



SESRIC

STATISTICAL, ECONOMIC and SOCIAL RESEARCH
and TRAINING CENTRE for ISLAMIC COUNTRIES

VOCATIONAL EDUCATION AND TRAINING PROGRAMME FOR THE OIC MEMBER COUNTRIES (OIC – VET)

CALL FOR PROPOSALS (DRAFT)

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INTRODUCTION

The OIC-VET Programme supports and supplements the activities of the Member Countries (MCs) of the Organisation of the Islamic Conference (OIC), while respecting the responsibility of the MCs for the content and implementation of vocational training. It aims at improving the competencies and skills of the people according to the needs and priorities of labour markets through intra-OIC partnerships at institutional level. The Programme focuses on increasing accessibility and raising the quality of Vocational Education and Training (VET), and provides an opportunity for organizations involved in VET to build OIC partnerships, exchange best practices, increase the expertise of their staff and develop the skills and competencies of the participants. The Programme will cover the training areas included in the national training programmes in the member countries by introducing a transnational perspective in conformity with national priorities of the MCs.

Within this framework, the OIC invites all related institutions in the MCs to support the OIC-VET Programme and encourage initiating related projects. Such activities will, no doubt, add to the specialisation efforts of experts in OIC Member Countries in general and play an important role in the development of their human capital.

CHAPTER 1: ELIGIBILITY PERIOD

After the signing of the agreement and the start of the action, an eligibility period is granted for the beneficiary to complete the action within the scheduled period. The period of eligibility starts on the day indicated in the grant agreement. Under no circumstances can the eligibility period start before the date of submission of the grant application.

CHAPTER 2: ELIGIBILITY CRITERIA

Only applications that fulfil the eligibility criteria shall be considered for a grant. If an application is deemed ineligible, a letter indicating the reasons shall be sent to the applicant.

2.1. Eligibility criteria for countries

Applicants must be located in an OIC country.

2.2. Eligibility criteria for applicants**2.2.1. Applicants must be either:**

- Nationals of a country participating in the OIC-VET;
- Nationals of other countries provided that they are permanent residents in an OIC country.

2.2.2. Applicants must comply with the provisions laid down in the Implementation Mechanism of the OIC-VET. Applications may be submitted only by institutions and organisations having the status of legal body.

2.3. Eligibility criteria for grant applications

- (1) Comply with the requirements laid down in the Implementation Mechanism of the OIC-VET;
- (2) Comply with the application procedures defined in Chapter 8;
- (3) Be drawn up in one of the official languages of the OIC, i.e. Arabic, English and French;
- (4) Be submitted exclusively using the official application form for the action concerned and be electronically completed in full;
- (5) Include a budget;
- (6) Be signed by an authorised person;
- (7) Be sent to the appropriate National Focal Point (NFP), as indicated in the application form.

In addition to the above-mentioned criteria, applications submitted by legal entities must:

- (8) For an application for Multilateral Projects and Networks, original letters of intent from the partners should be included, and carrying the signature of one person who is authorised to enter into legally binding commitments on behalf of each partner organisation;
- (9) Be accompanied by a declaration of honour signed by an authorised signatory in which the latter certifies that the legal body is not in a situation of exclusion (see Chapter 3);
- (10) Except for public bodies, be accompanied by a declaration of honour signed by an authorised signatory, attesting to their status of as the legal body and to its financial and operational capacity to successfully implement the project described in the grant application submitted.

CHAPTER 3: EXCLUSION CRITERIA

Applicants shall be excluded from participating in the Call for Proposals if they are in any of the following situations:

- a) They are bankrupt or are having their affairs administered by the courts;
- b) They have suspended business activities;
- c) They have been convicted of an offence concerning their professional conduct by a judgment;
- d) They have been guilty of grave professional misconduct proven by any means;
- e) They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established.

CHAPTER 4: SELECTION CRITERIA

The eligibility conditions below allow assessment of the applicant's operational and financial capacity, in order to establish whether the applicant can carry out the proposed action or work programme.

Applicants may be required to provide documents to attest to their operational and financial capacity. If, on this basis, the NFP considers that operational and/or financial capacity has not been proved or is not satisfactory, it may reject the grant application or ask for further information.

4.1. Operational Capacity

Applicants will be evaluated as regards the professional competencies and qualifications necessary for carrying out the proposed action or work programme. Applicants must submit the CVs of key staff involved in the action showing relevant professional experience.

4.2. Financial Capacity

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the period during which the proposed action will be carried out and to participate in its co-funding. Accordingly, the NFP may offer the applicant a grant agreement/decision with an obligation to provide a guarantee for pre-financing, a grant agreement without pre-financing or a grant agreement with pre-financing payments in several instalments.

CHAPTER 5: CRITERIA FOR ASSESSING APPLICATIONS

Eligible applications shall be assessed on the basis of the award criteria mentioned in the Implementation Mechanism of the OIC-VET.

Grants shall be awarded on the basis of co-funding and the relative quality of grant applications criteria mentioned in the Implementation Mechanism of the OIC-VET.

CHAPTER 6: GENERAL FINANCIAL CONDITIONS

The decision to award a grant in respect of an action is formalised either through the issue of a Grant Agreement to be signed by the two parties (the NFP and the grant beneficiary) or through a unilateral Decision of the NFP, notified to the grant beneficiary.

This Agreement or Decision shall contain the payment arrangements as well as the bank account to which funds will be transferred.

Each action may give rise to the award of only one grant from the budget. The grant may not have the purpose or effect of producing a profit for the beneficiary. Grants may not be awarded retrospectively for actions already completed.

This grant may under no circumstances exceed the amount initially requested and may be below the amount requested by the applicant.

These grants are incentives to carry out projects which would not be feasible without the financial support under the OIC-VET and are based on the principle of co-financing.

Beneficiaries found to have seriously failed to meet their contractual obligations may have their agreements cancelled and/or be subject to financial penalties.

Grant Agreements or Decisions may be amended only by additional written Agreements or Decisions. Such additional Agreements or Decisions shall not have the purpose or the effect of making changes that would call into question the decision to award the grant or be contrary to the equal treatment of applicants.

CHAPTER 7: PUBLICITY

All grants awarded in the course of a financial year must be published on the Internet site of NFP during the first half of the year following the closure of the budget year in respect of which they were awarded.

The following information will be published:

- Name and address of the beneficiary;
- Subject of the grant;
- Amount awarded and rate of funding.

Chapter 8: SUBMISSION OF GRANT APPLICATIONS

8.1. Publication

The present Call for Proposals is published in the official OIC-VET Internet website:
<http://www.sesric.org/oic-vet>

8.2. Application forms and Guide for applicants

These documents can be obtained, depending on the action concerned:

- on the NFP Internet website
- on the OIC-VET Internet website

Applicants are strongly advised to familiarise themselves with the relevant sections of the Guide for Applicants.

8.3. Submission of the grant application

- 8.3.1. Applications under all actions must be submitted according to the instructions published annually by the relevant NFP.
- 8.3.2. The original application should be presented. It must carry the clearly recognisable signature of a person in the applicant organisation authorised to enter into legally binding commitments on behalf of the applicant organisation.
- 8.3.3. The application must be addressed to the NFP of the country in which the applicant is established.
- 8.3.4. All additional information considered necessary by the applicant can be included on separate sheets.
- 8.3.5. No changes to the application can be made after the application has been submitted. However, if there is a need to clarify certain aspects, the applicant may be contacted for this purpose.
- 8.3.6. Applicants will be informed of the receipt of their grant application within 30 working days after deadline for submission.

CHAPTER 9: CONTACTS

Further details on the OIC-VET, depending on the action concerned, are available:

- From the OIC-VET website: <http://www.sesric.org/oic-vet>
- From the NFPs of the Programme