural Women's Development Society (RWDS) decision concerning their application and, if rejected, the reasons for the negative decision. Applicants awarded the sub grant will be called to sign the Sub grant Contract with Rural Women's Development Society (RWDS).

An applicant believing that it has been harmed by an error or irregularity during the award process may lodge a complaint.

1.7.2 This Sub grant timetable

Activity	Date	Time
Publication and announcement of launching the sub grants call, and the supportive annexes by the Rural Women's Development Society – RWDS.	Monday, 20/03/2023. 15 Days before the submission deadline.	8:00 H. Jerusalem time zoon.
Deadline for requesting any clarifications from the Rural Women's Development Society – RWDS.	Monday, 27/03/2023 7 Days before the submission deadline.	16:00 H. Jerusalem time zoon.
Last date on which the Rural Women's Development Society – RWDS, issues clarifications.	Wednesday, 29/03/2023. 5 Days before the submission deadline.	8:00 H. Jerusalem time zoon.
Deadline for submission of applications	Monday, 03/04/2023.	15:00 H. Jerusalem time zoon.
Opening the application for administrative check and eligibility.	Tuesday, 04/04/2023.	8:00 H. Jerusalem time zoon.
Conducting evaluation.	Wednesday, 05/04/2023	8:00 H. Jerusalem time zoon.
Notification of award, and coordinating to conduct field visits by RWDS-PP3 to the awarded applicants	Monday, 10/04/2023	16:00 H. Jerusalem time zoon.
Signing the sub grant contract and final approval on Action plans and final budget.	Monday, 17/04/2023	8:00 H. Jerusalem time zoon.
Deadline for implementation and submitting reports	Tuesday, 25/07/2023	15:00 H. Jerusalem time zoon.



1.7.3 Reporting on received Sub grant

According to 1.4.2 of this call for subgrants the implementation duration of the sub grant activities are required in **three months** ending in any case on 25 July 2023. Thus, only one progress report and one financial report will be required from each sub grantee to be submitted on 25 July 2023 before 3p.m, these report forms will be annexed to the sub grant contract.

List of annexes

Annex 2a Sub grant application form

Annex 2b Budget

Annex 5 De_minimis_declaration for sub grantee

Document to be completed and submitted by the applicants.

Annex 2a Sub grant application form

Annex 2b Budget

Annex 5 De_minimis_declaration for sub grantee

Documents to be assigned to the applicants upon notification of awarding.

Annex 3 Standard sub-grant contract

Annex 4a Activity report

Annex 2b Budget as final and approved document.

Annex 5 De_minimis_declaration for sub grantee as final and approved document.