

# ACTIVE CITIZENS FUND IN LITHUANIA

EEA Financial Mechanism 2014 – 2021

## CALL FOR BILATERAL COOPERATION – PRACTICAL LEARNING MOBILITIES

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PROJECT PROPOSALS. Deadline for submission – 15 December 2022, 23:59 Lithuanian time



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## 1. OVERVIEW OF BILATERAL PRACTICAL LEARNING MOBILITIES

The EEA Financial Mechanism 2014 – 2021 is funded **by Iceland, Liechtenstein and Norway** with the aim to contribute to more equal Europe – both socially and economically – **and to strengthen the bilateral relations between Donor States (Iceland, Liechtenstein and Norway) and Beneficiary States in Europe.**

In the context of the Active Citizens Funds of the EEA Financial Mechanism, the operational definition of ‘strengthened bilateral relations’ is: **Enhanced cooperation and improved mutual knowledge and understanding between donor and beneficiary states.** Bilateral cooperation activities are also expected to make a positive contribution to the general objectives of the ACF Program: **‘Civil society and active citizenship strengthened and vulnerable groups empowered’.**

This Call defines the specifications for the **Practical Learning Mobilities scheme** within the Bilateral cooperation outcome of the Active Citizens Fund (ACF) in Lithuania, **aiming to:**

- enhance and strengthen cooperation and improve mutual knowledge and understanding between donor and beneficiary CSOs;
- to create opportunities to improve the existing and/or acquire new practical skills in the areas of the organization's performance;
- exchanging available work experience among the specialists in the same field;
- applying new, more advanced work organization methods in order to improve practical training, management or other needed skills.

The involvement of a not-for-profit organization established in the Donor State is a pre-requisite for the activity to be considered a bilateral practical learning mobility.

## 1.1. COMPLIANCE WITH BILATERAL OUTCOMES, OUTPUTS AND INDICATORS

The **aim of the bilateral cooperation** is to foster partnerships of mutual benefit and high quality among Lithuanian and Donor countries' NGOs. All proposals must comply with the ACF Program's Outcome for Bilateral Cooperation, contribute to a selected output, and measure its impact based on chosen indicator(s).

The relevant outputs and output indicators established for the Bilateral Outcome "Enhanced collaboration between beneficiary and donor state entities involved in the Program" are displayed in the table below:

Bilateral outcome	Indicators
Enhanced collaboration between beneficiary and donor state entities involved in the Program	Level of satisfaction with the partnership
	Share of cooperating organizations that apply knowledge acquired from bilateral partnership
	Share of participants in bilateral initiatives funded by the ACF bilateral fund reporting improved knowledge/methods/approaches
Bilateral outputs	Indicators
Partnerships between beneficiary and donor state entities supported	Number of projects involving cooperation with a donor project partner
Cooperation between beneficiary and donor state entities facilitated through the ACF bilateral fund	Number of bilateral cooperation initiatives funded by the ACF bilateral fund
	Number of individuals participating in bilateral activities funded by the ACF bilateral fund

To achieve this, the Fund Operator (FO) in Lithuania has foreseen **40,000 € for the implementation of the practical learning mobilities scheme** within the Bilateral Cooperation fund.

## 2. PROVISIONS OF THE CALL FOR BILATERAL PRACTICAL LEARNING MOBILITIES

The practical learning mobility scheme shall provide financial and administrative support for short-term practical learning experiences offered to professional staff or volunteers of Lithuanian NGO by an NGO in the Donor State and vice versa. **Practically during learning mobility participant(s) develop some specific competencies that are useful for performing her/his work at an NGO. The scheme also covers learning mobilities during which new methods, good practices are exchanged/ learned. New partnerships or joint projects could be yet another expected result of this scheme.**

### 2.1. ELIGIBLE PARTICIPATING ORGANIZATIONS

Participating organizations eligible for grants under practical learning mobility scheme are NGOs that are established in Lithuania, Norway, Iceland or Liechtenstein. More specifically, eligible Participating Organization should meet the following requirements:

- be a legal entity, which is non-profit, voluntary, have a non-commercial purpose, be independent of local, regional and central government, public entities, political parties and commercial organizations;
- prior to the submission of the application, be registered in the Register of Legal Entities as an NGO (if participating organization is from Lithuania);

- shareholders of the participating organization should not be the consortium members of the FO;
- organizations that have not paid amounts due, following a final court decision in connection with the NGO Program 2009-2014 in Lithuania, shall not be considered eligible.

All eligible participating organizations shall follow the principles of common values of respect for human dignity, freedom, democracy, equality, the rule of law, and respect for human rights, including the rights of persons belonging to minorities (based on race or ethnicity, gender, disability, age, sexual orientation or identity). Participating organizations will confirm this in their declarations of compliance. The FO shall have the power to suggest a rejection of a practical learning mobility application if it establishes that participating organizations and initiatives do not follow the above-mentioned principles.

**Participating organizations may take the following roles:**

- Sending organization
- Hosting organization

One of the participating organizations shall take the role of an Applicant and apply to the FO on behalf of both organizations.

**Sending organization:**

- Lithuanian NGO or an NGO from any of the Donor States (Norway, Iceland and Liechtenstein);
- selects 1 to 3 participants for practical learning mobility (employee or volunteer) to learn and gather experience from an NGO based in any of the Donor States or in Lithuania;
- supports the participant(s) during all phases of practical learning mobility;
- together with the hosting organization and selected participant(s) plans practical learning mobility program.

**Hosting organization:**

- NGO from any of the Donor States (Norway, Iceland and Liechtenstein) or a Lithuanian NGO;
- in cooperation with sending organization and selected participant(s), develops a practical learning mobility program;
- organizes practical learning mobility activities, provides a safe and convenient working environment;
- provides a person in charge (mentor) to coordinate practical learning mobility program and support participant(s).

**Applicant organization:**

- applies to the FO for practical learning mobility funding;
- coordinates practical arrangements and distribution of finances among participating organizations;
- on behalf of both participating organizations signs an agreement with the FO;
- on behalf of both participating organizations submits a report to the FO.

## 2.2. PARTNER SEARCH IN THE DONOR STATES

The **Active Citizens Fund Operator in Lithuania**, [the Norwegian Helsinki Committee](#) and [the Icelandic Human Rights Centre](#) could help facilitate contacts between Lithuanian NGOs and those established in the Donor States. **Partnership databases** by the Norwegian Helsinki Committee (<https://ngonorway.org/partners/>) and the Icelandic Human Rights Centre ([icelandic-ngo-database 2021.pdf \(humanrights.is\)](#)) have been established to facilitate the search for potential partners.

## 2.3. DURATION AND PLACE

**Practical learning mobility could last from 5 to 20 work days (all activities should terminate no later than March 31, 2024).** The project (including preparation and evaluation of the practical learning mobility) may last from 1 to 3 months. The activities foreseen may take place in Lithuania or in any of the Donor States.

## 2.4. FINANCIAL PROVISIONS OF THE CALL

**Grant rate may constitute up to 100% of eligible expenses.** Costs related to practical learning mobility may be eligible from the date on which the implementation agreement is awarded (usually it is the date when the last party signs the contract) or at a later date set in the Contract. The Contract shall set the final date of eligibility of costs. Costs incurred after that date are not eligible. The inclusion of an expenditure item in the practical learning mobility budget approved by the FO cannot be considered as a pre-requisite of its eligibility.

### Eligible expenditure:

- actually incurred, which meet the following criteria:
  1. They are incurred between the first and final dates of eligibility of practical learning mobility;
  2. They are indicated and approved in the detailed budget of practical learning mobility;
  3. They are used for the sole purpose of achieving objectives of practical learning mobility.
    - expenditures are considered to have been incurred when the cost has been invoiced, paid and the subject matter delivered (in case of goods)/ performed (in case of services/ works);
    - expenditures not documented are not eligible;
    - all costs must be real costs-based on an economically, rationally calculated budget.

### The following expenditures are eligible:

- **direct costs for hosting-related purposes** allocated to a hosting organization **in a Donor State**. These costs could include costs related to hosting participant(s) of practical learning mobility, such as mentor(s) remuneration, interpretation, consumables and supplies, etc. These costs could amount up to 400 EUR per work day per participant of practical learning mobility calculated on a basis of work days that participant(s) stay in hosting organization;
- **direct costs for hosting-related purposes** allocated to a hosting organization **in Lithuania**. These costs could include costs related to hosting participant(s) of practical learning mobility, such as mentor(s) remuneration, interpretation, consumables and supplies, etc. These costs could amount up to 200 EUR per work day per participant of practical learning mobility calculated on a basis of work days that participant(s) stay in hosting organization;
- a grant for a **specific set of costs of the participant(s)** to be covered (i.e., local and international travel, insurance, subsistence allowances, accommodation). Any expenditure item covered by the daily allowance cannot be eligible in addition to the daily allowance;
- if participant is an employee of a sending organization, **the work days** spent in practical learning mobility **are compensated** based on rates as specified in the employee's contract (travel days included);

- **indirect costs** could comprise up to 10% of the total budget.

## 2.5. TIMETABLE AND DEADLINES (INDICATIVE)

Call opening	October 10, 2022
Consultations to potential applicants	October – November, 2022
<b><u>Deadline for submission:</u></b>	<b><u>December 15, 2022, 23:59</u></b> Lithuanian time
Evaluation	December – January, 2023
Selection Committee meeting	February, 2023
Information on evaluation results	February, 2023
Grant agreement signature	February, 2023
Project implementation	March 1, 2023 – March 31, 2024

## 3. APPLICATION, SELECTION AND REPORTING

### 3.1. APPLICATION PROCEDURE

Practical learning mobility is a planned learning process, which should be planned well in advance, i.e. while submitting an application form. Nonetheless, during the implementation, the working program may be adjusted by mutual agreement, taking into account any challenges, arising new learning needs or any other relevant issues. **The application form of practical learning mobility must include:**

- topic and purpose of practical learning mobility;
- place of practical learning mobility;
- participant(s) of practical learning mobility (name, surname, position in sending organization);
- duration of practical learning mobility (in work days);
- working methods and preliminary daily program;
- expected results (e.g. improvement of special professional knowledge, abilities and skills, acquisition of new competencies, transfer of methods and good practices, development of joint projects, etc.).

#### **Submission of an application:**

- the Application form must be completed in Lithuanian or English;
- **a letter of intent signed** by the hosting/sending participating organization (a free form letter clearly defining the objectives of the partnership, division of responsibilities between participating organizations and partner's commitments), together with **declarations of participating organizations, a preliminary working program, and a budget** must be enclosed to the application;
- only one (1) application may be submitted for evaluation by the same applicant;
- the **deadline** for submission of the practical learning mobility application is 23:59 Lithuanian time on the **15<sup>th</sup> of December, 2022**;
- completed and signed application form together with its .doc/.docx format must be sent to e-mail address [projektai@apf.lt](mailto:projektai@apf.lt) (this e-mail is intended exclusively for submission of applications and will therefore not be checked before the deadline for submission of project proposals);

- all eligible participating organizations, participant(s) of practical learning mobility and the practical learning mobility initiative shall follow the principles of common values of respect for human dignity, freedom, democracy, equality, the rule of law and the respect for human rights, including the rights of persons belonging to minorities. The Fund Operator shall have the power to suggest a rejection of a practical learning mobility if it establishes that participating organizations, participant(s) of practical learning mobility or practical learning mobility initiative do not follow the above-mentioned principles.

### 3.2. CRITERIA FOR SELECTION AND APPROVAL OF APPLICATION

#### 1. **Relevance, implementation of practical learning mobility and benefit to participating organizations:**

- coherence between practical learning mobility and the Active Citizens fund objectives;
- adequacy of planned activities to achieve the expected results of practical learning mobility;
- adaptation of knowledge, methods and approaches acquired during practical learning mobility to further activities of the participating organization(s).

#### 2. **Strengthening relations between the organizations participating in practical learning mobility.**

### 3.3. REPORTING AND PAYMENTS

The applicant organization must submit the final report on the implementation of practical learning mobility within thirty (30) calendar days after all activities are completed. The following documents shall be provided together with the final report:

- copies of invoices and payment receipts, or bank statements proving the settlement of payments;
- copies of travel tickets, boarding passes;
- actual daily program of practical learning mobility. The program must reflect the involvement of a hosting organization providing a narrative justification for the financial contribution provided;
- timesheets or documents from a suitable work time recording system together with a proof of payment and proof of the copy of an employment/work contract (redacted) with participant(s) of practical learning mobility, if participant(s) is an employee;
- copy of volunteering agreement of participant(s) with sending organization, covering the period of practical learning mobility, if participant(s) is a volunteer;
- timesheets or documents from a suitable work time recording system together with a proof of payment and proof of the existence of an employment/work contract or a fee-based contract with mentor(s) of practical learning mobility.

Fund Operator reviews the final report on the implementation of practical learning mobility and its annexes. In case of inconsistencies with approved application the respective request for additional information and amendments is sent to the applicant of practical learning mobility. The term for supplying the requested information and documents is five (5) work days.

In case of major inconsistencies with the signed practical learning mobility contract, the Fund Operator has the right claim the partial or full refund of the grant paid to the applicant organization for the implementation of practical learning mobility. In case there is suspected fraudulent implementation or deliberate financial mismanagement of the practical learning mobility Fund Operator may submit a claim to the court.

### 3.4. INQUIRIES

In case of questions regarding the call, organizations may contact Fund Operator at [info@apf.lt](mailto:info@apf.lt) or check the F.A.Q. section at <https://apf.lt>.